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Director

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**Dated:** August 24, 2020

**To:** Community Services Block Grant (CSBG) Grantees and Sub-Grantees

**From:** Community Services Program (CSP)

**Reference:** CSP-IM-2020-03: Monitoring for FFY2021, FFY2022, and CARES Act Funds

### **Monitoring**

During emergencies and disasters, members of the low-income population are almost always affected disproportionately. A lack of available resources and reduced access to resources may limit these individuals' and families' ability to prepare for, respond to, and recover from the current public health emergency. As the Coronavirus Disease continues to spread across the country and in Wyoming's communities, we can only expect that Wyoming residents will continue to be impacted. Assisting Grantees and Sub-Grantees in the continued provision of services and supporting our programs in times such, including supporting the health and safety of both agency staff and clients, is at the very core of the mission of the CSP and CSBG.

This Information Memorandum (IM) provides clarification to the Wyoming Community Services Program (CSP) Grantees and Sub-Grantees regarding the monitoring requirements for both FFY2021, FFY2022, and CARES Act funds. The information and procedures contained in this IM are effective October 1, 2020, and will expire September 30, 2022.

For the purposes of monitoring as outlined in all relevant policy, contractual deliverables, or otherwise guidance, "on-site" shall mean physically in the agency itself, and/or via telecommunications, such as through the use of Zoom, Google Hangouts, or other video or phone conferencing platforms.