



ADMINISTRATION FOR
CHILDREN & FAMILIES
 Office of Community Services

**Community Services Block Grant (CSBG)
 State Plan**

CSBG Cover Page (SF-424M)

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THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13): Through this information collection, ACF is gathering information about planned activities related to and funded by CSBG for the upcoming fiscal year. Public reporting burden for this collection of information is estimated to average 31 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Sec. 676, Pub. L. 105-285, 112 Stat. 2735 (42 U.S.C. § 9908)). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0382 and the expiration date is XX/XX/XXXX. If you have any comments on this collection of information, please contact M. Monique Alcantara at melania.alcantara@acf.hhs.gov.

SECTION 1: CSBG Administrative Information

1.1. Identify whether this is a one-year or a two-year plan. One-Year Two-Year

1.1a. Provide the federal fiscal years this plan covers: Year One: [2024](#) Year Two: [2025](#)

GUIDANCE: If a state indicates “One-Year” under 1.1., they will only have to provide a response for “Year One”.

1.2. Lead Agency and Authorized Official: Update the following information in relation to the lead agency and authorized official 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 regarding the state lead agency and authorized official changed since the last submission of the State Plan? Yes No

If yes, select the fields that have changed. [\[Check all the apply\]](#)

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

1.2a. Lead agency [\[Wyoming Department of Health\]](#)

GUIDANCE: Please only provide the exact name of the CSBG state lead agency as designated within the designation letter and an acronym (as applicable).

EXAMPLE: Office of Community Services (OCS)

1.2b. Cabinet or administrative department of this lead agency [\[Rural and Frontier Health, Community Services Program\]](#)

- Community Affairs Department
- Community Services Department
- Governor’s Office
- [Health Department](#)
- Housing Department
- Human Services Department
- Social Services Department
- Other, describe: [\[Narrative, 100 characters\]](#)

1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official [\[Narrative, 100 Characters\]](#) [Wyoming Department of Health, Director's Office](#)

- 1.2d. Authorized Official of the Lead Agency:** The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3.). The authorized official is the person indicated as the authorized representative on the SF-424M and the official recipient of the Notice of Award per Office of Grant Management requirements. [\[Narrative, 50 characters each\]](#)

Name [Stefan Johansson](#) **Title** [Director](#)

- 1.2e. Street Address** [\[Narrative, 200 characters\]](#) 401 Hathaway Building

- 1.2f. City** [\[Narrative, 50 characters\]](#) Cheyenne

- 1.2g. State** [\[Dropdown\]](#) Wyoming

- 1.2h. Zip Code** [\[Numerical Response, 5 digits\]](#) 82002

- 1.2i. Telephone Number** [\[Numerical Response, 10-15 digits\]](#) 307-777-8940

- 1.2j. Fax Number** [\[Numerical Response, 10 digits\]](#)

- 1.2k. Email Address** [\[Narrative, 150 characters\]](#) wdh@wyo.gov

- 1.2l. Lead Agency Website** [\[Narrative, 200 characters\]](#) <https://health.wyo.gov>

Note: Item 1.2. pre-populates the Annual Report, Module 1, Item A.1.

- 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 designated agency has changed. [\[Attach a document.\]](#) NA

GUIDANCE: The designation letter should be updated whenever there is a change to the designee.

INSTRUCTIONAL NOTE: The letter should be from the chief executive officer of the state and include, at minimum, the designated state CSBG lead agency (office, department, or bureau) and title of the authorized official of the lead agency who is to administer the CSBG grant award.

- 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 regarding the state point of contact changed since the last submission of the State Plan? Yes No

If yes, select the fields that have changed. [\[Check all the apply\]](#)

- Agency Name [Point of Contact](#) Street Address City
 State Zip Code Office Number Fax Number
 [Email Address](#) Website

- 1.4a. Agency Name** [\[Narrative, 150 characters\]](#) [Community Services Program](#)

1.4b. Point of Contact Name [Narrative, 50 characters each]**Name** Heather Ross **Title** Community Services Program Manager**1.4c.** Street Address [Narrative, 200 characters] 122 West 25th St. Suite 102E**1.4d.** City [Narrative, 50 characters] Cheyenne**1.4e.** State [Dropdown] Wyoming**1.4f.** Zip Code [Numerical Response, 5 digits] 82002**1.4g.** Telephone Number [Numerical Response, 10 – 15 digits] 307-777-8940**1.4h.** Fax Number [Numerical Response, 10 digits]**1.4i.** Email Address [Narrative, 150 characters] heather.ross1@wyo.gov**1.4j.** Agency Website [Narrative, 200 characters]<https://health.wyo.gov/publichealth/rural/wyoming-communityservices-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 NoHas information regarding the state Community Action Association changed since the last submission of the State Plan? Yes No

If yes, select the fields that have changed. [Check all that apply]

- Agency Name Executive Director Street Address City
 State Zip Code Office Number Fax Number
 Email Address Website RPIC Lead

1.5a. Agency name [Narrative, 150 characters] Community Services Network of Wyoming (CSNOW)**1.5b.** Executive Director or Point of Contact [Narrative, 50 characters each]**Name** Susan Carr **Title** Executive Director**1.5c.** Street Address [Narrative, 200 characters] 1981 Double Eagle Dr. Suite B , PO Box 6022 Sheridan WY 82801**1.5d.** City [Narrative, 50 characters] Sheridan**1.5e.** State [Dropdown] Wyoming**1.5f.** Zip Code [Numerical Response, 5 digits] 82801**1.5g.** Telephone Number [Numerical Response, 10 – 15 digits] 307-278-6333**1.5h.** Fax Number [Numerical Response, 10 digits]**1.5i.** Email Address [Narrative, 150 characters] info@csnow.org

1.5j. **State Association Website** [Narrative, 200 characters] <https://csnowyo.org/>

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

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

2.2. **CSBG State Regulation:** State has regulations for CSBG. Yes No

2.3. **Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Items 2.1. and/or Item 2.2. [Attach a document and/or provide a link, 1500 characters] NA

GUIDANCE: The labeling of all attachments should include the question number for which the document provides supplementary information, the question heading, and the type of document provided. As an example, a state statutory document could be labeled as:

2.3. Legislation/Regulation Document, Washington D.C. Statute

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 enacted 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

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. **[Narrative, 2500 characters]** The mission of the Community Services Program (CSP) is to empower low-income individuals and families to overcome the effects of poverty and to support their progress toward greater self-sufficiency by providing a wide range of services and activities addressing health, nutrition, housing, emergency services, employment, education, and income management in all 23 counties and on the Wind River Reservation through Tripartite Boards, Community Action Agencies, and an abundance of social service providers.

3.2. State Plan Goals: Describe the state’s CSBG-specific goals for state administration of CSBG under this State Plan. **[Narrative, 3000 characters]**

GUIDANCE: States should consider feedback from OCS, their eligible entities, and the ACSI survey completed by eligible entities when creating their State Plan goals.

Instructional Note: For examples of “goals,” see State Accountability Measure 1Sa(i).

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

Goal #1: The State CSP will administer the CSBG program in Wyoming in accordance with its mission and in compliance with all applicable statutes, rules, and policies, in a manner which will increase management efficiency and program effectiveness.

Objective #1: The State CSP will allocate and distribute funds in the same year the Notices of Award (NOA) is distributed by the Office of Community Services (OCS) and develop a system for authorizing carrying funds to ensure fiscal accountability in accordance with the CSBG Act.

Objective #2: The State CSP will increase collaborative efforts with the Wyoming Association, Community Services Network of Wyoming (CSNOW), in providing coordinated, intentional, and robust training and technical assistance to support entities in their mission to decrease the effects of poverty and increase greater self-sufficiency.

Objective #3: The State CSP will support and monitor organizational best practices, organizational capacity, management efficiency, and program effectiveness through compliance with the CSBG Organizational Standards, with the modification noted in 6.1a.

Goal #2: The State CSP will improve service mapping, data tracking and data analysis in an effort to provide services and activities that are meaningful and have a measurable impact on the causes and conditions of poverty.

Objective #1: The State CSP and CSNOW will provide training and technical assistance to promote a deeper understanding of data collection, reporting, monitoring and analysis.

Objective #2: The State CSP will monitor and analyze each entity's effectiveness of mapping, quality of data collection, intentionality of service provisions, and significance of outcomes, providing support, in coordination with CSNOW, as needed.

Objective #3: The State CSP will increase the number of Results Oriented Management and Accountability (ROMA) implementers and trainers working in local CSBG entities across Wyoming.

Goal #3: The State CSP will revamp the current Community Needs Assessment (CNA) process to develop guidelines that are data-driven, uniform, meaningful, collaborative, and fiscally responsible.

Objective #1: The State CSP will strengthen the impact of CNA's by providing entity's guidance that establishes CSBG requirements are met, content is easy to interpret, and key findings on the causes and effects of poverty are easily identifiable.

Objective #2: The State CSP will promote increased community collaboration and cost-sharing opportunities by adjusting county CNA timelines to establish a regional approach that aligns closer with local Critical Access Hospitals.

Objective #3: The State CSP will assess potential CNA cost reduction opportunities, including the feasibility of the State CSP contracting for regional collaborative community needs assessments.

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 applies and provide additional information where applicable]

- State Performance Indicators and National Performance Indicators (NPIs)
- U.S. Census data
- State Performance Management Data (e.g., accountability measures, ACSI survey information, and other information from annual reports)
- Monitoring Visits and Assessments
- Tools Not Identified Above (specify) [Narrative, 500 characters] Community Action Strategic Plans and Mapping Worksheets, Quarterly Reports, Invoices

3.3b. Analysis of local-level tools [Check all that applies and provide additional information 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] [Narrative, 500 characters] Network suggestions and recommendations, Training and Technical Assistance Request Forms, CSBG Applications, CAP60 Reports, Detailed Fiscal Reports

3.3c. Consultation with [Check all that applies and provide additional information 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 (NCAP)
- 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) [Narrative, 500 characters] CAP60,, ROMA – Association of Nationally Certified ROMA Trainers.

3.4. Eligible Entity Involvement

3.4a. State Plan Development: Describe the specific steps the state took in developing the State Plan to involve the eligible entities. [Narrative, 3000 Characters]

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

Entity involvement in the development of the State Plan is considered one of the highest priorities for the State CSP based on the American Customer Satisfaction Index (ACSI). Wyoming’s score for developing the State Plan is below average, with a score of 45, compared to a national average of 61.

The State CSP was vigilant in increasing the level of participation among entities and the Wyoming Community Action Association during the planning and drafting phases of the FY24-FY25 CSBG State Plan. In late 2022, the Association forwarded notes from a meeting about the FFY24 State Plan between the association, entities, and the previous State CSP Manager. The new State CSP Manager reviewed questions, comments, and suggestions from the prior meeting and incorporated them into the FFY 24-25 State Plan. Quarterly meetings were implemented throughout the FFY23 year to garner feedback and begin prioritizing goals for the future. In collaboration with the Association, the State CSP held four meetings reviewing the current application and mapping process and discussing future planning to increase data collection and analysis. The State CSP and Association met individually with each of the entities to review goals for FFY24. In addition to meetings, entities and sub-recipients

submitted written Training and Technical Assistance (T & TA) Requests as part of the application process.

The State CSP invited input and suggestions for the new plan during the State CSP Quarterly Meeting in January 2023, with the specific intent to drive future programmatic and administration planning. On June 19, 2023, the State CSP discussed the draft State Plan, including goals and objectives for the FFY 24-25. A draft FFY 24-25 State Plan was shared with entities by email on June 21, 2023 and feedback was encouraged during a web-meeting on June 27, 2023. Comments were accepted through June 28, 2023 and were taken into consideration in the development of the plan.

On August 16, 2023, the State CSP posted a draft version of the FFY 24-25 State Plan for public review on the State CSP website. Entities received the revised FFY 24-25 State Plan for a second review with a link to the public posting. Entities and the public were encouraged to submit comments by using an interactive button on the site that remained open. The public posting webpage also invited the public and entities to attend the public hearing scheduled on August 30, 2023 at 1:00pm. The public hearing was also advertised in the Casper Star Tribune, a statewide newspaper, on August 22, 2023.

The public hearing will be held via Zoom and recorded. The recording will then be posted to the CSP website. Comments solicited from the public and entities during this time were taken into consideration for the completion of this FFY 24-25 State Plan.

- 3.4b. Performance Management Adjustment:** Describe how the state has adjusted its State Plan development procedures under this State Plan, as compared to previous State 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. [Narrative, 3000 Characters]

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

For the development of the FY24-FY25 plan, the State CSP evaluated ACSI scores and goal outcomes during the FFY23 one-year State Plan. Recognizing the benefits of increasing collaboration between the entities and the association, the State CSP swiftly implemented collaborative opportunities in the developmental phase. The State CSP acknowledges the need to continue to increase intentional participation and collaboration with the entities and State Association. The State CSP is committed to creating purposeful partnership opportunities during the implementation and monitoring phases of the State Plan, to include quarterly

webinar meetings, an annual in-person meeting, roundtable discussions hosted by the Association, and other opportunities as they arise.

Moving forward into FFY 24-25, the State CSP will increase Wyoming entities' ACSI scores on the Development of the CSBG State Plan. Areas needing improvement include entities' extent of involvement, the caliber of opportunities provided, and that the State Plan reflects entities' input. The State CSP will increase opportunities during FFY 24-25 for entities to provide valuable feedback into strategy development, monitoring, analyzing progress, and planning for the future of Wyoming CSBG administration and processes.

- 3.5. Eligible Entity Overall Satisfaction:** Provide the state's target for eligible entity Overall Satisfaction during the performance period. [Year One 85%](#) [Year Two 90%](#)
[Numerical, 3 digits]

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

Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the state's annual report form.

GUIDANCE: The targets reported here should match the future target set in the Annual Report, Section B, Table B.2.

GUIDANCE: Review the [ACSI IM](#) about setting targets for your eligible entity overall satisfaction that are realistic, reasonable, attainable, and possible.

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. **[Narrative, 2500 Characters]**

GUIDANCE: Under this question, detail how the state provided the State Plan to the public, including providing sufficient time (ideally no fewer than 30 days) for the public to provide feedback prior to the public hearing. Distribution to the public should include distribution directly to the eligible entities (e.g. via email or publication on a public website with specific notification to the eligible entities) in the state as well as any other interested parties.

The State CSP invited input and suggestions for the new plan during the State CSP Quarterly Meeting in January 2023, with the specific intent to drive future programmatic and administration planning. On June 19, 2023 the State CSP discussed the draft State Plan, including goals and objectives for the FFY 24-25. A draft FFY 24-25 State Plan was shared with entities by email on June 21, 2023 and feedback was encouraged during a web-meeting on June 27, 2023. Comments were accepted through June 28, 2023 and were taken into consideration in the development of the plan.

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The public hearing will be held via Zoom and recorded. The recording will then be posted to the CSP website. Comments solicited from the public and entities during this time were taken into consideration for the completion of this FFY 24-25 State Plan.

- 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 676(a)(2)(B) of the CSBG Act. **[Narrative, 2500 Characters]**

The State CSP invited input and suggestions for the new plan during the State CSP Quarterly Meeting in January 2023, with the specific intent to drive future programmatic and administration planning. On June 19, 2023 the State CSP discussed the draft State Plan, including goals and objectives for the FFY 24-25. A draft FFY 24-25 State Plan was shared with entities by email on June 21, 2023 and feedback was encouraged during a web-meeting on June 27, 2023. Comments were accepted through June 28, 2023 and were taken into consideration in the development of the plan.

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Plan for a second review with a link to the public posting. Entities and the public were encouraged to submit comments by using an interactive button on the site that remained open. The public posting webpage also invited the public and entities to attend the public hearing scheduled on August 30, 2023 at 1:00pm. The public hearing was also advertised in the Casper Star Tribune, a statewide newspaper, on August 22, 2023.

The public hearing will be held via Zoom and recorded. The recording will then be posted to the CSP website. Comments solicited from the public and entities during this time were taken into consideration for the completion of this FFY 24-25 State Plan.

- 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.

Instructional Note: A public hearing is required for each new submission of the State Plan. The date(s) for the public hearing(s) must have occurred in the year prior to the first federal fiscal year covered by this plan. Legislative hearings are held at least every three years, and must have occurred within the last three years prior to the first federal fiscal year covered by this plan.

Date	Location	Type of Hearing	If a Combined Hearing was held, confirm that the public was invited.
August 30, 2023	In Person	Legislative	
August 30, 2023	Via Zoom	<input type="checkbox"/> Public	

NOTE: ADD-A-ROW function – States can add rows as needed for each hearing as needed

GUIDANCE: A combined hearing refers to having one joint public and legislative hearing.

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

<https://meet.google.com/zap-qbdp-vbp> or dial (601) 963-2007, PIN: 720982 723#

[Attach supporting documentation or provide a hyperlink(s), 500 characters]

GUIDANCE: Supporting documentation may include, but is not limited to, agendas, sign-in sheets, transcripts, and notices and advertisements of the hearings. All attachments should include the question number, question heading, type of document and the date of the hearing/meeting (as applicable).

EXAMPLE NAMING CONVENTION: 4.4. Public and Legislative Hearings Agenda 062117

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 entities, and the geographical area served by the entity.

#	CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity [Choose all that apply]
1	Albany County	Albany County	Public	Community Action Agency
2	Campbell County	Campbell County	Public	Community Action Agency
3	Fremont County	Fremont County	Public	Community Action Agency
4	Goshen HELP	Goshen County, Washakie County, Weston County, Niobrara County, Crook County, Carbon County	Nonprofit	Community Action Agency
5	Community Action of Laramie County Inc.	Laramie County	Nonprofit	Community Action Agency
6	High Country Behavioral Health	Lincoln County, Sublette County	Nonprofit	Community Action Agency
7	Community Action Partnership of Natrona County	Natrona County Converse County	Public	Community Action Agency
8	Project Safe, Inc.	Platte County	Nonprofit	Community Action Agency
9	Sheridan County	Sheridan County, Big Horn County & Johnson County	Public	Community Action Agency
10	Sweetwater County	Sweetwater County	Public	Community Action Agency
11	One22, Inc.	Teton County	Nonprofit	Community Action Agency
12	Uinta County	Uinta County	Public	Community Action Agency
13	Yellowstone Country Assistance Network	Hot Springs County, Park County	Nonprofit	Community Action Agency

NOTE: THE ADD-A-ROW FUNCTION WILL NOT BE AVAILABLE ON THIS TABLE. ANY ADDITIONS/DELETIONS TO THE ELIGIBLE ENTITY LIST SHOULD BE MADE WITHIN THE MASTER LIST PRIOR TO INITIALIZING A NEW CSBG STATE PLAN.

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

GUIDANCE: Under *Type of Entity*, select more than one type by holding down the CTRL key while making selections.

NOTE: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are Limited Purpose Agencies, Migrant and Seasonal Farmworker organizations, and Tribes and Tribal Organizations

INSTRUCTIONAL NOTE: Limited Purpose Agency refers to an eligible entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for fiscal year 1981, that served the general purposes of a community action agency under Title II of the Economic Opportunity Act, that did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act and that has not lost its designation as an eligible entity under the CSBG Act.

INSTRUCTIONAL NOTE: 90 percent funds are the funds a state provides to eligible entities to carry out the purposes of the CSBG Act. As described under Section 675C of the CSBG Act, a state must provide to the eligible entities “not less than 90 percent” of their CSBG allocation “made available to a state under Section 675A or 675B.

5.2. Total number of CSBG eligible entities: 13

[This will automatically update based on Table 5.1.]

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

GUIDANCE: The following three questions will only need to be answered based on your response to 5.3.

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

CSBG Eligible Entity	Type	Start Date	Geographical Area Served
Community Action Partnership of Natrona County	Permanent Re-Designation	10/1/2023	Converse County Natrona County
Sheridan County	Permanent Re-Designation	10/1/2023	Johnson County Sheridan County Big Horn County

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed.

GUIDANCE: A designation refers to an entity that was not receiving funding in the previous federal fiscal year(s) and/or was not included in the previous CSBG State Plan. Re-designation refers to an entity that is already designated/receiving funds but is now receiving funds to serve an additional geographic area previously served by another entity. A permanent re-designation **must be conducted -in line with procedures outlined in Section 676A of the CSBG Act.** An interim re-designation may be noted when an entity has been identified to provide services after a voluntary relinquishment pending official designation of a permanent entity consistent with the requirements of Section 676A. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

5.3b. De-Designations 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.

CSBG Eligible Entity	Reason
Converse County Human Resources Council	Voluntarily Relinquished
Compass Center for Families	Voluntarily Relinquished

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed.

5.3c. Mergers: In the table below, provide information about any mergers or other combinations of two or more eligible entities that were individually listed in the prior State Plan.

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.
NA	NA	NA	NA

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed.

GUIDANCE: This question refers to the merger or other combinations of two or more existing CSBG eligible entities only.

Under 5.3c, please only include two or more **previously designated** eligible entities that have merged or combined in order to provide CSBG services.

SECTION 6: Organizational Standards for Eligible Entities

Note: Reference IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*, for more information on Organizational Standards. Click [HERE](#) for IM 138.

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

COE CSBG Organizational Standards

Modified Version of COE CSBG Organizational Standards

Alternative Set of organizational standards

Note: Item 6.1. pre-populates the Annual Report, Module 1, Item D.1.

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.

[Narrative, 2500 characters]

The State CSP has identified the need to revamp the current CNA process to develop guidelines that are data-driven, uniform, meaningful, collaborative, and fiscally responsible in the FFY 24-25 State Plan. The goal's second objective is to adjust county CNA timelines to promote increased community collaboration and cost-sharing opportunities.

A possible outcome of this objective may alter some entities' ability to meet certain Organizational Standards. The State CSP will use a modified version of the CSBG Organizational Standards Center of Excellence to ensure entities who experience an adjusted CNA timeline are not penalized in their met rate percentage.

6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards. [Attachment (as applicable)]

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

There were no changes from the previous State Plan submission [If not selected, provide a narrative, 2500 characters]

Provide reason for using alternative standards [Narrative, 2500 characters]

Describe rigor compared to COE-developed Standards [Narrative, 2500 characters]

6.2. Implementation: Check the box that best describes how the state officially adopted organizational standards for eligible entities in a manner consistent with the state’s administrative procedures act. If “Other” is selected, provide a timeline and additional information, as necessary. [Check all that applies and provide a narrative (as applicable)]

- Regulation
- Policy
- Contracts with Eligible Entities
- Other, describe: [Narrative, 4000 characters]

6.3. Organizational Standards Assessment: Describe how the state will assess eligible entities against organizational standards this federal fiscal year(s). [Check all that applies]

- Peer-to-Peer Review (with validation by the state or state-authorized third party)
- Self-Assessment (with validation by the state or state-authorized third party)
- Self-Assessment/Peer Review with State Risk Analysis
- State-Authorized Third-Party Validation
- Regular On-Site CSBG monitoring
- Other

6.3a. Assessment Process: Describe the planned assessment process. [Narrative, 4000 characters]

GUIDANCE: Descriptions should also include improvements to the process made since the previous year including any new processes to increase efficiency or consistency of assessments.

The State CSP expects all agencies to be in compliance with the CSBG Organizational Standards (OS) in FY24 and FY25. Compliance is considered meeting or exceeding a 70% met rate. If compliance is not met, the State CSP will issue corrective action to support the entity in attaining, at a minimum, the required 70% met rate.

In FY24, the State CSP will have developed a WY CSBG Grantee Portal that will increase efficiency in meeting and reviewing the OS as compared to the prior CAP60 database system. As part of the process, the State Portal identifies what documentation is needed and exactly what it must include to meet each OS. No later than December 31, 2023, entities will link their supporting documentation and self-assess each OS as either "met" or "unmet".

In January 2024, the association, under the direction of the State CSP, will review the entity’s OS to ensure full compliance, marking each OS as either “met” or “unmet”. In the event an OS has either missing documentation or submitted insufficient documentation, the Association will provide feedback to the entity on how to meet the OS. Once notified, entities will have at least four weeks to submit the necessary documents.

In March, the State CSP will review each entity’s OS for compliance, marking each OS as either “approved” or “unmet”. Entity’s falling below the required 70% met rate will be

issued a Technical Assistance Plan (TAP). Once issued the entity has two weeks to submit a plan to upload the required documents to meet compliance. The CSP then either reviews or revises the plan. If approved the entity then has five weeks to ensure enough corrections have been made to attain the 70% met compliance rate. If a TAP has been initiated and the entity has not met compliance by the deadline, further corrective action and additional monitoring will take place.

- 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

GUIDANCE: You will only need to respond to the following question if you responded “yes” to 6.4.

- 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: [\[Auto – calculated\]](#)

CSBG Eligible Entity	Description/Justification
[Narrative, 150 characters]	[If Yes is selected, provide a narrative, 2500 characters]

NOTE: ADD-A-ROW FUNCTION – states can add rows for each additional exception.

- 6.5. Performance Target:** Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for the FFY(s) of this planning period. [\[Insert a percentage\]](#) [Year One 13](#) [Year Two 26](#)

Note: Item 6.5. is associated with State Accountability Measures 6Sa and pre-populates the Annual Report, Module 1, Table D.2.

GUIDANCE: Prior to setting the target, states should review [IM 138](#), review previous performance, and collaborate with the eligible entities and the state association to identify targets

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. [Check one]

- 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. [Narrative, 4000 characters]

The State CSP CSBG formula funds are determined using 90% of the State's CSBG pass through funds and an established poverty rating for each county. The county poverty rating is determined using data that identifies low-income and poverty variables for each county in Wyoming. Data includes the number of residents living in poverty (USDA Economic Research Service), residents receiving Social Security Income (Social Security Administration), residents receiving unemployment (Wyoming Department of Workforce Services), residents receiving Medicaid (Wyoming Department of Healthcare Financing), POWER and SNAP Applications (Wyoming Department of Family Services), and of average monthly POWER and SNAP cases (Wyoming Department of Family Services). The total Wyoming allocation is then distributed to each county based on their poverty rating.

Poverty ratings will be updated biannually during alternating years of the State Plan. For example, the poverty rating will be updated in FFY25 for FFY25-26, while the current State Plan runs FFY 25-26.

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 in accordance with the "not less than 90 percent funds" requirement 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. Year One 90% Year Two 90%

Planned CSBG 90 Percent Funds – Year One

#	CSBG Eligible Entity	Geographical Area Served	Funding Amount (\$)
1	Albany County	Albany County	\$193,500
2	Campbell County	Campbell County	\$225,081
3	Fremont County	Fremont County	\$378,509
4	Goshen HELP	Goshen County, Washakie County, Weston County, Niobrara County, Crook County, Carbon County	\$278,369
5	Community Action of Laramie County Inc.	Laramie County	\$594,448
6	High Country Behavioral Health	Lincoln County, Sublette County	\$94,172
7	Community Action Partnership of Natrona County	Natrona County, Converse County	\$695,535
8	Project Safe, Inc.	Platte County	\$51,791
9	Sheridan County	Sheridan County, Big Horn County, Johnson County	\$279,625
10	Sweetwater County	Sweetwater County	\$239,091
11	One22, Inc.	Teton County	\$44,986
12	Uinta County	Uinta County	\$118,210
13	Yellowstone Country Assistance Network	Hot Springs County, Park County	\$163,264

Planned CSBG 90 Percent Funds – Year Two

#	CSBG Eligible Entity	Geographical Area Served	Funding Amount (\$)
1	Albany County	Albany County	\$193,500
2	Campbell County	Campbell County	\$225,081
3	Fremont County	Fremont County	\$378,509
4	Goshen HELP	Goshen County, Washakie County, Weston County, Niobrara County, Crook County, Carbon County	\$278,369
5	Community Action of Laramie County Inc.	Laramie County	\$594,448
6	High Country Behavioral Health	Lincoln County, Sublette County	\$94,172
7	Community Action Partnership of Natrona County	Natrona County, Converse County	\$695,535
8	Project Safe, Inc.	Platte County	\$51,791
9	Sheridan County	Sheridan County, Big Horn County, Johnson County	\$279,625
10	Sweetwater County	Sweetwater County	\$239,091
11	One22, Inc.	Teton County	\$44,986
12	Uinta County	Uinta County	\$118,210
13	Yellowstone Country Assistance Network	Hot Springs County, Park County	\$163,264

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

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. Please include information about state legislative approval or other

types of administrative approval (such as approval by a board or commission).

[Narrative, 4000 characters]

The State CSP allocates 90% of the funds from the Office of Community Services (OCS) Notice of Award (NOA) using the allocation formula.

On April 24, 2023 the State CSP emailed the FY24 CSBG Grantee/Sub-Grantee Applications, required attachments and the FY24 Allocation Chart. The applications, required documents and allocation chart were all posted on-line at <https://health.wyo.gov/publichealth/rural/wyoming-community-services-program/>. Applications and required documents were due back to the State CSP on June 2, 2023.

Applications were reviewed by State CSP staff and contractors for completeness. Funding decisions, including that of administrative funds and discretionary funds were made on July 5, 2023. Contracts were created and began routing for execution on July 10, 2023.

The State CSP works to have fully executed contracts in place by October 1. Once executed contracts are in place, entities receive an initial allocation of 1/12 of their allocated funds immediately. After the allocation has been disbursed, entities submit monthly invoices, less the initial payment, through the WY CSBG Grantee Portal. A detailed financial statement will accompany the monthly invoice. Upon review, the State CSP will submit the invoice for processing and payment. Grantees are encouraged to establish direct deposit through electronic funds transfers (EFT) with the State to reduce delays in payments.

7.3a. Distribution Method: Select the option below that best describes the distribution method the state uses to issue CSBG funds to eligible entities:

- Reimbursement
 Advance
 Hybrid
 Other [Narrative, 4000 characters]

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

Yes No

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

The State CSP has identified this item as a goal for the FFY24-25 State Plan. The State CSP will begin preliminary discussions with the state financing department to revise the current system of paying entities in the second year of the NOA, to the first year of the NOA. The state will use FY24 to formulate a plan to ensure entities receive ample notice to spend the additional funds and establish processes for carryover funds allocated to them. A tentative timeline to execute is FY25.

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

- 7.5. Distribution of Funds 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. [Narrative, 4000 characters]

The State CSP continued with the process of submitting all entity contracts (public and private) through the routing process to streamline the approval process. The contract review process included templates for the entities to use for invoicing and quarterly reporting.

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

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

- 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 5% Year Two 5% [Numeric response, specify %]

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

- 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 Year Two 1 [Numeric response, 0.00 – 99.99]

- 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 Year Two 1 [Numeric response, 0.00 – 99.99]

Use of Remainder/Discretionary Funds [Section 675C(b) of the CSBG Act]

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

GUIDANCE: “No” should only be selected if the percentages provided under 7.2. and 7.6. equal 100%.

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

Year One 5% Year Two 5%

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

INSTRUCTIONAL NOTE: The assurance under 676(b)(2) of the Act (Item 14.2 of this State Plan)

specifically requires a description of how the state intends to use remainder/discretionary funds to “support innovative community and neighborhood-based initiatives related to the purposes of [the CSBG Act].” Include this description in Item 7.9f of the table below and/or attach the information.

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 primary category with which the activity is associated.

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

Use of Remainder/Discretionary Funds – Year One

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/Technical Assistance to eligible entities	\$126,476	These planned services/activities will be described in State Plan Item 8.1 [Read-Only]
7.9b. Coordination of state-operated programs and/or local programs	NA	NA
7.9c. Statewide coordination and communication among eligible entities	NA	NA
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	NA	NA
7.9e. Asset-building programs (Briefly describe under Column 4)	NA	NA
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	NA	NA
7.9g. State Charity tax credits (Briefly describe under Column 4)	NA	NA
7.9h. Other activities (Specify these other activities under Column 4)	\$60,000	Data support for the network, other network identified priorities during the FFY 24-25 that support greater understanding and connection to larger network
Totals	Auto-calculated	

Use of Remainder/Discretionary Funds – Year Two

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/Technical Assistance to	\$126,476	These planned services/activities will

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
eligible entities		be described in State Plan Item 8.1 [Read-Only]
7.9b. Coordination of state-operated programs and/or local programs	NA	NA
7.9c. Statewide coordination and communication among eligible entities	NA	NA
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	NA	NA
7.9e. Asset-building programs (Briefly describe under Column 4)	NA	NA
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	NA	NA
7.9g. State Charity tax credits (Briefly describe under Column 4)	NA	NA
7.9h. Other activities (Specify these other activities under Column 4)	\$60,000	Support of ROMA training activities, data support for the network, other network identified priorities, including frontline staff training and activities that support greater understanding and connection to larger network
Totals	Auto-calculated	

GUIDANCE: If the percentages provided under 7.2. and 7.6. do not equal 100%, the remaining percentage should be reported under 7.9. If the state does not have any remainder or discretionary fund activities (as listed in 7.9a. – 7.9g.), the remainder should be described in 7.9h.

7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the state intends to work with (by grant or contract using remainder/discretionary funds) to carry out some or all the activities in Table 7.9. [Check all that applies 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) [Numeric response, 0 – 100] **6**
- 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 [Narrative, 2500 characters] Data base providers

Note: This response will link to the corresponding CSBG assurance in Item 14.2.

7.11. Use of Remainder/Discretionary Funds 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 State 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. [Narrative, 4000 characters]

The State CSP gathered eligible entity input on the use of discretionary funds through the FY24 Application and through the Technical & Training Assistance Request Forms. Additionally feedback was provided through the Association on emerging needs and areas of support for local entities. Since 2021, the State CSP has contracted with CAP60 to provide a system of data collection and reporting. These services are quite expensive and have limited the use of discretionary funds for other activities. The State CSP, the Association and eligible entities will work together in identifying new options for data collection and reporting that is not only more financially in line with State resources, but also meets the needs of the entities in strengthening data collection, monitoring and analysis.

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

SECTION 8: State Training and Technical Assistance

- 8.1. Training and Technical Assistance Plan:** 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. The T&TA plan should include all planned CSBG T&TA activities funded through the administrative or remainder/discretionary funds of this CSBG award (as reported in Section 7). The CSBG T&TA plan should include training and technical assistance conducted directly by the state or through partnerships (as specified in 8.3). Add a row for each activity: indicate the timeframe; whether it is training, technical assistance, or both; and the topic.

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

Training and Technical Assistance – Year One

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
FY24 Q1	Both	Organizational Standard review	
FY24 Q1	Both	Organizational Standard - how to use the portal	
FY24 Q1	Both	CAP60 Q and A period	
FY24 Q1	Both	ED Cohort: ACP and ROMA	
FY24 Q1	Both	Case Managers/Direct Services Cohort: ACP and diaper grant	
FY24 Q1	Both	Community Action Data Cohort: ACP and data preparedness.	
FY24 Q1	Technical Assistance	One-on-One: Organizational Standard Preparation	
FY24 Q1	Technical Assistance	One-on-One: Data Review	
FY24 Q2	Both	ROMA, ACP, CCAP, ASIST certifications	
FY24 Q2	Both	Community Initiatives	
FY24 Q2		ED Cohort: First quarterly report.	
FY24 Q2	Both	Case Managers/Direct Services Cohort: Client surveys	
FY24 Q2	Both	Community Action Data Cohort: First quarterly repor	
FY24 Q2	Technical Assistance	One-on-One: Organizational Standard Review	
FY24 Q2	Technical Assistance	One-on-One: Data Review	
FY24 Q3	Both	Building diversity and equity into your planning and program development.	
FY24 Q3	Both	Grants - where are they and how do I apply?	
FY24 Q3	Both	Strategic Planning vs Community Action Plans vs work plans	
FY24 Q3	Both	ED Cohort: Application & ROMA	
FY24 Q3	Both	Case Managers/Direct Services Cohort: Upcoming conference topics	
FY24 Q3	Both	Community Action Data Cohort: Annual Reports	
FY24 Q3	Technical Assistance	One-on-One: Data Review	
FY24 Q4	Both	Community sessions and building collaborations	
FY24 Q4	Both	CAP60 - are you ready for next year?	

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
FY24 Q4	Both	Annual Conference and required meeting	
FY24 Q4	Both	ED Cohort: Annual agency reports	
FY24 Q4	Both	Case Managers/Direct Services Cohort: Conference registration	
FY24 Q4	Both	Community Action Data Cohort: Reflecting on Data Processes	
FY24 Q4	Technical Assistance	One-on-One: Data Review	

NOTE: ADD-A-ROW FUNCTION – States can add rows for each additional training

Training and Technical Assistance – Year Two

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
FY24 Q1	Both	Organizational Standard review	
FY24 Q1	Both	Organizational Standard - how to use the portal	
FY24 Q1	Both	CAP60 Q and A period	
FY24 Q1	Both	ED Cohort: ACP and ROMA	
FY24 Q1	Both	Case Managers/Direct Services Cohort: ACP and diaper grant	
FY24 Q1	Both	Community Action Data Cohort: ACP and data preparedness.	
FY24 Q1	Technical Assistance	One-on-One: Organizational Standard Preparation	
FY24 Q1	Technical Assistance	One-on-One: Data Review	
FY24 Q2	Both	ROMA, ACP, CCAP, ASIST certifications	
FY24 Q2	Both	Community Initiatives	
FY24 Q2		ED Cohort: First quarterly report.	
FY24 Q2	Both	Case Managers/Direct Services Cohort: Client surveys	
FY24 Q2	Both	Community Action Data Cohort: First quarterly report	
FY24 Q2	Technical Assistance	One-on-One: Organizational Standard Review	
FY24 Q2	Technical Assistance	One-on-One: Data Review	
FY24 Q3	Both	Building diversity and equity into your planning and program development.	
FY24 Q3	Both	Grants - where are they and how do I apply?	
FY24 Q3	Both	Strategic Planning vs Community Action Plans vs work plans	
FY24 Q3	Both	ED Cohort: Application & ROMA	
FY24 Q3	Both	Case Managers/Direct Services Cohort: Upcoming conference topics	
FY24 Q3	Both	Community Action Data Cohort: Annual Reports	

FY24 Q3	Technical Assistance	One-on-One: Data Review	
FY24 Q4	Both	Community sessions and building collaborations	
FY24 Q4	Both	CAP60 - are you ready for next year?	
FY24 Q4	Both	Annual Conference and required meeting	
FY24 Q4	Both	ED Cohort: Annual agency reports	
FY24 Q4	Both	Case Managers/Direct Services Cohort: Conference registration	
FY24 Q4	Both	Community Action Data Cohort: Reflecting on Data Processes	
FY24 Q4	Technical Assistance	One-on-One: Data Review	

NOTE: ADD-A-ROW FUNCTION – States can add rows for each additional training

8.1a. Training and Technical Assistance Budget: The planned budget for all training and technical assistance:

Year One [\\$126,476](#) Year Two [\\$126,476](#)

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. [Narrative, 2500 characters]

T & TA should be one of the highest priorities for the State CSP, according to the American Customer Satisfaction Index (ACSI). Wyoming’s score for T & TA was the second to the lowest score at 57, ranking twelve points higher than the Development of the State Plan. Increasing and strengthening T & TA is an identified goal in the FFY 24-25 State Plan.

In FFY23, the State put out a Request for Proposal (RFP) for T & TA to support entities, sub-grantees, and the State CSP in meeting compliance with the CSBG. The Community Services Network of Wyoming (CSNOW), the Association for Wyoming CSBG entities, was selected. The contract will begin in FFY24 and may be extended up-to six years, providing time to continue to develop the relationship between the State CSP and the Association.

Prior to the RFP, the State CSP actively began pursuing an increase in collaboration with the Association in an effort to impact the quality of T & TA provided to entities. In partnership, the Association and State CSP, developed a revised T & TA request form mirroring the areas identified as priorities from the Center of Excellence. The revised form was included with the application and will be a driving force as the State CSP collaborates with the Association, entities and sub-grantees in developing the T & TA plan. Entities and sub-grantee also reach out to the Association for support as needs arise. In FFY23, the State CSP and Association coordinated schedules to begin meeting weekly to discuss emerging needs and to formulate long-range T & TA goals. Discussions regarding T & TA needs are also held during monthly peer-led leadership, case manager and data collection groups hosted by CSNOW, and state hosted quarterly meetings.

Compliance reviews and monitoring checks play an important part in determining deficiencies and identifying opportunities to provide T & TA.

Moving into FFY 24-25, the T & TA contract between the Association and the CSP has been modified to meet the increasing needs of the entities. Training provided by the Association will include, at a minimum, with no less than 12 hours of personalized support for each individual entity, administering one webinar a month, administering monthly peer-to-peer support sessions, and serving as the primary contact for CSBG T & TA. In addition, CSNOW will provide technical assistance to entities and sub-grantees in administering Results Oriented Management and Accountability (ROMA) framework by providing access to at least one nationally certified ROMA Training in good standing, providing two ROMA sessions per year, assisting two entities in becoming a Certified ROMA Implementer, providing two scholarships to selected recipients to become a Certified ROMA Implementer, and providing up to 24 hours of individualized support per candidate as they complete the implementer certification process.

Training and technical assistance funds will also support data collection, monitoring and analysis using the state-wide database system, CAP60. Training and support will be ongoing through the year for eligible entities and their sub-grantees. Areas of focus will include meeting the requirements of collecting and reporting on demographics, services, national performance indicators, and other goal-related activities and services.

Lastly, funds will be allocated directly to entities seeking T & TA discretionary funds to build agency capacity within their program, as determined by the budget. Funds have been requested to assist with Community Needs Assessments, providing ROMA model training to tripartite members, and sending staff to nationally recognized Community Action conferences and to the state conference hosted by the Association.

Technical assistance will be provided on a one-on-one basis with individual eligible entities and for the network as a whole based on the needs that arise throughout FFY 24-25. Technical assistance will be provided by the State CSP, the Association, CAP60 staff, and any other national, state, or local organization based on the topic and the availability of training. 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. Organizational Standards Technical Assistance:** Does the state have Technical Assistance Plans (TAPs) in place for all eligible entities with unmet organizational standards, if appropriate? Yes No

Note: 8.2 is associated with State Accountability Measure 6Sb. The state should put a TAP in place to support eligible entities with one or more unmet organizational standards.

- 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. [Narrative, 2500 characters]

Providing Organizational Standards T & TA to entities is an identified goal on the FFY 24-25 State Plan. A plan has been implanted to increase collaboration between the State CSP and the Association to ensure entities receive timely and individualized support in meeting the OS met rate requirement of 70%.

In January 2024, the Association, under the direction of the State CSP, will complete a preliminary review of the entity's OS to ensure full compliance, marking each OS as either "met" or "unmet". In the event an OS has either missing documentation and/or submitted insufficient documentation, the Association will provide feedback to the entity on how to meet the OS. Once notified, entities will have at least four weeks to submit the necessary documents prior to State CSP review.

In March, the State CSP will review each entity's OS for compliance, marking each OS as either "approved" or "unmet". Entity's falling below the required 70% met rate at this review will be issued a Technical Assistance Plan (TAP). Once issued the entity has two weeks to submit a plan to upload the required documents to meet compliance. The CSP then either reviews or revises the plan. The entity then has five weeks to ensure enough corrections have been made to attain the 70% met compliance rate. If a TAP has been initiated and the entity has not met compliance by the deadline, further corrective action will take place.

The State CSP and the Association provide the ongoing support and technical assistance necessary for the entities to meet the state's goal of 100% compliance with the organizational standards.

8.3. Training and Technical Assistance Organizations: Indicate the types of organizations through which the state intends to provide training and/or technical assistance as described in Item 8.1, and briefly describe their involvement. (Check all that apply.)
[Check all that applies and narrative where applicable]

- All T&TA is conducted by the state
- CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds) [Numeric response, 0 – 100]
- 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 [Narrative, 1000 characters]

8.4. CSBG-Funded T&TA 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.

As identified in the ACSI, strengthening T & TA in Wyoming is a priority. The State has included T & TA as a goal in the FFY 24-25 State Plan. The State CSP gathered eligible entity input on the use of discretionary funds through the FY24 Application and through the Technical & Training Assistance Request Forms. Additionally feedback was provided through the Association on emerging needs and areas of support for local entities.

Since 2021, the State CSP has contracted with CAP60 to provide a system of data collection and reporting. These services are quite expensive and have limited the use of discretionary funds for other activities. In FFY 24-25, the State CSP, the Association and eligible entities will work together in identifying new options for data collection and reporting that is not only more financially in line with State resources, but also meets the needs of the entities in strengthening data collection, monitoring and analysis.

In FFY 24-25 the State CSP has established objectives to meet the needs of the entities through T & TA. Focus areas include, 1. Promoting a deeper understanding of service mapping, data tracking and data analysis and how it affects planning services and activities that are meaningful, 2. Strengthening the collaboration between the State CSP and Association to ensure T & TA to entities is intentional, coordinated and successful, and 3. Providing T & TA to increase the number of ROMA implementers and trainers working in local CSBG entities throughout Wyoming.

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

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 intends 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 additional information as needed. [\[Check all that apply from the list below and provide a Narrative, 4000 characters\]](#)

Note: This response will link to the corresponding CSBG assurance, Item 14.5. In addition, this information is associated with State Accountability Measure 7Sa and pre-populates the 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
- [Head Start State Collaboration offices](#)
- [State public health office](#)
- State education department
- State Workforce Innovation and Opportunity Act (WIOA) agency
- State budget office
- Supplemental Nutrition Assistance Program (SNAP)
- State child welfare office
- State housing office
- Other

9.2. State Linkages and Coordination at the Local Level: Describe how the state is encouraging partnerships and collaborations at the state level with public and private sector organizations, to assure the effective delivery and coordination of CSBG services to transform low-income communities and avoid duplication of services (as required by assurances under Section 676(b)(5) – (6)). [\[Narrative, 4000 characters\]](#)

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 partnerships 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. Triennially, during the community needs assessment process, communities are encouraged to complete a community resource in collaboration with 2-1-1, a dial-in service which connects citizens to essential resources in Wyoming. Partnerships are assessed as a part of the annual Community Action Plan and the Community Needs Assessment. Local Community Action Plans show evidence of coordination and linkages with related public and private sector activities, and evidence that CSBG funded activities will not duplicate other efforts.

In FFY 24-25, the State CSP will seek to either create or improve current linkages with partner agencies, especially those providing services to CSBG eligible populations. The following are examples of partnerships that will be nurtured in an effort to positively impact the CSBG network: Wyoming Department of Family Services Low Income Home Energy Assistance Program (LIHEAP) and Weatherization programs; and Units within the Wyoming Department of Health Public Health Divisions, including Maternal and Child Health (MCH), Public Health Nursing (PHN) and Women, Infants, and Children (WIC).

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination: Describe how the state will assure that eligible entities will partner and collaborate with public and private sector organizations to assure the effective delivery 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)). [Narrative, 4000 characters]

Note: This response will link to the corresponding CSBG assurance, Item 14.5. and pre-populates the Annual Report, Module 1, Item G.3a.

Entities are encouraged to use the community needs assessments to provide a local resource list in which public, private, and faith-based human and social service agencies, organizations and programs are included. The resource list helps ensure that CSBG services are coordinated, effective and not duplicated or already present in the community or service area.

As part of the annual application for funds, entities list and describe the linkages, partnerships, and other coordination efforts they have within their communities and service areas. Entities describe each linkage separately, including what the partnership entails (referrals, case management, etc.) and, if applicable, what services the linkage provides as identified in the community needs assessment.

The State conducts regular programmatic monitoring of the entities. During these monitoring visits, the State CSP reviews linkages and coordination that the entities identified in the needs assessments and in their application for funds. The State CSP determines if linkages exist, are coordinated with other agencies and meet the needs identified in the Community Action Plan (CAP). If the State determines that the entities have not met this assurance, the State will work

with the entities and provide the needed support to assist the entities in fulfilling the assurance.

- 9.3b. State Assurance of Eligible Entity Linkages to Fill Service Gaps:** Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act. [Narrative, 4000 characters]

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

Linkages, as described in Sec. 675 (C) of the CSBG Act, establish a coordinated effort between governmental and other social services programs to assure the effective delivery of services to low-income individuals. Linkages occur as part of the entity's development of their Community Action Plan (CAP) by analyzing local needs assessments, community resources, services where there may be gaps or duplication, and finally, describing the agency mission, policies and procedures. Local entities utilized the State CSP generated CAP in an effort to establish a more strategic and coordinated response to identifying, implementing, tracking and analyzing services and outcomes. Linkages not only provide more effective service delivery, but also help agencies meet the proposed organizational standards addressing consumer input and involvement as well as strategic planning.

- 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. [Narrative, 4000 characters]

- 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. [Narrative, 4000 characters]

The Wyoming Department of Health, Public Health Division, Community Services program has worked with the Wyoming Department of Workforce Services through an informal understanding where CSBG eligible entities will refer, as needed, participants to the Wyoming Department of Workforce Services. It has been a reciprocal relationship.

- 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). [Narrative, 4000 characters]

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

During the review of the Annual Report, the State CSP reviews the linkages that exist between eligible entities and other antipoverty programs such as low income home energy assistance programs. The State CSP ensures 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. In FFY 24-25, the State CSP will work toward developing increased coordination of applications and referrals with the LIHEAP program run through the Wyoming Department of Family Services.

- 9.6. Faith-based Organizations, Charitable Groups, and 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. [Narrative, 4000 characters]

Note: this response will link to the corresponding assurance, Item 14.9

The State CSP ensures that CSBG funds are coordinated with other organizations, including faith-based organizations, charitable groups, and community agencies, primarily through the process of requiring and collecting comprehensive CNA's. The State CSP has identified refining the current CNA process as a goal in the FFY 24-25 State Plan. Part of the process includes revamping the current CNA process to ensure triennially, communities in regional subsets will receive vitally important data specific to poverty and its prevalence related to gender, age, and race and ethnicity in the service area, qualitative and quantitative data on the geographic service area, and key findings on the causes and conditions of poverty and the needs of the communities assessed. The State CSP will also provide guidance on ensuring all CNA's include qualitative and quantitative information gathered from key sectors of the community, including at minimum community members, community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.

As part of the CNA process, entities will engage and communicate with other service providers in the service area, including faith-based organizations. The CNA will assess and analyze internal programmatic activities and resources to determine whether more effective strategies for service delivery or opportunities for partnership or coordination exist.

The State CSP will utilize the more robust CNA process to encourage more effective use of funds, and increase the coordination and collaboration with partner organizations in each local and regional service area.

While there are currently no faith-based eligible entities, 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.

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. [Narrative, 4000 characters]

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

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 referring out for services they do not provide.

The State CSP assures that CSBG funds are coordinated with other public and private resources primarily through monitoring activities, including the collection of Annual Report data and through the process of requiring and collecting comprehensive Community Needs Assessments. Annual Reports include detailed information on the public and private resources of local eligible entities and how resources are used.

Additionally, the State CSP's plan to revamp the current CNA process will provide more opportunities for collaborative CNA information gathering. Eligible entities will be better able to analyze internal programmatic activities and local resources to determine whether more efficient or effective strategies for service delivery exist within the community. The State CSP will utilize CNA findings to encourage more effective use and coordination of resources, including service provisions and mapping.

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. [Narrative, 4000 characters]

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

The State CSP has a contract with the Community Services Network of Wyoming (CSNOW), the state Association, and has the ability to renew the contract up to FFY2030. The contract with the Association includes five main deliverables: 1. Providing training and technical assistance to the network, 2. Maintaining an ongoing line of communication with the network and State CSP, 3. Providing the State CSP support in CSBG compliance, 4. Organizing the statewide conference, and 5. Supporting the network in using the ROMA framework.

Under the deliverables, several milestones have been identified. The following are some of the milestones included in the contract. Conduct a preliminary review of quarterly data reporting to ensure data is appropriately mapped, tracked and reported. When needed, provide technical support for CSBG subrecipients and sub-subrecipients. Conduct a preliminary review of the CSBG Organizational Standards to ensure a minimum of 70% compliance for each eligible entity. When needed, provide technical support for CSBG subrecipients and sub-subrecipients. Conduct a preliminary review of CSBG subrecipient SmartForms and Annual Reports to ensure that reports are complete and accurately reflect the amount of funds allocated, amount of funds spent in designated domains, services provided, outcomes achieved and population served. Serve as the primary contact for National Association of State Community Services Programs for Region 8 for Wyoming subrecipients and sub-recipients, including attending online meetings and providing information as requested. Provide four scholarships for selected CSBG subrecipients' tripartite board members to attend the CSBG annual conference. Scholarships should include the cost of registration, travel, meals and lodging. Assist staff from two entities in becoming certified ROMA Implementers by providing two scholarships for selected subrecipients interested in sending a qualified staff member through the ROMA Implementer certification program and providing up to 24 hours of individualized T&TA per candidate, per year, as they move through the different phases of certification.

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	Website	CSP also uses these formats: website, in-person meetings, presentation, email and webinar formats
Organizational Standards Progress	As needed	Webinar	CSP also uses these formats: webinars, emails, phone calls and 1:1
State Accountability Measures Progress	Quarterly	Webinar	CSP also uses these formats: website, meetings/presentation, and email formats
Community Needs Assessments/Community Action Plans	Annually	Email	CSP also uses these formats: website, meetings/presentation, and webinars
State Monitoring Plans and Policies	Annually	Webinar	CSP also uses these formats: website, meetings/presentation, 1:1, phone calls and email
Training and Technical Assistance (T&TA) Plans	As needed	Email	CSP also uses these formats: website, meetings/presentation, 1:1, phone calls and webinars
ROMA and Performance Management	Biannual	Email	CSP also uses these formats: website, meetings/presentation, 1:1, phone calls and webinars
State Interagency Coordination	Upon Request	Email	CSP also uses these formats: website, meetings/presentation, 1:1, phone calls and webinars
CSBG Legislative/Programmatic Updates	Triannually	In Person	CSP provides legislative updates in person to the Labor/Health Committee
Tripartite Board Requirements	As needed	Letters/Hard Copies	CSP also uses these formats: website, meetings/presentation,

			1:1, phone calls and webinars
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NOTE: THE ADD-A-ROW FUNCTION WILL NOT BE AVAILABLE ON THIS TABLE. ANY ADDITIONS/DELETIONS TO THE ELIGIBLE ENTITY LIST SHOULD BE MADE WITHIN THE MASTER LIST PRIOR TO INITIALIZING A NEW CSBG STATE PLAN.

- 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. [Narrative, 4000 characters]

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

GUIDANCE: Under this question, include how the state will provide information to local entities and state associations within 60 days of receiving feedback from OCS.

The State CSP forwards a copy of the ACSI report to the agencies within 30 days of receipt of the report. The State CSP presents the report via webinar and gathers input from the entities and association to improve performance. The State CSP shares its plan for improvement on the ACSI through emails and webinars within 60 days of receipt of report. The State CSP sends the eligible entities the State Plan in advance of its submission and provides opportunity for feedback which is incorporated into the FFY 24-25 goals.

- 9.11. Communication Plan 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. [Narrative, 4000 characters]

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

There is a need for increased and strengthened communication between the State CSP, entities and the Association. The American Customer Satisfaction Index (ACSI) identifies that opportunities for improvement should be a priority for the State CSP. In the area of communication, Wyoming scored 58 compared to the national average of 77. Wyoming's ACSI communication score was the third to lowest score received, with T & TA trailing one point lower and the development of the state plan over thirty points behind.

In FFY23 the State CSP implemented several communication activities, building the foundation for stronger relationships between the State CSP, entities, and the Association. The State CSP and association now meet weekly to discuss emerging needs, training opportunities and forecasting future trends. Quarterly reports and service data from the entities is reviewed by the State CSP and entities receive timely feedback. Quarterly webinars have provided opportunities for the entities to participate in the development of the State Plan, State processes, and training agendas. The State CSP is invited and makes an effort to attend training and peer-to-peer groups hosted by the Association.

The State CSP continues to refine the communication plan and seek opportunities to increase participation, collaboration and transparency as we move into FFY 24-25. Starting in FFY24, the State CSP has implemented a mandatory in-person meeting as part of the CSBG contract that will follow the association's annual conference. The in-person meeting will provide an opportunity to review the State Plan, reflect on progress made and develop new strategies moving forward. Specifically the State CSP will work to improve the entities' ACIS report of an increase in the areas of the usefulness of feedback, clarity of communication and frequency of communication. Overall the State CSP would like to increase entities' feelings of inclusion in the CSBG process.

SECTION 10: Monitoring, Corrective Action, and Fiscal Controls**Monitoring of Eligible Entities** (Section 678B(a) of the CSBG 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.

GUIDANCE: Monitoring that is specific to organizational standards should be referenced within Section 6, Item 6.3a.

Monitoring Schedule – Year One FY24

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”
<i>[READ ONLY]</i>	<i>Full On-Site Newly Design Follow-up Other No Review</i>	<i>Onsite Review Desk Review</i>	<i>FY1 Q1 FY1 Q2 FY1 Q3 FY1 Q4</i>	<i>Date</i>	<i>Date</i>	<i>If “Other” is selected in Column 2, describe here</i>
Albany County	Full Onsite	Onsite Review	FY1 Q4	4/6/2021	4/6/2021	
Campbell County	Full Onsite	Onsite Review	FY1 Q4	8/2/2022	8/3/2022	
Fremont County	Full Onsite	Onsite Review	FY1 Q4;	8/24/2022	8/24/2022	
Goshen HELP	Other	Desk Review	FYQ2	8/14/2023	8/14/2023	Via document review
Community Action of Laramie County Inc.	Other	Desk Review	FYQ2	8/31/2023	8/31/2023	Via document review
High Country Behavioral Health	Full Onsite	Onsite Review	FY1 Q4	6/1/2021	6/2/2021	
Community Action Partnership of Natrona County	Other	Desk Review	FYQ2	8/31/2023	8/31/2023	Via document review
Project Safe, Inc.	Other	Desk Review	FYQ2	8/31/2023	8/31/2023	Via document review
Sheridan County	Other	Desk Review	FYQ2	8/31/2023	8/31/2023	Via document review
Sweetwater County	Other	Desk Review	FYQ2	9/02/2022	09/2/2022	Via document review Via document review

One22, Inc.	Full Onsite	Onsite Review	FY1 Q4	5/28/2021	5/28/2021	
Uinta County	Other	Desk Review	FYQ2	8/31/2023	8/31/2023	Via document review
Yellowstone Country Assistance Network	Other	Desk Review	FYQ2	6/21/2021	6/21/2021	Via document review

Monitoring Schedule – Year Two

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"
<i>[Read Only]</i>	Full On-Site Newly Design Follow-up Other No Review	Onsite Review Desk Review	FY1 Q1 FY1 Q2 FY1 Q3 FY1 Q4	Date	Date	If "Other" is selected in Column 2, describe here
Albany County	Other	Desk Review	FYQ2	4/6/2021	4/6/2021	Via document review
Campbell County	Other	Desk Review	FYQ2	8/2/2022	8/3/2022	Via document review
Fremont County	Other	Desk Review	FYQ2	8/24/2022	8/24/2022	Via document review
Goshen HELP	Other	Desk Review	FYQ2	8/31/2023	8/31/2023	Via document review
Community Action of Laramie County Inc.	Full Onsite	Onsite Review	FY1 Q4;	8/31/2023	8/31/2023	
High Country Behavioral Health	Other	Desk Review	FYQ2	6/1/2021	6/2/2021	Via document review
Community Action Partnership of Natrona County	Other	Desk Review	FYQ2	8/31/2023	8/31/2023	Via document review
Project Safe, Inc.	Other	Desk Review	FYQ2	8/31/2023	8/31/2023	Via document review
Sheridan County	Other	Desk Review	FYQ2	8/31/2023	8/31/2023	Via document review
Sweetwater County	Full Onsite	Onsite Review	FY1 Q4	9/02/2022	09/2/2022	
One22, Inc.	Other	Desk Review	FYQ2	5/28/2021	5/28/2021	Via document review
Uinta County	Full Onsite	Onsite Review	FY1 Q4	8/31/2023	8/31/2023	
Yellowstone Country Assistance Network	Full Onsite	Onsite Review	FY1 Q4	6/21/2021	6/21/2021	

GUIDANCE: Comprehensive monitoring includes a review of program, administrative, fiscal and organizational standards.

If you are monitoring an entity as a follow up to an issue with another program, this can be listed under “Other.”

When providing the date of your last full onsite review – this could be for any type of review that took place **onsite**. No dates for desk reviews should be provided here.

10.2. Monitoring Policies: Provide a copy of **state monitoring policies** and procedures by attaching and/or providing a hyperlink. [Attach a document or add a link]

LINK

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? [Insert a number from 1 – 100]

Note: This item is associated with State Accountability Measure 4Sa(ii) and may pre-populate the state’s annual report form.

60 Days

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 the documenting closure of findings included in the state monitoring policies attached under 10.2? Yes No

10.4a. Closing Findings Procedures: If no, describe state procedures for addressing eligible entity findings/deficiencies and the documenting closure of findings.
[Narrative, 2500 characters]

10.5. Quality Improvement Plans (QIPs): Provide the number of eligible entities currently on QIPs, if applicable. [Numeric Response, 0 – 100]

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?
[Narrative, 4000 characters]

Note: This item is associated with State Accountability Measure 4Sa(iii)).

If the Grantee has been issued a TAP and the entity was not successful in correcting the deficiency or deficiencies, the State CSP may issue a Quality Improvement Plan (QIP). 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 States 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, after providing adequate notice and an opportunity for a hearing, CSP will 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 year's 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) of the CSBG Act. 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:** Does 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. [Narrative, 2500 Characters]

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. [Narrative, 4000 characters]

The State CSP follows the Wyoming CSP Policy #5: Eligible Entities Designation and Redesignation 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 an 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 an 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 entity's 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. 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: Does the 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. [Narrative, 2500 characters]

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. [Narrative, 4000 characters]

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 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 year's allocation to CSP will be reduced by an amount equal to the funds provided to the Grantee.

10.10. Eligible Entity Re-Designation: Do the state CSBG statute and/or regulations provide for re-designation of an existing eligible entity? Yes No

10.10a. Re-Designation Citation: If yes, provide the citation(s) of the law and/or regulation. [Narrative, 2500 Characters]

10.10b. Re-Designation Procedures: If no, describe state procedures for re-designation of existing eligible entities and how the procedures were made available to eligible entities and the public. [Narrative, 4000 characters]

GUIDANCE: Re-designation implies that an entity that is already designated/receiving funds is now performing the duties and receiving funds that were previously designated to another entity, in addition to the funding that they are already receiving. This is different from a merger as an entity is not absorbing another entity. This re-designation may be permanent (**requires a formula redistribution**) or temporary

while the state has officially designated a new entity and has completed a formula redistribution. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

The State CSP follows the Wyoming CSP Policy #5: Eligible Entities Designation and Redesignation 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 an 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 in an 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 entity's 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). [Narrative, 4000 characters]

In FFY24 the State CSP will implement a consistent process for invoicing across the network as part of the CSBG contract. Invoices will be required to be submitted monthly by the tenth of the month following the month of services. The invoice tracks spending using similar funding domains that are identified in the CSBG Annual Report. Monthly invoices will include detailed spending reports for the month being invoiced. The State CSP will ensure that financial invoices and 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 (eligible entities, contractors, and subcontractors); 3. Prepare an audit following the Wyoming Department of Health's Financial Statements and Audits Policy FS-2011 for funds 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. [Narrative, 4000 characters]

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 carry over 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. Corrective action will 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

- 10.13a. Federal Investigations Policies:** Are state procedures for permitting and cooperating with federal investigations included in the state monitoring policies attached under 10.2? Yes No

10.14. Monitoring Procedures 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. [Narrative, 2500 Characters]

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

During FFY2021 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 in May 2018. Fiscal will be invited to join on-site monitoring visits for FFY2023. Additionally, the State CSP has adjusted its monitoring guide to include advanced fiscal questions in compliance with the Wyoming Grants Management requirements and CSBG standards. Further, entities that measured at increased risk were added to the onsite monitoring schedule for FFY23.

SECTION 11: Eligible Entity Tripartite Board

11.1. Tripartite Board Verification: Verify which of the following measures are taken to ensure that the state verifies CSBG eligible entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act. [Check all that applies and narrative where applicable]

- Attend Board meetings
- Organizational Standards Assessment
- Monitoring
- Review copies of Board meeting minutes
- Track Board vacancies and composition
- Other [Narrative, 2500 characters] Application

11.2. Tripartite Board Updates: Provide how often the state requires eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc. [Select one and provide a narrative where applicable]

- Annually
- Semiannually
- Quarterly
- Monthly
- As It Occurs
- Other [Narrative, 2500 characters]

11.3. Tripartite Board Representation Assurance: Describe how the states 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. [Narrative, 2500 Characters]

Note: This response will link with the corresponding assurance, Item 14.10.

The State CSP requires Tripartite Board bylaws to be submitted into the WY CSBG Portal as a supporting document needed to meet several Organizational Standards. In FFY 24-25 the association will ensure that each entity's Tripartite Board has procedures in place for low-income representation on the boards. If bylaws do not meet the compliance requirement, the Association will provide training and technical assistance 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 participation by low-income individuals in the development, planning, implementation, and evaluation of programs" as allowed under Section 676B(b)(2) of the CSBG Act? Yes No

11.4a.

If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board. [Narrative, 2500 Characters]

SECTION 12: Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. [Select one item below and numeric response where applicable.]

- 125% of the HHS poverty line
- X % of the HHS poverty line (fill in the threshold): _____% [Numeric response]
- Varies by eligible entity [Narrative, 4000 characters]

GUIDANCE: Under *Varies by eligible entity*, provide the threshold and the reason that it varies by entity.

12.1a. Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition. [Narrative, 4000 characters]

Wyoming expanded eligibility for FFY21, FFY22 and FFY23 to 200% FPL in accordance with the federally permitted expansion that expires 9/30/23. If expansion is federally permitted through FFY24, Wyoming will continue to support the expanded eligibility to 200% FPL. If federal permission does not extend into FFY24, then Wyoming will return to the 125% FPL eligibility for CSBG.

CSBG Income Verification Procedures: All clients receiving services or participating in programs that use CSBG funding must be able to demonstrate that they are eligible for the CSBG program and that the household gross income, of those 18 years or older, meets the current CSBG federal poverty guidelines. According to Community Action Program Legal Services (CAPLAW), the income of all members of each individual family unit must be included in determining the income eligibility. A family unit is either (1) related individuals, or (2) an unrelated individual excluding house mates (renters or leasers). If a household includes more than one family unit, the poverty guidelines shall be applied separately to each family unit, and not to the household as a whole. If a person lives with a family, add up the income of all family members. (Non-relatives such as housemates [renters, leasers] are not included) A list of allowable and unallowable income verification types and sources is available upon request. In order to accurately determine income eligibility for program services, the eligibility determinations must be based on gross household income for the 30 days prior to application for assistance and services. In order to continue to qualify for services, each Agency will require recipients of CSBG funded services to submit approved income documentation at a minimum of once every 12 months. In order to accurately demonstrate client eligibility, the following items must be included in each client file: Current poverty guidelines;

Gross income for all household members over 18 (as determined from the above sources); Source documentation for determining income and income types and amounts; Calculations used to determine annualized gross income Agencies are also required to verify residency using a financial or bill statements, letters or documents from an official government source or verifiable entity, or other confirmable source excluding friends, relatives, or neighbors. Mailed sources must have been received by the applicant within 30 days prior to the application being filled out and submitted. Limited in-take procedures In situations where individual income verification is not possible or practical, or the client claims zero income, eligible entities are required verify income in one of the following ways: a) Using third party documentation, such as other government funded program applications (e.g. SNAP and TANF, etc.). b) In the situation that income documentation does not exist, or the participant has tried to retrieve documentation of proof of income and has been unsuccessful, the participant is required to complete and sign a self-declaration of no income. Note: procedures were modified to allow for self-declaration of income during a declared state of emergency or declared public health emergency and when the client is unable to access documentation during the declared emergency.

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.

- 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 intake procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance. [Narrative, 4000 characters]

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 those services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations). [Narrative, 4000 characters]

Eligible entities begin the process of ensuring that services target low-income communities through the needs assessment. This assessment surveys low-income individuals and organizations serving low-income people. The survey collects information regarding services that are available and services that are needed. With this data, entities create partnerships, strategic goals, community programs, and services that target the people and organizations surveyed. The agencies partner with other organizations that serve low-income individuals and their communities. The State verifies, (using the needs assessment, annual report, and monitoring results) that services are targeting low-income individuals.

Starting in FFY24 and as a need arises for a Community Initiative, the State provides entities with the Annual Report Module 3 Report Form. The module form provides a space for entities to define clear goals, outcomes and services and activities. Entities to use the module form as a working document by providing updates throughout the development of the initiative. 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.

The State CSP receives community initiatives updates during the established quarterly report period. Eligible entities that use CSBG funds for community initiatives submit monthly invoices and detailed financial reports. Community Initiatives are also monitored as part of the annual in-depth monitoring process or during the annual desk review.

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. **[Select one]**

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 of 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. [Narrative, 4000 characters]

The State CSP office references IM #138 as guidance on ROMA. In FFY23, entities and sub-grantees were provided opportunities throughout the year to attend Introduction to ROMA training and to complete a logic model and mapping worksheet of their community needs and services.

In FFY 24-25, the Association contract includes continuation of the Introduction to ROMA training, however the contract also outlines a variety of new strategies to increase the use of the ROMA framework in Wyoming. The Association will provide technical assistance to entities and sub-grantees in administering Results Oriented Management and Accountability (ROMA) framework by providing access to at least one nationally certified ROMA Training in good standing, providing two ROMA sessions per year, assisting two entities in becoming a Certified ROMA Implementer, providing two scholarships to selected recipients to become a Certified ROMA Implementer, and providing up to 24 hours of individualized support per candidate as they complete the implementer certification process.

When the State CSP and association met individually with entities during the application process, entities shared a desire to provide ROMA training specifically for tripartite board members. In FFY 24-25, the association will respond to this need by providing training opportunities for entities and their tripartite members. Tripartite board training will be scheduled via webinar or on-site, as requested.

- 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. [Narrative, 4000 characters]

- 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. [Select one and provide a narrative, 4000 characters]

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

CSBG National Performance Indicators (NPIs)

NPIs and others

Others

13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using ROMA or an alternative performance management system. [Narrative, 4000 characters]

Note: The activities described under Item 13.3 may include activities listed in “Section 8: 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 uses the National Performance Indicators (NPIs) to measure entity performance. Entities are encouraged to create new NPIs if those provided do not accurately reflect the outcomes that are achieved from the services and activities provided.

Entities and sub-grantees have been trained and continue to receive ongoing training in outcome-based management. Furthermore, the State CSP has implemented a variety of documents, spreadsheets, reports and processes as a way to emerge entities into the real world value of ROMA. One of the new tools is the Community Action Plan (CAP) that was updated and included as part of the FY24 application process. The revised CAP provides a step-by-step process for entities to analyze their needs assessments’ key findings and review their agency’s mission statement as driving forces as entities identify the NPI’s that are most needed in their community. The mapping section of the CAP provides a guide for entities to select the identified NPIs and develop a plan for service provisions. This is accomplished as the spreadsheet helps entities funnel down services and activities to meet the identified NPIs. The CAP worksheet is then used in budget development and allocating funds into service domains identified in the Annual Report.

13.4. Eligible Entity Use of Data: Describe how the state intends to validate that the eligible entities are using data to improve service delivery. [Narrative, 4000 characters]

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

In FFY 24-25, entity tracking of service delivery and outcomes will be greatly strengthened compared to previous years through the enmeshment of the ROMA framework in the State CSP processes. Quarterly reports, including year-to-date CAP60 service reports, are presented to the tripartite board in an effort to increase the board’s understanding of ROMA principles. In addition, analyzed data will then be used for future program planning, by evaluating program performance and customer satisfaction surveys. Entities will then use a compilation of data sources as they begin the planning phase into FFY25. In compliance monitoring, the State CSP also holds agencies and their

board accountable to using ROMA methodology and provides T&TA support via the State Association on a scheduled and as-needed basis.

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. [Narrative, 4000 characters]

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

As part of the FY24 application requirements, entities must submit a completed Community Action Plan (CAP). The plan was developed with the mission of fully immersing entities in the ROMA framework process. The State CSP and the association met individually with each entity to help develop the plan according to their community's individual needs. The CAP provides a step-by-step process for entities to analyze their needs assessments' key findings and review their agency' mission statement as driving forces as entities identify the NPI's that are most needed in their community. NPIs and services and activities were derived from the Annual Report.

In addition to individual and family goals, the CAP provides a section for ROMA-based goal development for agency capacity development. The CAP provides a system for measurable monitoring and assessment of activities and goals.

- 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. [Narrative, 4000 characters]

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

As noted earlier in the FFY 24-25 State Plan, one of the goals identified by the State CSP is the need to revamp the current needs assessment process for the state. In FFY23 the State CSP reached out and received approval from the Office of Community Services (OCS) to reschedule Community Needs Assessments (CNA) as part of the overhaul process. While this may result in postponing some of the Wyoming counties' needs assessments, the overall projected benefit will be substantial in creating a more robust, collaborative and fiscally responsible process for future assessments.

The State CSP has defined four objectives to create a data driven process that is more thoughtful, collaborative, and fiscally responsible. 1. The State CSP will redefine timetables of eligible entity's CNA due dates in an effort to increase collaboration and cost-sharing. 2. The State CSP will work with a collective group of stakeholders to identify ways to improve collaborative efforts in meeting Community Needs Assessment requirements across a state departments and agencies. 3. The State CSP, in collaboration with other state agencies, will provide guidance for standardized CNA's to meet requirements across a cross-section of state agencies. 4. The State CSP will assess

potential CNA cost-sharing opportunities, including the feasibility of the State CSP contracting for regional collaborative community needs assessments.

SECTION 14: CSBG Programmatic Assurance and Information Narrative
(Section 676(b) of the CSBG Act)

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 farmworkers, 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; [Narrative, 4000 characters]

Ninety percent (90%) of the State's CSBG grant award is disbursed by State CSP 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 and sub-grantees. CSBG funds are used to support the homeless, elderly, low-income individuals and their families, and families receiving TANF that are income eligible for CSBG.

The State CSP collects, through a variety of sources, data that is analyzed and used to determine the poverty rate for each county, setting a formula-based system for CSBG allocations. Each entity tailors program offerings to meet the needs of its community. The State CSP will verify that the services and programs align with the most recent community needs assessment and are documented correctly in the CAP. The association will review and provide support to programs as they map their services to NPI's. Monthly invoices will be submitted with supporting documentation ensuring the State CSP is able to monitor if CSBG funds are being spent in the domains identified in the application budget. Additional compliance checks will include CAP60 reports, on-site monitoring and reviewing OCS Annual Report. Reviews will also evaluate the program's ability to rely on local partnerships, linkages, and referrals. Entities will demonstrate that client's needs for literacy, financial, and employment skills are promoted, emergency and housing needs are addressed, and grass roots participation is fostered.

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;

[Narrative, 4000 characters]

CSBG funds are used to support the needs of youth in low-income communities. Examples of programs include childcare programs, child after school programs, child nutrition and nutrition skill building, child mental health and physical health supports, education and employment programs, and transportation. 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 or services that address the youth needs that are identified in the most recent CNA.

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)

[Narrative, 4000 characters]

The State CSP assures that CSBG funds are most effectively used by promoting, requiring and tacking coordination with other programs who provide services related to the purposes of CSBG and or CSBG clientele.

In FFY 24-25, the State CSP will ensure that the new CNA process includes opportunities for partner agencies in the service area to provide qualitative and quantitative data on the causes and conditions of poverty and the needs of the community. Entities and partner agencies will provide feedback on the programmatic activities, resources in the community, what services may be

duplicative, and determine if there are more efficient or effective strategies for service delivery.

The State CSP will utilize CNA findings to encourage more effective use of funds and coordination with other funding sources and related programs in each respective service area. Coordination of programs and effective use of funds will also be monitored through quarterly reports and the OCS Annual Report. Eligible entities will use the CAP to monitor previous service provisions and outcome measures as a means to strengthen program planning. Both the Annual Report and CAP will be used as an opportunity for the State CSP and entity to measure the entity's capacity to achieve results.

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

[No response as the state describes this assurance under 7.9 and 7.10.]

As identified in Wyoming's American Customer Satisfaction Index (ACSI), training and technical assistance (T&TA) is one of the top needs for the State CSP to strengthen programmatic services.

In FFY 24-25, the State CSP will budget a significant portion of discretionary funds on T&TA. Approximately one-third of the discretionary funds will be allocated directly to entities. The discretionary funds are awarded to entities to provide additional funding for locally identified T&TA needs and to support the CNA data collection process. In FFY24, due to the CNA process overhaul, the entirety of the discretionary funds allocated to entities will be spent on T&TA needs. The State CSP contract with the association also accounts for approximately one-third of discretionary spending. In FFY24, the contract with the association strategically increased the amount and level of T&TA support to the entities, resulting in an increased contract fee. Additionally, approximately one-third of discretionary funding is spent on providing a state-funded database software program for entities to collect data, track progress, monitor services and plan for the future.

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...”

Eligible Entity Service Delivery System

- 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;”

[Narrative, 4000 characters]

In Wyoming, the system for service delivery 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, with two also contracting services through sub-recipients. About half of the eligible entities and their sub-grantees provide some form of case management.

CSBG grantees meet the requirements of the CSBG Act through a variety of programs and activities. Although service delivery systems vary among agencies, all entities coordinate with local resources to meet the needs of the clients. Changing local needs and the availability of resources are reflected in the annual application. Some agencies emphasize case management and family development programs, with others emphasizing emergency services, housing and nutrition. The CAP identifies the key needs in the community and outlines the NPI, activities or services to attain the NPI, and projected outcomes. Monitoring of services and outcomes occur through Quarterly Reports that are reviewed by board members during tripartite meetings, the Association and the State CSP. Program administration includes planning and coordination, monitoring and oversight, and compliance with Federal legislation.

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 follow-up consultations.”

Note: The state describes this assurance in the State Linkages and Communication section, item 9.3b.

[No response as the state describes this assurance under 9.3b.]

Linkages, as described in Sec. 675 (C) of the CSBG Act, occur with the: (1) use (of) funds available under this subtitle(D) to coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals. Linkages occur as local entities develop their Community Action Plan, describing resources available in their respective areas,

performing an analysis of services designed to identify gaps and duplication, and finally, describing the agency coordination with local service providers. Local entities coordinate with local Workforce Services, school districts, physical and behavioral health providers, local housing agencies to extend community involvement in their agencies, enhance integration of services, maximize impact, and deepen understanding of need. These linkages not only provide more effective service delivery, but also help agencies meet the proposed organizational standards addressing consumer input and involvement as well as strategic planning.

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.

[No response as the state describes this assurance under 9.7]

The State CSP assures that CSBG funds are coordinated with other public and private resources primarily through monitoring activities, including the collection of the OCS Annual Report. The Annual Report includes detailed information on the public and private resources and partnerships with local eligible entities and how resources are used. Additionally, as part of the CNA overhaul, eligible entities will complete a collaborative and comprehensive community assessment. The activities that will be mandated by the community needs assessment require eligible entities to analyze internal programmatic activities and resources to determine whether more efficient or effective strategies for service delivery exist within the agency. The State CSP will use the process and findings of the community needs assessments to encourage more effective use and coordination of resources and coordination with related programs in each respective service area. Furthermore, the eligible entity will be able to strengthen local partnerships according to the needs and resources in the community.

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 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).

[Narrative, 4000 characters]

Local entities use CSBG funds to meet family and community needs pertaining to poverty in their service region(s), in accordance with the CSBG Act. The State CSP encourages entities to make effective use of funds by developing initiatives related to fatherhood with the goal of strengthening families and encouraging parenting. Local entities may consider partnering with other service providers, whose activities include initiatives relating to fatherhood, parenting, and strengthening families. Further, the State CSP encourages and supports entities in using CSBG funds to leverage other resources to support initiatives pertaining to fatherhood, parenting, and strengthening families.

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.”

[Narrative, 4000 characters]

Most of the eligible entities themselves or through sub-grantees provide a variety of food programs aimed at counteracting hunger and malnutrition for a diverse population of low-income individuals within their jurisdictions. These may include emergency services that include emergency food and referrals to food banks in each community that can provide longer term relief. Emergency food services and food banks often provide supplemental food when a client’s need exceeds their SNAP benefits. Additionally, several of the CSBG funded child-centered services include a nutrition component to ensure children have enough to eat during the day. The State CSP uses quarterly reports and the OCS Annual Report to verify that agencies are offering appropriate services in line with the identified needs in their area.

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 Section 9, State Linkages and Communication, specifically under 9.1 – 9.4b.

[No response as the state describes this assurance under Section 9.1 – 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 anti poverty 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 communities.”

Note: The state describes this assurance in Section 9, State Linkages and Communication section, items 9.2 and 9.5.

[No response as the state describes this assurance under 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.”

Note: The state addresses this assurance in Section 10, Fiscal Controls and Monitoring under 10.13.

[No response as the state describes this assurance under 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).”

Note: The state addresses this assurance in Section 10 Fiscal Controls and Monitoring under 10.7.

[No response as the state describes this assurance under 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 Section 9 State Linkages and Communication, under 9.6.

[No response as the state describes this assurance under 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 Section 11 Eligible Entity Tripartite Boards, under 11.3.

[No response as the state describes this assurance under 11.3]

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 State, as a condition to receipt of funding by the entity through a community 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 Section 13 ROMA, under 13.5 and 13.6.

[No response as the state describes this assurance under 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 section 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 Section 13 ROMA under 13.1 – 13.4.

[No response as the state describes this assurance under 13.1 – 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.

[No response for this item]

By checking this box, the state CSBG authorized official is certifying the assurances set out above.

SECTION 15: Federal Certifications

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

15.1. Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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.

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

15.2. 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) [\[Narrative, 2500 characters\]](#)

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]

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

15.3. Debarment

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 remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (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.
- By checking this box, the state CSBG authorized official is providing the certification set out above.

15.4. 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.

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