

CSBG State Plan

Program Name: Community Services Block Grant

Grantee Name: Wyoming

Report Name: CSBG State Plan

Report Period: 10/01/2020 to 09/30/2021

Report Status: Saved

Report Sections

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CSBG Cover Page (SF-424M)

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
COVER PAGE	

* 1.a. Type of Submission: <input type="radio"/> Application <input checked="" type="radio"/> Plan <input type="radio"/> Other (2 Year)	* 1.b. Frequency: <input checked="" type="radio"/> Annual <input type="radio"/> Other (2 Year)	* 1.c. Consolidated Application/ Plan/Funding Request? Explanation:	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update
		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:

7. APPLICANT INFORMATION

* a. Legal Name: Wyoming			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1830208667A4		* c. Organizational DUNS: 809915796	
* 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: Wyoming Department of Health	Division Name: Public Health
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	* First Name: Eric	Middle Name: O	* Last Name: McVicker
Suffix:	Title: Chief Financial Officer	Organizational Affiliation: Wyoming Department of Health	
* Telephone Number: (307) 777-8205	Fax Number: (307) 777-3613	* Email: eric.mcvicker@wyo.gov	

*** 8a. TYPE OF APPLICANT:**
A: State Government

b. Additional Description:
Community Services Program

*** 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
Self-Sufficiency

12. Areas Affected by Funding:
State-wide

13. CONGRESSIONAL DISTRICTS OF:

* a. Applicant 01	b. Program/Project: Community Services Block Grant
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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. Match (\$):

		\$0	\$0
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?			
a. This submission was made available to the State under the Executive Order 12372			
Process for Review on :			
b. Program is subject to E.O. 12372 but has not been selected by State for review.			
c. Program is not covered by E.O. 12372.			
* 17. Is The Applicant Delinquent On Any Federal Debt?			
<input type="radio"/> YES <input checked="" 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) **I Agree <input checked="" 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)	
Attach supporting documents as specified in agency instructions.			

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

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

1.1. Identify whether this is a One-Year or a Two-Year Plan	<input checked="" type="radio"/> one-year <input type="radio"/> two-year
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1.1a. Provide the federal fiscal years this plan covers:	Year One	Year Two
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1.2. Lead Agency: Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act.

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

Has information in regards to the state lead agency has changed since the last submission of the state plan? <input type="radio"/> Yes <input checked="" type="radio"/> No

If yes, provide the date of change and select the fields that have been updated

<input type="checkbox"/> Lead Agency	<input type="checkbox"/> Department Type	<input type="checkbox"/> Department Name
<input type="checkbox"/> Authorized Official	<input type="checkbox"/> Street Address	<input type="checkbox"/> City
<input type="checkbox"/> Zip Code	<input type="checkbox"/> Business Number	<input type="checkbox"/> Fax Number
<input type="checkbox"/> Email Address	<input type="checkbox"/> Website	

1.2a. Lead agency	Wyoming Department of Health
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1.2b. Cabinet or administrative department of this lead agency *[Select one option and narrative where applicable]*

Community Services Department

Human Services Department

Social Services Department

Governor's Office

Community Affairs Department

Health Department

Housing Department

Other, describe

1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official	Wyoming Department of Health, Director's Office
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1.2d. Authorized official of the lead agency	
Name: Michael A Ceballos	Title: Director

1.2e. Street Address	401 Hathaway Building		
1.2f. City	Cheyenne	1.2g. State WY	1.2h. Zip 82002

1.2i. Telephone number and extension 307 777 - 8940 ext.	1.2j. Fax number 307 777 - 7439
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1.2k. Email address wdh@wyo.gov	1.2l. Lead agency website https://health.wyo.gov/
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1.3. Designation Letter:

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

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

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

If yes, provide the date of change and select the fields that have been updated Date picker and check all the apply 05/14/2020

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

1.4a. Agency Name Wyoming Department of Health

1.4b Point of Contact Name

Name: Sarah Green

Title: Community Services Program Manager

1.4c. Street Address

122 West 25 Street, Suite 102E

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

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 10/01/2020

<input type="checkbox"/> Agency Name	<input checked="" 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 checked="" type="checkbox"/> Email Address
<input type="checkbox"/> Website	<input type="checkbox"/> RPIC Lead	

1.5a. Agency Name Community Services Network of Wyoming

1.5b. Executive Director or Point of Contact

Name: Eric Joppa

Title: Executive Director

1.5c. Street Address

1401 Airport Parkway #300

1.5d. City

Cheyenne

1.5e. State WY

1.5f. Zip 82001

1.5g. Telephone number 307 772 - 9004 ext.

1.5h. Fax number -

1.5i. Email Address info@csnowyo.org

1.5j. State Association Website <https://csnowyo.org/>

1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead Yes No

Section 2: State Legislation and Regulation

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

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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)

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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 developed three goals for the administration of the Community Services Block Grant for FFY2021. These goals were developed in association with the Wyoming Department of Health Performance Management and Quality Improvement Committee. The first goal is to have eligible entities effectively meet the National Performance Indicators (NPIs). The second goal is to develop and maintain the infrastructure of the Community Services Block Grant in Wyoming. The third goal is to provide training and technical assistance 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)

Organizational Standards reports and TAPs; FFY2021 Application for Funds

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]

Capluck, Inc., who provides state-wide CAP60 database system

3.4. Eligible Entity Involvement	
3.4a. Describe the specific steps the State took in developing the State Plan to involve the eligible entities.	
<i>(Note: This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the State's annual report form)</i>	
Throughout FFY2020, the State CSP has had various conversations with eligible entities, either in a group format, or one-on-one. Recommendations for training, technical assistance, administration, and programming that the CSP received throughout have been recorded and taken into consideration with the creation of this plan. The FFY2021 Wyoming CSBG Application for Funds included a section that allowed eligible entities to respond to the needed training, technical assistance, and other topics for future administration and programming. This application section also allowed eligible entities to provide their own responses of what they are needing or any changes they would like to see be made from the CSP office. The State CSP also posted a draft version of this State Plan for public review that was posted to the State CSP website. It was also sent to the eligible entities via email for their review and comment. Finally, a public meeting is scheduled for August 17, 2020 at 11:00 AM occurring via Zoom telecommunications. Any comments that were solicited from the public hearing and the eligible entities are taken into consideration for the completion of this State Plan.	
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.	
<i>(Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.)</i>	
For the completion of the FFY2021 State Plan, the State CSP utilized the FFY2021 Application for Funds for Wyoming CSBG to gather input from eligible entities. A section in the application allowed eligible entities to provide input in the training and technical assistance that the State CSP would provide throughout the program year. Previous application processes did not allow for this. Further, with assistance from the Wyoming Department of Health's Performance Management and Quality Improvement Committee, clear goals and objectives, as well as measures and metrics, were identified and used to inform this current State Plan.	
3.5. Eligible Entity Overall Satisfaction:	
<i>Provide the State's target for eligible entity Overall Satisfaction during the performance period:</i>	
Year One	65 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 (ACSI) survey of the state's eligible entities. <i>(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form)</i>	

Section 4: CSBG Hearing Requirements

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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 CSP published a draft of this FFY2021 State Plan on the program website on August 10, 2020 for review. A draft of the FFY2021 State Plan was also emailed to all CSBG eligible entities on August 10, 2020. This allowed eligible entities 1 week to submit comments on the State Plan draft before the public hearing. Comments received during this time and after the public hearing are taken into consideration, and the State Plan will be posted online again for 3 weeks before being submitted as final.

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.

A public hearing will be held on Monday, August 17. Final comments on the draft State Plan are due Monday, August 24, in which final revisions will be made and prepare for an additional 3 week posting and then submission.

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	08/17/2020	122 West 25 Street, Suite 102 E, Cheyenne, WY 82002 AND online via Zoom	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)**

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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 CARE Board	Campbell County	Public	Community Action Agency
3	Converse County Human Resources Council	Converse County	Non-Profit	Community Action Agency
4	Fremont County Association of Governments Joint Powers Board	Fremont County	Non-Profit	Community Action Agency
5	Goshen Help	Goshen County, Washakie County, Weston County, Niobrara County, Crook County, Carbon County	Non-Profit	Community Action Agency
6	Compass Center for Families	Johnson County	Non-Profit	Community Action Agency
7	Community Action of Laramie County, Inc.	Laramie County	Non-Profit	Community Action Agency
8	High Country Behavioral Health	Lincoln County, Sublette County	Non-Profit	Community Action Agency
9	Natrona County Community Action Partnership of Natrona County	Natrona County	Public	Community Action Agency
10	Yellowstone Country Assistance Network	Hot Springs County, Park County	Non-Profit	Community Action Agency
11	Project Safe, Inc.	Platte County	Non-Profit	Community Action Agency
12	Sheridan County	Sheridan County	Public	Community Action Agency
13	Sweetwater County	Sweetwater County	Public	Community Action Agency
14	One22, Inc.	Teton County	Non-Profit	Community Action Agency
15	Uinta County Human Services Tripartite Board	Uinta County	Public	Community Action Agency

5.2. Total number of CSBG eligible entities 15

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 beendesignated 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
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Goshen HELP	Permanent Re-Designation	10/01/2020	Goshen County, Washakie County, Weston County, Niobrara County, Crook County, Carbon County
5.3b. Designation and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities that have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last Federal Fiscal Year (FFY). Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated)			
CSBG Eligible Entity		Reason	Delete
Western States Learning Corporation dba Align		Voluntarily Relinquished	
5.3c. Mergers: In the table below, provide information about any mergers or other combinations of two or more eligible entities that were each listed in the prior year State Plan.			
Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.

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
<h3 style="margin: 0;">SECTION 6</h3> <h4 style="margin: 0;">Organizational Standards for Eligible Entities</h4>	
Note: Reference IM 138, <i>State Establishment of Organizational Standards for CSBG Eligible Entities</i> , 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	
<input type="radio"/> COE CSBG Organizational Standards <input checked="" type="radio"/> Modified version of COE CSBG Organizational Standards <input type="radio"/> 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.	
The State CSP is proposing to eliminate Organizational Standard 8.1, for both private and public eligible entities, and replace it with a modified standard that would align with the State of Wyoming's Fiscal Policy #2001. This policy (attached) lays out a threshold for audit requirements for eligible entities. By eliminating Organizational Standard 8.1 and replacing it with language stating "The organization follows the State of Wyoming fiscal policy #2001". By doing such, there are no discrepancies in completing an audit, as historically, some agencies did not complete an audit, especially if they did not meet the threshold for a single audit.	
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: <ol style="list-style-type: none"> 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 	
<input type="radio"/> 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. <i>[Check all that apply and narrative where applicable]</i>	
<input type="checkbox"/> Regulation	
<input type="checkbox"/> Policy	
<input checked="" type="checkbox"/> Contracts with eligible entities	
<input type="checkbox"/> Other, describe:	

6.3. Organizational Standards Assessment: Describe how the state assess eligible entities against organizational standards this federal fiscal year(s). <i>[Check all that apply.]</i>	
<input type="checkbox"/> Peer-to-peer review <i>(with validation by the State or state-authorized third party)</i>	
<input checked="" type="checkbox"/> Self-assessment <i>(with validation by the State or state-authorized third party)</i>	
<input type="checkbox"/> Self-assessment/peer review with state risk analysis	
<input type="checkbox"/> State-authorized third party validation	
<input checked="" type="checkbox"/> Regular, on-site CSBG monitoring	
<input checked="" type="checkbox"/> Other State assesses and reviews completion of the Organizational Standards	
6.3a. Assessment Process: Describe the planned assessment process.	
Eligible entities are required to use the CAP60 database system to upload their documentation for the Organizational Standards. Within the system, eligible entities are allowed to complete a self-assessment, where they can mark the standards as "met" or "unmet" dependent upon their documentation uploaded and their perception of completion. After the deadline for uploading documentation, the State CSP reviews all of the documentation that was	

uploaded and will mark standards as "met" or "unmet". For those standards that are "unmet", a Technical Assistance Plan is created, including an explanation of why the standard was not met, and how it can be met, including what documentation could be uploaded.

6.4. Eligible Entity Exemptions: Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)? Yes No

6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption

Total Number of Exempt Entities: 0

CSBG Eligible Entity	Description / Justification	Delete

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

Year One	75%	Year Two
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Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module I, Table D.2.

Section 7: State Use of Funds

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
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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.

- Historic
- Base + Formula
- Formula Alone
- Formula with Variables
- Hold Harmless + Formula
- Other

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

The current formula that the State CSP uses to allocate funds annually include several low-income and poverty variables for each county. These variables include the low-income population, the number of unemployed people, the number of SNAP recipients, the number of Medicaid recipients, the number of POWER recipients (whereas POWER in Wyoming is TANF), the number of applications received for assistance with the state Department of Family Services, and the number of SSI recipients. The most recent data are used annually, and come from the US Census Bureau, the Wyoming Department of Workforce Services, the Wyoming Department of Health, the Wyoming Department of Family Services, and the Social Security Administration. Based on the data variables that are included in the formula, a poverty rating percentage is assigned to each county, and the total Wyoming allocation is then distributed to each county based on the data presented above.

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.

Year One	90.00%	Year Two
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Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Community Services Block Grant Board of Directors of Albany County Wyoming	\$194,403	
Campbell County CARE Board	\$214,138	
Converse County Human Resources Council	\$78,105	
Fremont County Association of Governments Joint Powers Board	\$333,714	
Goshen Help	\$290,485	
Compass Center for Families	\$33,381	
Community Action of Laramie County, Inc.	\$594,848	
High Country Behavioral Health	\$88,720	
Natrona County Community Action Partnership of Natrona County	\$594,585	
Yellowstone County Assistance Network	\$169,146	
Project Safe, Inc.	\$54,094	
Sheridan County	\$157	
Sweetwater County	\$197,960	
One22, Inc.	\$42,703	
Uinta County Human Services Tripartite Board	\$116,610	

Total	\$3,003,049	
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).		
Upon receiving the NOA from OCS, the State CSP allocates 90% of the funds using the allocation formula. Applications for funds were made available to eligible entities and any sub-grantees they may wish to fund on March 16, 2020, and were due back to the State CSP by May 26, 2020. The allocation chart was made available to eligible entities while completing their applications. Applications were reviewed by State CSP staff and contractors and scored. Funding decisions, including that of administrative funds and discretionary funds were made on July 29, 2020. Contracts were created and began routing for execution on July 30, 2020.		
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? <input checked="" type="radio"/> Yes <input type="radio"/> No		
7.4a. Distribution Consistency: If no, describe state procedures to ensure funds are made available to eligible entities consistently and without interruption.		
<i>Note: Item 7.4 is associated with State Accountability Measure 2Sa and may prepopulate the state's annual report form.</i>		
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.		
<i>Note: This information is associated with State Accountability Measure 2Sb and may prepopulate the state's annual report form.</i>		
Compared to past plans, this year, the State CSP routed a contract template, so as to eliminate the time from which contracts are submitted to the State Attorney General's Office, sent for signature, and fully executed. By using a contract template, the template is created and approved, and then all contracts that use such template get approved at once. In previous years, each contract had to be routed individually and approved by the AG individually. This logged up the system, and took longer for contracts to be executed. Using a contract template was a substantial improvement in the administrative procedures.		
Administrative Funds [Section 675C(b)(2) of the CSBG Act]		
<i>Note: This information pre-populates the state's Annual Report, Module 1, Table E.4.</i>		
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%)	5.00% 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	1.00 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	1.00 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? <input checked="" type="radio"/> Yes <input type="radio"/> 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)		
<i>Note: This response will link to the corresponding assurance, Item 14.2.</i>		
<i>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.</i>		
<i>Note: This information is associated with State Accountability Measures 3Sa and pre-populates the annual report Module 1, Table E.7.</i>		
Remainder/Discretionary Fund Uses	Year One Planned \$	Brief description of services/activities and/or activities

7.9a. Training/technical assistance to eligible entities	\$96,900.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	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	\$0.00	
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$83,498.50	The activities that these funds will support include payment for a CSBG Contractor for the State Lead Agency, which will involve the payment and reimbursement of eligible entity vouchers each month, monitoring assistance, as well as assistance with day to day operations of administering the grant. Further, these funds will be awarded to the eligible entities for the completion of their Community Needs Assessments.
Total	\$180,399.00	

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*) 8

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

Capluck, Inc. to provide a state-wide database system, CAP60.

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.

The largest substantial adjustment made to this state plan as it relates to previous year is the amount of funds that are being contracted to the State Association, CSNOW, for the purpose of providing training and technical assistance to the network. Last year, the contract was written for \$8,000 to perform ROMA training and board training. However, as the new Executive Director has learned the program and expanded services, the contract amount for funds increased to \$48,000 for FFY21.

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)

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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 3Scand 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	Governance/Tripartite Boards	
2	Ongoing / Multiple Quarters	Training	Reporting	
3	Ongoing / Multiple Quarters	Both	ROMA	
4	Ongoing / Multiple Quarters	Both	Organizational Standards - General	
5	Ongoing / Multiple Quarters	Training	Other	Monthly trainings via electronic communications will take place on a variety of topics. The State CSP and the State Association will communicate regularly and identify training topics based on network needs, requests, and any trends that may be present as a result of monitoring, monthly reports, and any communication that takes place with eligible entities.

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)*:

Year One	\$96,900	Year Two
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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 training and technical assistance that will be provided through these funds are related to reporting, through the use of the state-wide database system, CAP60. This training will be ongoing through the year for eligible entities and their sub-grantees regarding the reporting requirements on demographics, national performance indicators, and other goal-related activities and services. The CSP will also partner with the State Association to provide board training and ROMA training throughout the year. The State Association will also provide training monthly to eligible entities and their Sub-Grantees based on the needs of eligible entities. These training opportunities will be determined between the State CSP and the State Association, and evaluated monthly in order to provide effective and needed trainings. Lastly, technical assistance will be provided on a one-on-one basis with individual eligible entities or for the network as a whole based on the needs that arise throughout the fiscal year. Technical assistance will be provided by the State CSP, the State Association, CAP60 staff, the CSP contractor, and any other national, state, or local organization based on the topic and the availability of entities. Funds have been budgeted and allocated for this specific purpose. However, topics and dates of such will be determined based on needs as they arise.

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. After the initial review of the eligible entities' organizational standards, the State CSP will provide either a training based on unmet needs to the network if trends in unmet standards exist, or on a one-on-one basis if an individual eligible entity needs more targeted assistance. If the State CSP feels as if other organizations are better suited to provide such training and technical assistance, than discretionary funds will be used to secure such training. A final review will occur at the end of the fiscal year, where eligible entities will have the

opportunity to meet any unmet standards that may have been present at the start of the fiscal year.

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 Capluck, CAP60 statewide database system

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

In previous state plans, the State CSP in Wyoming had initially contracted the analysis and review of the organizational standards as a deliverable in the contract with the State Association. This fiscal year, the oversight of the organizational standards will happen in-house with the State CSP. This will allow the State Association more time and funds to provide training and technical assistance in other areas to the network. For FFY21, the State CSP will rely on the State Association more heavily for training and technical assistance. By doing so, the State CSP and the State Association will strengthen their working relationship and enable more collaboration in order to support eligible entities in a more holistic approach.

Section 9: State Linkages and Communication

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

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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

Wyoming State Office of Rural Health

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 SectionsSections 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. Lastly, communities are encouraged to complete a community resource and asset list as a part of their community needs assessment process triennially. In doing such, communities convene human and social services resources in the community, and from such, partnerships are created. These are assessed annually as a part of the community action plan, and triennially as a part of the community needs assessment process. 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.

Eligible entities are required, as a part of the annual application for funds, to list and describe the linkages, partnerships, and other coordination efforts they have within their communities and service areas. The descriptive narrative includes what the partnership entails (referrals, case management, etc.) as

well as what needs those resources are meeting as identified in the community needs assessments. Further, community needs assessments are encouraged to include a community asset or resource list in which all human and social service agencies, including, public, private, faith-based and other organizations or programs are included. This part of the assessment ensures that when eligible entities are planning for service provision based on the identified needs, they are not duplicating resources and services that are already present in the community or service area. Lastly, eligible entities are required to complete quarterly performance reports, in which part of their narrative includes information on the partnerships that eligible entities are relying on when providing service to low-income persons and working toward alleviating the causes and conditions of poverty in the community. The State CSP reviews these performance reports throughout the year to ensure the most effective service provision of the CSBG network in Wyoming.

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.

As a part of the community needs assessment process, eligible entities are encouraged to include a community resource or asset list in their assessment. The process of such should include focus groups, stakeholder meetings, and public input. Gathering information from all sectors of the community or service area allows a comprehensive picture of the services available, and where eligible entities can partner and refer for services that may not be provided or funded by CSBG. Further, this allow eligible entities to create partnerships in the community that may not have been previously established. Finally, many eligible entities host or attend community human services meetings. These meetings or work groups include agencies with similar missions to CSBG or serving similar populations to come together to discuss programming, emerging community needs, and create programming that would include agencies that may not be funded by CSBG. These are assessed through monitoring, quarterly performance reports, and general updates from the CSBG network in Wyoming.

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 Wyoming Department of Health, Community Services Program entered into a Memorandum of Understanding with the Wyoming Department of Workforce Services, in which CSBG eligible entities will refer, as needed, participants to the Wyoming Department of Workforce Services One-Stop Centers. This is a reciprocal relationship. Further, the MOU include collaboration in training between the two departments.

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 CSP ensures that coordination between antipoverty programs, including emergency energy crisis intervention programs. This is verified through local applications for CSBG funds, desk monitoring and onsite monitoring visits, especially for referrals to LIEAP. Tracking of referrals is also available in the state-wide CAP60 database system, in which eligible entities provide reports on monthly, and annually for the completion of the annual report.

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.

As a part of the community needs assessment process, eligible entities should engage participation from the faith-based and philanthropic community. They are encouraged to be included in the community resource and asset list. Further, when eligible entities advertise for the annual CSBG funds and accept applications, they are encouraged to engage the faith-based community. If faith-based organizations become recipients or sub-recipients of CSBG funds, the State CSP ensures that their programming does 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 and underserved 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. 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.

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.

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 seven 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 CSP currently has a contract with Western States Learning Corporation dba Align, as the State Association, and will be contracting with them for FFY2021 as well. The 2021 contract with the State Association will focus on providing both ROMA training and board training to all eligible entities and their sub-grantees. Further, the contract is using funds to support an annual conference in which eligible entities and their members can receive training and resources useful for the administration of CSBG and effective programming supporting the mission of CSBG. The contract also includes funds to support monthly trainings via telecommunications, and networking events where eligible entities can network with other agencies throughout the state. The eligible entities and sub-grantees are encouraged to use the State Association as a technical assistance and training resource. 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	Public Notice	
State Plan Development	Annually	Public Notice	
Organizational Standards Progress	As needed	Webinar	
State Accountability Measures Progress	As needed	Meetings/Presentation	
Community Needs Assessments/ Community Action Plans	Annually	Email	
State Monitoring Plans and Policies	Annually	Other	Communication regarding monitoring occurs through the use of email, the State CSP website, and through individual training and technical assistance calls and meetings. The State CSP publishes a monitoring calendar at the start of each fiscal year. Any changes made due to risk are communicated via email.
Training and Technical Assistance (T/TA) Plans	As needed	Email	
ROMA and Performance Management	Biannual	Email	
State Interagency Coordination	Upon Request	Email	
CSBG Legislative/Programmatic Updates	As needed	Email	
Tripartite Board Requirements	As needed	Letters/Hard Copies Other	Any changes made to policies and procedures as it relates to Tripartite Board requirements is communicated via email, as well as posting on the State CSP website.

	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

Communications regarding the performance on state accountability measures are made via email, as that is the preferred and most effective communication style, based on the results and information gathered from the most recent ACSI. Further, any updates appropriate to post on the State CSP website will be done.

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.

More use of email, when appropriate, and the greater use of the State CSP website has been implemented in FFY 2020, as well as moving into FFY2021. Results from the most recent ACSI indicated that more effective use of email for updates and changes was requested from Wyoming's eligible entities. Email communication has been used with bold fonts, bullet points, and concise wording. Differing from previous State Plans, a greater use and better functionality of the State CSP website has been used. The website now houses all program policies and procedures, guidance manuals, applications and required attachments, announcements, training and technical assistance resources, and other information necessary to communicate to the network, in which it makes it available to the public and the network 24 hours a day, 7 days a week.

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)

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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 1, 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	Full On-site	Onsite Review	FY1 Q3	06/06/2018	06/06/2018	
2	Campbell County CARE Board	No review					
3	Converse County Human Resources Council	Follow-up	Onsite Review	FY1 Q2	08/05/2020	08/05/2020	
4	Fremont County Association of Governments Joint Powers Board	Full On-site			09/01/2020	09/04/2020	This review took place via telecommunications, such as email, phone, and Zoom video conferencing. Sub-Grantees completed self-evaluations and were reviewed by the Tripartite Board. This new process for monitoring was used as Fremont County has the highest confirmed COVID-19 cases, as well as board members and program staff being at-risk for contracting the disease. Using telecommunications was an effective alternative. The FFY2021 review will occur on-site, given COVID-19 is under control.
5	Goshen Help	No review					
6	Compass Center for Families	Full On-site	Onsite Review	FY1 Q3	06/25/2018	06/25/2018	
7	Community Action of Laramie County, Inc.	No review					
8	High Country Behavioral Health	Newly Designated	Onsite Review	FY1 Q3			No previous full on-site monitoring visit has occurred, since High Country

							Behavioral Health was a newly designated eligible entity in FFY2020.
9	Natrona County Community Action Partnership of Natrona County	No review					
10	Yellowstone Country Assistance Network	Full On-site	Onsite Review	FY1 Q3	08/16/2018	08/16/2018	
11	Project Safe, Inc.	Full On-site	Onsite Review	FY1 Q3	08/18/2018	08/18/2018	
12	Sheridan County	No review					
13	Sweetwater County	No review					
14	One22, Inc.	No review					
15	Uinta County Human Services Tripartite Board	No review					

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).

If the Grantee has been issued either a CAPL or TAP, or both, and were not successful in correcting the deficiency or deficiencies, the CSP may issue a Quality Improvement Plan (QIP) to the Grantee. The CSP will determine both corrective action and a timeline not exceeding sixty (60) days for completion. Within thirty (30) days of issuing a QIP, the CSP will prepare and submit a report to the United State Department of Health and Human Services, Office of Community Services (HHS/OCS) describing the rationale for issuing a QIP, including which opportunities for corrective action were previously given. If the Grantee actively fails to comply with and correct the deficiencies identified in the QIP, CSP will, after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of, or reduce the funding of the Grantee, as appropriate, in accordance with CSBG Information Memorandum No. 116. Before terminating or reducing funding, CSP must determine that cause exists, and, if the Grantee so requests, submit the decision to HHS/OCS for review. The HHS/OCS must complete the review within ninety (90) days of receiving necessary materials from CSP; otherwise CSPs determination becomes final. For purposes of both funding reductions and termination, cause exists when the 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 reduction of funding, 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 Grantee(s); or iii) severe economic dislocation 2) a termination of funding, the term cause includes: a) failure of the Grantee 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 reduces or terminates 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 years allocation to CSP will be reduced by an amount equal to the funds provided to the Grantee.

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 State CSP follows the Wyoming CSP Policy #5: Eligible Entities Designation and Re-Designation in Unserved Areas: CSP, to provide CSBG services, may choose among: 1. Private non-profit organizations (including both current eligible entities and other nonprofit organizations, including faith-based); a. located in unserved or underserved area; and b. capable of providing a wide range of services designed to eliminate poverty and foster self-sufficiency. 2. Private non-profit eligible entities; a. located nearby unserved or underserved area; and b. already providing related services. 3. Other entities; a. located in, or near, the unserved or underserved area. If no private non-profit organization or eligible entity is identified or determined to be qualified to serve an area, CSP may designate an appropriate political subdivision of the state to serve as an eligible entity for the area. CSP may also designate a new eligible entity if: eligible entities have gone out of business; eligible entities do not choose to become designated (or re-designated); CSP has lawfully terminated the eligible entities CSBG funding; a geographic area is not, or ceases to be, served for any other reason; or eligible entities cannot, or will not, meet the Tripartite Board requirements PROCEDURE In order for a private non-profit to serve as the eligible entity in the area, it must agree to add additional members to the Tripartite Board to ensure adequate representation. Furthermore, if no private non-profit organization or eligible entity is identified or determined to be qualified to serve an area, CSP may designate an appropriate political subdivision of the state to serve as an eligible entity for the area, for which a Tripartite Board must be in place. The Tripartite Board should consist of the following: 1. one-third (1/3) elected public officials or their representatives; 2. one-third (1/3) members who are chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served; and 3. one-third (1/3) members are officials or members of business, industry, labor, religious, law enforcement, education, and other major groups and interests in the community served. When designating an eligible entity, CSP may 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(s) 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

The State CSP follows the Wyoming CSP Policy #4: Corrective Action, Termination, or Reduction of Funding If the Grantee has been issued either a CAPL or TAP, or both, and were not successful in correcting the deficiency or deficiencies, the CSP may issue a Quality Improvement Plan (QIP) to the Grantee. The CSP will determine both corrective action and a timeline not exceeding sixty (60) days for completion. Within thirty (30) days of issuing a QIP, the CSP will prepare and submit a report to the United State Department of Health and Human Services, Office of Community Services (HHS/OCS) describing the rationale for issuing a QIP, including which opportunities for corrective action were previously given. If the Grantee actively fails to comply with and correct the deficiencies identified in the QIP, CSP will, after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of, or reduce the funding of the Grantee, as appropriate, in accordance with CSBG Information Memorandum No. 116. Before terminating or reducing funding, CSP must determine that cause exists, and, if the Grantee so requests, submit the decision to HHS/OCS for review. The HHS/OCS must complete the review within ninety (90) days of receiving necessary materials from CSP; otherwise CSP's determination becomes final. For purposes of both funding reductions and termination, cause exists when the 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 reduction of funding, 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 Grantee(s); or iii) severe economic dislocation 2) a termination of funding, the term cause includes: a) failure of the Grantee 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 reduces or terminates 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 years 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.

The State CSP follows the Wyoming CSP Policy #5: Eligible Entities Designation and Re-Designation in Unserved Areas: CSP, to provide CSBG services, may choose among: 1. Private non-profit organizations (including both current eligible entities and other nonprofit organizations, including faith-based); a. located in unserved or underserved area; and b. capable of providing a wide range of services designed to eliminate poverty and foster self-sufficiency. 2. Private non-profit eligible entities; a. located nearby unserved or underserved area; and b. already providing related services. 3. Other entities; a. located in, or near, the unserved or underserved area. If no private non-profit organization or eligible entity is identified or determined to be qualified to serve an area, CSP may designate an appropriate political subdivision of the state to serve as an eligible entity for the area. CSP may also designate a new eligible entity if: eligible entities have gone out of business; eligible entities do not choose to become designated (or re-designated); CSP has lawfully terminated the eligible entities CSBG funding; a geographic area is not, or ceases to be, served for any other reason; or eligible entities cannot, or will not, meet the Tripartite Board requirements PROCEDURE In order for a private non-profit to serve as the eligible entity in the area, it must agree to add additional members to the Tripartite Board to ensure adequate representation. Furthermore, if no private non-profit organization or eligible entity is identified or determined to be qualified to serve an area, CSP may designate an appropriate political subdivision of the state to serve as an eligible entity for the area, for which a Tripartite Board must be in place. The Tripartite Board should consist of the following: 1. one-third (1/3) elected public officials or their representatives; 2. one-third (1/3) members who are chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served; and 3. one-third (1/3) members are officials or

members of business, industry, labor, religious, law enforcement, education, and other major groups and interests in the community served. When designating an eligible entity, CSP may 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(s) identified by a Community Needs Assessment.

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 fiscal 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 grants management office. The 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 4Sd.

The Wyoming Department of Health, Grants and General Accounting Manager will review all single audits that have been submitted to the Federal Audit Clearinghouse and review any findings that are present. If the findings do not carryover into the Community Services Block Grant, then a management decision may not be issued. If a management decision was issued, then the Fiscal Department will issue such directly with the eligible entity and follow up with corrective action as appropriate. These corrective action will also be assessed during monitoring visits, either on-site or via desk monitoring.

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.

During FFY2020, the State CSP completed on-site monitoring visits with the division's fiscal manager. Bringing in the fiscal manager to assist on monitoring visits has allowed for a more thorough review of fiscal controls and cash flow. This was based on the recommendation from OCS as a result of the federal on-site review that occurred May 2018.

Section 11: Eligible Entity Tripartite Board

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 11 State Use of Funds	
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 <i>[Check all that applies and narrative where applicable]</i>	
<input 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 checked="" type="checkbox"/> Other Board Roster must be submitted as an attachment for the annual application for funds	
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., <i>[Select one and narrative where applicable]</i>	
<input type="radio"/> Annually	
<input type="radio"/> Semiannually	
<input type="radio"/> Quarterly	
<input type="radio"/> Monthly	
<input checked="" type="radio"/> As it Occurs	
<input type="radio"/> Other	
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	
<i>Note: This response will link with the corresponding assurance, item 14.10.</i>	
The State CSP requires an upload of Tripartite Board bylaws into the state-wide database system, CAP60, as a requirement for the organizational standards. A review of such will determine that Tripartite Boards have adequate procedures in place for the representation of low-income representation on the boards. If there are deficiencies for such, the State Association will provide training and technical assistance, in partnership with the State CSP to ensure that the appropriate policies and procedures are in place .	
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	
11.4a. Tripartite Board Alternative Mechanism: If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.	

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. <i>[Check one item below.]</i>	
<input type="radio"/> 125% of the HHS poverty line <input checked="" type="radio"/> X% of the HHS poverty line (fill in the threshold) <input type="radio"/> Varies by eligible entity	
200%	% <i>[Response Option: numeric field]</i>
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.	
<p>Anyone receiving services supported by CSBG funds must NOT have an income that exceeds 200% 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 clients 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 States 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 clients income. A CSBG funded program that has clients transitioning off CSBG services due to their income being over the 125% poverty rate are allowed up to three (3) months to transition a client out of a self-sufficiency program. The case worker must document in the clients 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.</p>	
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.	
There are no general or short-term services that have a limited- in-take procedure in the administration of the Wyoming CSBG. All income eligibility requirements are the same for all services.	
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).	
The State CSP has spent considerable time understanding community-level initiatives during the FFY2020 year. The State CSP also spent a lot of time educating eligible entities on the coordination, planning, and executing of such. With a focused effort on community-level initiatives, the State CSP developed their own Community Initiative Status Form (CISF), in which its purpose is to be a working document, updated as progress happens throughout the development of the initiative. The State CSP's CISF requires information regarding how the services or initiative being provided is meeting a community-level goal that was identified in the community or service area's community needs assessment. As the initiatives develop, eligible entities are required to report on the benefits of the initiative and how they are positively impacting the community as a whole. Eligible entities that are using their funds for a community-level initiative are also required to submit monthly expenditure reports, as well as quarterly performance reports. The progress of such is also monitored either on-site or via desk monitoring annually.	

Section 13: Results Oriented Management and Accountability (ROMA) System

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 13 Results Oriented Management and Accountability (ROMA) System

13.1. Performance Measurement System:

Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act.

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

- The Results Oriented Management and Accountability (ROMA) System
- Another performance management system that meets the requirements by Section 678E(b) of the CSBG Act
- An alternative system for measuring performance and results

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

The State CSP office references IM#138 as guidance on ROMA. CSP is in the process of writing a state ROMA policy. All eligible entities and Sub-Grantees have been required to take the Introduction to ROMA training and to complete a logic model and/or mapping worksheet of their community needs and services. ROMA trainings are offered throughout the program year, in which the State CSP contracts with the State Association to host.

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

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

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

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

The State CSP uses the National Performance Indicators (NPIs) to measure eligible entity performance. Eligible entities always have the option to create their own NPIs if those proposed do not accurately reflect the outcomes that are achieved from the services and activities provided.

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

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

The State CSP supports eligible entities' use of ROMA by providing trainings and technical assistance several times throughout each grant cycle. The State CSP contracts with the State Association for such training. Technical assistance is provided by both the State CSP and the State Association. 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.

13.4. Eligible Entity Use of Data:

Describe how is the state plan to validate the eligible entities that are using data to improve service delivery?

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

The State CSP assesses the validity of eligible entities' data on outcome achievement and goal attainment through the completion of the annual report. The use of SmartForms, reports generated from the state-wide database system, CAP60, monthly expenditure reports, and Quarterly Performance Reports are used on an on-going basis to assess completion of outcomes in their relation to targeting. Eligible entities are also encouraged to bring their data to ROMA trainings in order to assess, target, and adjust performance numbers in real time during the trainings. A logic model or Mapping Worksheet are a required component of the annual application for funds in which they are encouraged to use past data to assist them in targeting for services.

Community Action Plans and Needs Assessments

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

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

The State CSP requires an annual application for funds in the Spring for the upcoming fiscal year. A required attachment to the application for funds includes a community action plan, in which the identified needs from eligible entities' community needs assessments must be tied to the planned service provision for the fiscal year. However, if the services have not changed in the years in which a community needs assessment is still valid and current,

updates do not have to be made to the community action plan.

13.6. Community Needs Assessment:

Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.

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

Each eligible entity is required to submit their most recent community needs assessments upon completion, that the State CSP then keeps on file. The community action plan template the CSP requires as an attachment to the annual application for funds requires references to the eligible entity's most recent community needs assessment, including listing the prioritized identified needs in the community, as well as a statement of work regarding the service provision using CSBG funds. These community action plans are scored by the State CSP and are done so using reference to their community needs assessment. Further, the community action plan template requires information and a narrative regarding any unmet needs in the community and how partnerships in the eligible entities' communities will be used to help CSBG populations receive needed services, regardless if CSBG is the funding source or not.

Section 14: CSBG Programmatic Assurances and Information Narrative

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

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

SECTION 14 State Use of Funds

14.1 Use of Funds Supporting Local Activities

CSBG Services

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

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

- (i) to remove obstacles and solve problems that block the achievement of self sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
- (ii) to secure and retain meaningful employment;
- (iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
- (iv) to make better use of available income;
- (v) to obtain and maintain adequate housing and a suitable living environment;
- (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
- (vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to -
 - (I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
 - (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

Each eligible entity is required to submit both their most recent Community Needs Assessment and Community Action Plan annually when applying for CSBG funds through the state. The Community Action Plan must describe what activities are being proposed with CSBG funds in accordance with the three National Goals and the National Performance Indicators. Their activities, supported by an identified community need, and associated strategies and expected outcomes will be required to be presented in a Logic Model and/or a Mapping Worksheet, or narrative format for FFY 2021. The Community Action Plan and Mapping Worksheet 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. 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.

Needs of Youth

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

- (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--
- (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
 - (ii) after-school child care programs;

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

Coordination of Other Programs

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

(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 2021 annual application for funds to address what partnerships eligible entities 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 and through the eligible entities completion of the Quarterly Performance Reports.

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, or through their Sub-Grantee programs. About half of the eligible entities and their Sub-Grantees provide some form of case management. The community needs assessments for each community and service area 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 agencies providing the services must adhere to making sure eligibility requirements, reporting and ROMA are being utilized. Eligible entities and their Sub-Grantees are required to use the state-wide database system, CAP60, including the intake and associated questions regarding demographics, eligibility, and reporting, and they are all required to input their services and NPIs in the database.

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.

As a part of the community needs assessment process, eligible entities are encouraged to include a community resource or asset list in their assessment. The process of such should include focus groups, stakeholder meetings, and public input. Gathering information from all sectors of the community or service area allows a comprehensive picture of the services available, and where eligible entities can partner and refer for services that may not be provided or funded by CSBG. Further, this allow eligible entities to create partnerships in the community that may not have been previously established. Finally, many eligible entities host or attend community human services meetings. These meetings or work groups include agencies with similar missions to CSBG or serving similar populations to come together to discuss programming, emerging community needs, and create programming that would include agencies that may not be funded by CSBG. These are assessed through monitoring, quarterly performance reports, and general updates from the CSBG network in Wyoming.

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.

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 seven 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 FFY2021, there will not be any community or neighborhood-based initiatives related to fatherhood, strengthening families and encouraging parenting. The proposed community initiatives for FFY2021 will provide a comprehensive community transportation system accessible in low-income neighborhoods to identified priority and necessary resources and agencies within the community, as well as to create a report on the gaps in the substance abuse and mental health resources in an eligible entities 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 of the eligible entities themselves or through Sub-Grantees provide for emergency services that include 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 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.

The State CSP requires an upload of Tripartite Board bylaws into the state-wide database system, CAP60, as a requirement for the organizational standards. A review of such will determine that Tripartite Boards have adequate procedures in place for the representation of low-income representation on the boards. If there are deficiencies for such, the State Association will provide training and technical assistance, in partnership with the State CSP to ensure that the appropriate policies and procedures are in place .

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

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who

fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

15.1. Lobbying

After assurance select a check box:



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

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

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

2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies.

4. For grantees who are individuals, Alternate II applies.

5. Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concert halls or radio studios).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification.

Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);.

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

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

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

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

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -

(1) Abide by the terms of the statement; and (2) Notify the employer in writing

of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

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

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

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

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

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

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

Alternate II. (Grantees Who Are Individuals)

(a)The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b)If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

15.2. Drug-Free Workplace Requirements

After assurance select a check box:



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

15.3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - -

Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is 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 entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions

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 under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not

required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

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

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is 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.

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

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

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

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

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

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

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

Instructions for Certification

- 1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below**

- 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**

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

- 4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.**

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

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

- 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.**

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

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

originated may pursue available remedies, including suspension and/or debarment.

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

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

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

15.3. Debarment

After assurance select a check box:



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

15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through state or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

15.4. Environmental Tobacco Smoke

After assurance select a check box:



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

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.