



**PUBLIC HEALTH
DIVISION**



**RURAL AND
FRONTIER HEALTH**

WYOMING DEPARTMENT HEALTH COMMUNITY SERVICES PROGRAM
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Dated: July 1, 2024
To: Community Services Block Grant (CSBG) Grantees
From: Community Services Program (CSP)
Reference: CSP Policy #5: Eligible Entity Designation and Re-Designation

POLICY #5

In accordance with the CSBG Act, the CSP, acting as the state pass-through agency for CSBG funds, attains the right to designate CSBG Eligible Entities (EEs).

Tripartite Board Requirement for Designation

A. To serve as an EE, an agency must implement a Tripartite Board in accordance with *Policy #2: Tripartite Board Size and Composition* and [Section 676B of the CSBG Act](#).

Eligible Entity Designation Will Occur When

- A. An EE has gone out of business;
- B. An EE voluntarily relinquishes their status;
- C. CSP has lawfully terminated an EE status;
- D. A geographic area is unserved or underserved for any other reason; or
- E. An EE cannot, or will not, meet the Tripartite Board requirements as set in *Policy #2: Tripartite Board Size and Composition* and [Section 676B of the CSBG Act](#).

Eligible Entity Designation Selection

- A. In accordance with The Community Services Block Grant Act (42 U.S.C. 9901 et seq.) and CSBG Information Memorandum, Transmittal No. 42, to provide CSBG services in an unserved area, CSP may determine EE designation among private non-profit organizations, who are:
 - 1. Current EEs that are located within or a reasonable proximity to the area.
 - 2. Not current EEs that provide services in the unserved area and have been determined to be capable of providing a range of services and meeting the requirements of the CSBG Act.

- B. If the CSP is unable to identify a viable private non-profit organization as a designated EE, the CSP may determine EE designation among Political Subdivisions of the State, Who Are:
 - 1. Current EEs that are located within a reasonable proximity to the area.
 - 2. Not current EEs that have been determined to be capable of providing a range of services and meeting the requirements of the CSBG Act.

Designation During a Termination Review

- A. If an EE has been notified of the CSP’s final decision to terminate or reduce funding and a Federal Review Hearing has been requested by the EE, the CSP will follow the steps outlined in Policy #4 De-designation or Reduction in Funding.
- B. During the federal review process, the CSP may begin soliciting requests from current non-profit EEs interested in receiving a Temporary Designation. However, the CSP may not award any funds until OCS confirms the State’s final decision to terminate or reduce funding or once the ninety-day period for Federal Review has passed.

Temporary Designation

- A. In the event that a service area becomes unserved or underserved, CSP reserves the right to assign a Temporary Designation to a current non-profit EE. To ensure the unserved or underserved area receives services as soon as possible, CSP may assign a Temporary Designation without going through a competitive application process. The length of a Temporary Designation will be determined by the CSP.
- B. CSP will base a Temporary Designation on an EE's demonstrated effectiveness in meeting the goals and purposes outlined in the CSBG Act. Preference for a Temporary Designation may be given to EEs who are able to demonstrate:
 - 1. The agency’s tripartite support to increase the CSBG service area
 - 2. The agency's capacity to increase its service area
 - 3. The projected services, outcomes, and staffing for the service area
 - 4. How the projected services and staff will address the needs of the area
 - 5. An ability to successfully meet the Organizational Standards and other State/Federal requirements
- C. CSP may extend a non-profit’s EE’s Temporary Designation to a Permanent Designation status without further action.

Competitive Designation Application Process

- A. When an unserved area becomes available, and CSP does not designate a Temporary Designation, CSP may open a competitive application process to current EEs, private non-profit organizations, and public entities according to the Eligible Entity Designation Selection.
- B. The application may include, but is not limited to:
 - 1. Assurances to abide by State and Federal requirements.
 - 2. Community Action Plan
 - 3. Other required supporting documents
- C. During the competitive application process, CSP must base the determination on organizations that have demonstrated effectiveness in meeting the goals and purposes outlined in the CSBG Act. Preference in the competitive application process may be given to EEs who are able to demonstrate:
 - 1. The agency's tripartite support to increase the CSBG service area
 - 2. The agency's capacity to increase its service area
 - 3. The projected services, outcomes, and staffing for the service area
 - 4. How the projected services and staff will address the needs of the area
 - 5. An ability to successfully meet the Organizational Standards and other State/Federal requirements
- D. Competitive applications will be reviewed and scored by CSP. Applicants will be notified of the final determination.

Re-Designation

- A. Re-designation of an agency as an eligible entity may occur if a formerly designated agency applies to serve an unserved area, has addressed any challenges that led to de-designation or voluntary relinquishment, and is successful in the application process to be identified to serve the unserved area.
- B. CSP will consider re-designation in a manner consistent with the federal guidance provided by the Office of Community Services, CSBG [Information Memorandum No.116](#), Section 676A of the CSBG Act, and with the policies and processes identified above in the designation process.