

## **CSBG State Plan**

**Program Name:** Community Services Block Grant

**Grantee Name:** DEPARTMENT OF HEALTH WYOMING

**Report Name:** CSBG State Plan Revision # 1

**Report Period:** 10/01/2025 to 09/30/2026

**Report Status:** Submission Accepted by CO (Revision #1)

### Report Sections

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**CSBG Cover Page (SF-424M)**

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:08/31/2027
<b>COVER PAGE</b>	

* 1.a. Type of Submission: <input type="radio"/> Application <input type="radio"/> Plan <input checked="" type="radio"/> Other (2 Year)	* 1.b. Frequency: <input type="radio"/> Annual <input checked="" type="radio"/> Other (2 Year)	* 1.c. Consolidated Application/ Plan/Funding Request?  Explanation:	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:

**7. APPLICANT INFORMATION**

* a. Legal Name: DEPARTMENT OF HEALTH WYOMING			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1830208667A4		* c. Organizational UEI: JP1QRJYYJG73	
* d. Address:			
* Street 1:	COMMUNITY SERVICES PROGRAMS	Street 2:	6101 YELLOWSTONE RD., STE. 510
* City:	CHEYENNE	County:	Laramie
* State:	WY	Province:	
* Country:	United States	* Zip / Postal Code:	82002 - 0380

**e. Organizational Unit:**

Department Name: Department of Health	Division Name: Public Health Division
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**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:	* First Name: Cecilia	Middle Name:	* Last Name: Bedard
Suffix:	Title: CSBG Intern	Organizational Affiliation:	
* Telephone Number: (307) 777-8940	Fax Number:	* Email: Cecilia.bedard@wyo.gov	

**\* 8a. TYPE OF APPLICANT:**

A: State Government

**b. Additional Description:**

**\* 9. Name of Federal Agency:**

Administration for Children and Families, Office of Community Services

	Catalog of Federal Domestic Assistance Number:	CFDA Title:
10. CFDA Numbers and Titles	93569	Community Services Block Grant

**11. Descriptive Title of Applicant's Project**  
Wyoming Community Services Block Grant

**12. Areas Affected by Funding:**  
Statewide

**13. CONGRESSIONAL DISTRICTS OF:**

* a. Applicant 01	b. Program/Project:
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Attach an additional list of Program/Project Congressional Districts if needed.

<b>14. FUNDING PERIOD:</b>		<b>15. ESTIMATED FUNDING:</b>	
a. Start Date: 10/01/2025	b. End Date: 09/30/2026	* a. Federal (\$): \$0	b. Match (\$): \$0

**\* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?**

a. This submission was made available to the State under the Executive Order 12372
Process for Review on :
b. Program is subject to E.O. 12372 but has not been selected by State for review.

c. Program is not covered by E.O. 12372.

\* 17. Is The Applicant Delinquent On Any Federal Debt?

- YES  
 NO

Explanation:

18. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**\*\*I Agree**

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

18a. Typed or Printed Name and Title of Authorized Certifying Official  
Heather Ross

18c. Telephone (area code, number and extension)

18d. Email Address  
heather.ross1@wyo.gov

18b. Signature of Authorized Certifying Official



18e. Date Report Submitted (Month, Day, Year)  
09/25/2025

**Attach supporting documents as specified in agency instructions.**

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

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No:0970-0382 Expires:08/31/2027
<b>SECTION 1</b> <b>CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter</b>	

1.1. Identify whether this is a One-Year or a Two-Year Plan	<input type="radio"/> one-year <input checked="" type="radio"/> two-year
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1.1a. Provide the federal fiscal years this plan covers:	Year One 2026	Year Two 2027
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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 been changed [Check all that apply]

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

1.2a. Lead agency	Wyoming Department of Health (WDH)
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1.2b. Cabinet or administrative department of this lead agency *[Check one and provide a narrative where applicable]*

Community Affairs Department  
 Community Services Department  
 Governors Office  
 Health Department  
 Housing Department  
 Human Services Department  
 Social Services Department  
 Other, describe

1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official	Wyoming Department of Health, Director's Office
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1.2d. Authorized Official of the Lead Agency

Name: Stefan Johansson	Title: Director
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1.2e. Street Address	401 Hathaway Building
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1.2f. City	Cheyenne	1.2g. State WY	1.2h. Zip 82002
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1.2i. Telephone number 307 777 - 8940 ext.	1.2j. Fax number 307 777 - 8940
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1.2k. Email address wdh@wyo.gov	1.2l. Lead agency website https://health.wyo.gov
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1.3. Designation Letter:

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

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

Has Information regarding to the state point of contact has changed since the last submission of the State Plan?     Yes     No

<b>If yes, select the fields that have changed [check all the apply]</b>					
<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Point of Contact	<input type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	Zip Code	<input type="checkbox"/>	Office Number
<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address	<input type="checkbox"/>	Website
<b>1.4a. Agency Name Wyoming Department of Health, Public Health Division</b>					
<b>1.4b Point of Contact Name</b>					
Name: Heather Ross			Title: Community Services Program Manager		
<b>1.4c. Street Address</b>		122 West 25th St. Suite 102E			
<b>1.4d. City</b>		Cheyenne		<b>1.4e. State</b> WY	<b>1.4f. Zip</b> 82002
<b>1.4g. Telephone Number</b> 307 777 - 8940 ext.		<b>1.4h. Fax Number</b> 307 777 - 7439			
<b>1.4i. Email Address</b> heather.ross1@wyo.gov		<b>1.4j. Agency Website</b> https://health.wyo.gov/publichealth/rural/wyoming-communityservices-program/			
<b>1.5. Provide the following information in relation to the State Community Action Association.</b>					
There is currently a state Community Action Association within the state. <input checked="" type="radio"/> Yes <input type="radio"/> No					
Has Information regarding the state Community Action Association has changed since the last submission of the State Plan? <input type="radio"/> Yes <input checked="" type="radio"/> No					
<b>If yes, select the fields that have been changed [Check all the apply]</b>					
<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Executive Director	<input type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	State	<input type="checkbox"/>	Zip Code
<input type="checkbox"/>	Office Number	<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address
<input type="checkbox"/>	Website	<input type="checkbox"/>	RPIC Lead		
<b>1.5a. Agency Name Community Services Network of Wyoming (CSNOW)</b>					
<b>1.5b. Executive Director or Point of Contact</b>					
Name: Susan Carr			Title: Executive Director		
<b>1.5c. Street Address</b>		1981 Double Eagle Dr. Suite B , PO Box 6022 Sheridan WY 82801			
<b>1.5d. City</b>		Sheridan		<b>1.5e. State</b> WY	<b>1.5f. Zip</b> 82801
<b>1.5g. Telephone number</b> 307 278 - 6333 ext.		<b>1.5h. Fax number</b> 307 278 - 6333			
<b>1.5i. Email Address</b> info@csnow.org		<b>1.5j. State Association Website</b> https://csnowyo.org/			
<b>1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead</b> <input type="radio"/> Yes <input checked="" type="radio"/> No					

## Section 2: State Legislation and Regulation

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

Form Approved  
OMB No: 0970-0382  
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### SECTION 2 State Legislation and Regulation

**2.1. CSBG State Legislation:**

State has a statute authorizing CSBG  Yes  No

**2.2. CSBG State Regulation:**

State has regulations for CSBG  Yes  No

**2.3. Legislation/Regulation Document:** *Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Item 2.1. and/or Item 2.2.*

**2.4. State Authority:**

*Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:*

**2.4a. Authorizing Legislation:** State legislature enacts authorizing legislation or amendments to an existing authorizing statute, last federal fiscal year  Yes  No

**2.4b. Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year  Yes  No

## Section 3: State Plan Development and Statewide Goals

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

**Form Approved  
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### SECTION 3 State Plan Development and Statewide Goals

**3.1. CSBG Lead Agency Mission and Responsibilities:**

***Briefly describe the mission and responsibilities of the state agency that serves as the CSBG Lead Agency.***

The mission of the 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 by allocating CSBG funds to Eligible Entities (EEs) and their Tripartite Boards and monitoring their progress.

**3.2. State Plan Goals:**

***Describe the state's CSBG-specific goals for state administration of CSBG under this State Plan.***

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

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 that will increase management efficiency and program effectiveness. Objective #1: The State CSP will contract with a third party to review and assess current policies and procedures, provide recommendations for improvements, and develop a Guidance Manual for CSP subrecipients to ensure best practices and compliance with federal requirements. Objective #2: The State CSP will enhance network data privacy and security standards through defined policies and procedures. Objective #3: The State CSP will contract with a third party to review the results of the 2025 American Customer Satisfaction Index (ACSI) and facilitate workgroups that will monitor progress on this Wyoming State Plan (WSP) and actively engage CSBG subrecipients in the development of the FFY 2028-29 WSP, ultimately enhancing collaboration. Goal #2: The State CSP will support and provide opportunities for the network to improve service mapping, data tracking, and data analysis to provide meaningful services and activities that have a measurable impact on the causes and conditions of poverty. Objective #1: The State CSP will standardize and strengthen the Community Needs Assessment (CNA) process by developing uniform guidelines and facilitating collaboration, ensuring network service plans align with community priorities. Objective #2: The State CSP will invest in a new case management data reporting system and adopt data review processes to increase data collection efficiency, accurate data reporting, and intuitive data analysis for program planning and implementation. Objective #3: The State CSP will contract with a third party to review and assess the current Wyoming CSBG funding allocation formula, facilitate a workgroup to review alternative formulas, assess potential impacts on the Wyoming network, and provide the CSP with a recommendation for an updated allocation formula. Goal #3: The State CSP will support and provide opportunities for the network to assess, analyze, and build organizational capacity to ensure effective program management, functional organizational planning, and increased long-term sustainability. Objective #1: The State CSP will assess and enhance organizational best practices, capacity, management efficiency, and program effectiveness across the network by increasing the completion of Organizational Standards. Objective #2: The State CSP will help the network review and connect community needs, agency capacity, agency goals and strategies, and program effectiveness through the ROMA principles and enhanced Community Action Plan (CAP) tools. Objective #3: The State CSP will facilitate network partnership building and establish a closed-loop referral process between the network and Wyoming 211, the statewide helpline, connecting clients to health and human services.

**3.3. State Plan Development:**

***Indicate the information and input the state accessed to develop this State Plan.***

**3.3a. Analysis of state-level tools [Check all that apply applies and provide additional information where applicable]**

State Performance Indicators and/or National Performance Indicators (NPIs)

U.S. Census data

State Performance Management Data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)

Monitoring Visits/Assessments

Tools Not Identified Above (specify)

Program policies and procedures, IT RFP for new case management and data reporting system, association board meetings, anonymous survey responses regarding CSP improvement and development.

**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]

Network and association suggestions and recommendations, Training and Technical Assistance Request Forms, CSBG applications, Community Action Strategic Plans and Mapping Worksheets, Quarterly Reports, Monthly invoices, and Organizational Standards.

**3.3c. Consultation with [Check all that applies 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)

<input type="checkbox"/> Community Action Program Legal Services (CAPLAW)				
<input type="checkbox"/> CSBG Tribal Training and Technical Assistance (T/TA) provider				
<input checked="" type="checkbox"/> Regional Performance Innovation Consortium (RPIC)				
<input checked="" type="checkbox"/> Association for Nationally Certified ROMA Trainers (ANCRT)				
<input checked="" type="checkbox"/> Federal CSBG Office				
<input checked="" type="checkbox"/> Organizations not identified above [Specify] CAP60, empowOR, NASCSP Data Cohort, and CSP Data Management Task Force.				
<b>3.4. Eligible Entity Involvement</b>				
<b>3.4a. State Plan Development</b> Describe the specific steps the State took in developing the State Plan to involve the eligible entities.				
<i>(Note: This information is associated with State Accountability Measures ISa(ii) and may pre-populate the State's annual report form)</i>				
<p>Entity involvement in developing the SP is considered one of the highest priorities for the State CSP, based on the ACSI. Wyoming's 2025 ACSI score for developing the SP is below average, at 36, from five responses, compared to a national average of 61 from 546 total responses. Since October 1, 2023, when the FFY 24-25 SP went into effect, the State CSP has been vigilant in ensuring EEs and the Wyoming CSBG State Association, CSNOW, actively participate in the SP planning and development. The FFY 24-25 SP was reviewed seven times during network-wide meetings held virtually and in person. Reviews would include progress updates, discussing emerging issues, and new recommendations for goal development. During the in-person 2024 Annual Meeting, a town hall was held with Wyoming Public Health Division senior leadership, allowing EEs to share their thoughts and prioritize future State CSP goals. The State CSP gathered input from EEs and their subrecipients during collaborative meetings with CSNOW, discussing mapping and outcome target setting throughout 2024. Additionally, the State CSP assessed Organizational Standards scores, monitoring reports, requests for Training and Technical Assistance (T&amp;TA), feedback from the Data Management Task Force, discussions during association board meetings, and suggestions from anonymous survey responses through the Grantee Portal for the State CSP improvement and development. On January 14, 2025, at the Quarterly EE Meeting, the State CSP again reviewed the previous WSP and invited input and suggestions for drafting the FFY 2026-27 WSP. After the meeting and an extensive review of the information gathered during 2024, the State CSP narrowed down the key FY 26-27 priorities. Based on the identified priorities, the State CSP drafted three goals and outlined clear strategies to attain the desired outcomes. At the April 2025 Quarterly Meeting with the EEs, the State CSP discussed the draft CSBG FFY 2026-27 WSP goals and objectives. The State CSP elicited comments from the network. After the meeting, the State CSP shared the draft FFY 2026-27 WSP goals and objectives on the Grantee Portal and encouraged feedback, even providing a way to comment using an anonymous survey. The State CSP provided a reminder requesting input from the network during the CSNOW April board meeting. On April 25, 2025, the draft WSP began the Wyoming Department of Health (WDH) document review process. The routing process is intensive and ensures that at least five Public Health Department (PHD) staff complete a document review before the final review by the WDH, PHD Senior Administrator. On July 17, 2025, CSP emailed the draft PHD-approved WSP to Wyoming EEs and the State Association. The same day, the draft was also posted on the State CSP page of the WDH website. The email and website posting included a notice of the date and time of the public hearing, login information to attend the public hearing, and a way to submit comments in writing or by email. On July 22 and 24, 2025, a public notice ran in the Casper Star Tribune, a statewide distributed newspaper. The notice advised the public where they could review the draft FY 2026-27 WSP, the timeline for submitting comments, how to submit comments, the date and time of the public hearing, and how to participate in the public hearing. Comments from the public were encouraged and accepted by mail through August 3, 2025. On August 4, 2025, the public hearing was held virtually at 1:00 p.m. The State CSP Manager recorded attendance. No public comments were made during the hearing. At the conclusion of the meeting, CSP determined no revisions were needed to the PHD-approved FFY 26-27 SP and it was entered into OLDC. In an effort to increase network participation and enhance collaboration in the SP, CSP will contract with a third party to facilitate workgroups to monitor progress on the SP and actively engage CSBG EEs in the development of the FFY28-29 SP.</p>				
<b>3.4b. Performance Management Adjustment:</b> Describe how the state adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to:				
<p>1) encourage eligible entity participation and 2) ensure the State Plan reflects input from eligible entities?</p> <p>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.</p>				
<i>(Note: This information is associated with State Accountability Measures ISb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.)</i>				
<p>For the development of the FFY 2026-27 SP, the State CSP evaluated the FFY 2024-25 SP, its goals, and the progress the State CSP made toward achievement. The State CSP also recognized the need to continue to improve collaboration between the State CSP, the EEs, and the association based on the most recent ACSI scores. The State CSP developed a timeline to ensure intentional, collaborative opportunities with the EEs and the association in the developmental phase. The State CSP continues its commitment to creating purposeful partnership opportunities during the implementation and monitoring phases of the SP, including quarterly webinar meetings, the annual in-person meeting, roundtable discussions hosted by the Association, and other opportunities as they arise. In addition to improving collaboration, the State CSP also adjusted the timeline for the FFY 2026-27 SP to ensure full participation and adequate time for PHD routing and review. The process was moved to begin in January and conclude on September 30, 2025. In an effort to increase network participation and enhance collaboration in the SP, the State CSP will contract with a third party to review the results of the 2025 American Customer Satisfaction Index (ACSI) and facilitate workgroups that will monitor progress on the WSP and actively engage CSBG subrecipients in the development of the FFY 2028-29 SP, ultimately enhancing collaboration (Section 3.2, Goal 1, Objective 3).</p>				
<b>3.5. Eligible Entity Overall Satisfaction:</b>				
Provide the State's target for eligible entity Overall Satisfaction during the performance period:				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Year One</td> <td style="width: 50%; padding: 5px;">45</td> </tr> <tr> <td style="width: 50%; padding: 5px;">Year Two</td> <td style="width: 50%; padding: 5px;">45</td> </tr> </table>	Year One	45	Year Two	45
Year One	45			
Year Two	45			
<p><b>Instructional Note:</b> The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities. <i>(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form)</i></p>				

## Section 4: CSBG Hearing Requirements

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

**Form Approved  
OMB No: 0970-0382  
Expires:08/31/2027**

### SECTION 4 CSBG Hearing Requirements

**4.1. Public Inspection:**

**Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under Section 676(e)(2) of the Act.**

The State CSP invited input and suggestions for the new WSP during the State CSP Quarterly Meeting in January 2025, with the specific intent to drive future programmatic and administrative planning. On April 8, 2025, at the Quarterly Meeting with the EEs, the State CSP discussed the draft WSP goals and objectives for FFY 2026-27. At the conclusion of the meeting, the State CSP shared the draft FFY 2026-27 WSP goals and objectives on the Grantee Portal and encouraged feedback, even providing a way to comment using an anonymous survey. The State CSP also provided a reminder requesting feedback from the network during the CSNOW April board meeting. The draft WSP began the WDH document review process on April 25, 2025, and was approved on July 15, 2025. On July 17, 2025, CSP emailed the draft PHD-approved WSP to Wyoming EEs and the State Association. The same day, the draft was also posted on the State CSP page of the WDH website. The email and website posting included a notice of the date and time of the public hearing, login information to attend the public hearing, and a way to submit comments in writing or by email. On July 22 and 24, 2025, a public notice ran in the Casper Star Tribune, a statewide distributed newspaper. The notice advised the public where they could review the draft FY 2026-27 WSP, the timeline for submitting comments, how to submit comments, the date and time of the public hearing, and how to participate in the public hearing. Comments from the public were encouraged and accepted by mail through August 3, 2025. On August 4, 2025, the public hearing was held virtually at 1:00 pm. The State CSP Manager recorded attendance. During the public hearing there were no public comments made. At the conclusion of the meeting, Agency staff determined that there no revisions needed to the PHD-approved FFY 2026-27 WSP. On August 6, 2025, the State CSP submitted the final CSBG FFY 2026-27 WSP through the Online Data Collection System (OLDC). In addition, the State CSP posted the final version on the CSP page of the WDH website and in the CSBG Grantee Portal.

**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 underSection 676(a)(2)(B) of the CSBG Act.**

On July 17, 2025, CSP emailed the draft PHD-approved WSP to Wyoming EEs and the State Association. The same day, the draft was also posted on the State CSP page of the WDH website. The email and website posting included a notice of the date and time of the public hearing, login information to attend the public hearing, and a way to submit comments in writing or by email. On July 22 and 24, 2025, a public notice ran in the Casper Star Tribune, a statewide distributed newspaper. The notice advised the public where they could review the draft FY 2026-27 WSP, the timeline for submitting comments, how to submit comments, the date and time of the public hearing, and how to participate in the public hearing. Comments from the public were encouraged and accepted by mail through August 3, 2025. On August 4, 2025, the public hearing was held virtually at 1:00 pm. The State CSP Manager recorded attendance. During the public hearing there were no public comments made. At the conclusion of the meeting, Agency staff determined that there no revisions needed to the PHD-approved FFY 2026-27 WSP. On August 6, 2025, the State CSP submitted the final CSBG FFY 2026-27 WSP through the Online Data Collection System (OLDC). In addition, the State CSP posted the final version on the CSP page of the WDH website and in the CSBG Grantee Portal.

**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) andSection 676(a)(3) of the Act.**

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited
1	06/21/2024	In Person	Legislative	<input type="checkbox"/>
2	08/04/2025	Via Zoom	Public	<input type="checkbox"/>

**NOTE : States can add rows as needed for each hearing as needed**

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

## Section 5: CSBG Eligible Entities

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

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### SECTION 5 CSBG Eligible Entities

**5.1. CSBG Eligible Entities:**

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

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

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

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
1	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	Non-Profit	Community Action Agency
5	Community Action of Laramie County, Inc.	Laramie County, Lincoln County, Platte County, Sublette County	Non-Profit	Community Action Agency
6	Community Action Partnership of Natrona County	Natrona County, Converse County	Public	Community Action Agency
7	Yellowstone Country Assistance Network of Park County	Hot Springs County, Park County, Teton County	Non-Profit	Community Action Agency
8	Sheridan County	Sheridan County, Big Horn County, Johnson County	Public	Community Action Agency
9	Sweetwater County	Sweetwater County	Public	Community Action Agency
10	Uinta County	Uinta County	Public	Community Action Agency

**5.2. Total number of CSBG eligible entities 10**

**5.3. Changes to Eligible Entities List:**

Within the tables below, describe any changes that have occurred to the Eligible Entities within the state since the last federal fiscal Year (FFY), as applicable.

One or more of the following changes were made to the eligible entity list: [Check all that apply].

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

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

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete
Community Action of Laramie County, Inc.	Interim Re-designation	10/01/2024	Laramie County, Lincoln County, Sublette County, Platte County	
Yellowstone Country Assistance Network	Interim Re-designation	10/01/2025	Hot Springs County , Park County, Teton County	

**5.3b. Designation and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities that have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last Federal Fiscal Year (FFY). Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated)**

CSBG Eligible Entity	Reason	Delete
High Country Behavioral Health	Voluntarily Relinquished	
One22, Inc.	Voluntarily Relinquished	

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

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

## Section 6: Organizational Standards for Eligible Entities

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

Form Approved  
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### SECTION 6 Organizational Standards for Eligible Entities

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

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

COE CSBG Organizational Standards  Modified version of COE CSBG Organizational Standards  Alternative set of Organizational Standards

**6.1a. Modified Organizational Standards:** In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.

To achieve increased rates of Organizational Standard attainment, the State CSP will assess and enhance organizational best practices, capacity, management efficiency, and program effectiveness across the network by increasing the completion of Organizational Standards (Section 3.2, Goal 3, Objective 1). The State CSP will support and provide opportunities for the network to improve service mapping, data tracking, and data analysis to provide meaningful services and activities that have a measurable impact on the causes and conditions of poverty (Section 3.2, Goal 2). To accomplish this goal, the State CSP will standardize and strengthen the CNA process by developing uniform guidelines and facilitating collaboration, ensuring alignment of network service plans with community priorities (Section 3.2, Goal 2, Objective 1). A possible outcome of this objective may alter some entities ability to meet specific Organizational Standards, such as the CNA requirement every three years. The State CSP will use a modified version of the CSBG Center of Excellence Organizational Standards to ensure EEs who experienced 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.

**6.1c. Alternative Organizational Standards Changes:** If using an alternative set of organizational standards:

- 1) provide any changes from the last set provided during the previous State Plan submission;
- 2) describe the reasons for using alternative standards; and
- 3) describe how they are at least as rigorous as the COE- developed standards

There were no changes from the previous State Plan submission

Provide reason for using alternative standards

Describe rigor compared to COE-developed Standards

**6.2. Implementation:** Check the box that best describes how the state officially adopt(ed) organizational standards for eligible entities in the state in a manner consistent with the state's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary. *[Check all that apply and narrative where applicable]*

Regulation

Policy

Contracts with eligible entities

Other, describe:

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

Peer-to-peer review (*with validation by the State or state-authorized third party*)

Self-assessment (*with validation by the State or state-authorized third party*)

Self-assessment/peer review with state risk analysis

State-authorized third party validation

Regular, on-site CSBG monitoring

Other

**6.3a. Assessment Process:** Describe the planned assessment process.

The State CSP expects all agencies to comply with the CSBG Organizational Standards (OS) in FFY 2026-27. Compliance is considered meeting or exceeding an 80% met rate, an increase from the FFY 2024-25 WSPs 70% met rate requirement. Agencies not in compliance will complete a corrective action plan to support the entity in attaining the required 80% met rate. In FFY 2026-27, the State CSP will continue to use the newly developed WY CSBG Grantee Portal for Organizational Standard submission and review. The portal continues to increase efficiency. EEs link their supporting documentation in December or January and self-assess each OS as "met" or "unmet." The State CSP reviews each entity's OS for compliance, marking each OS approved or unmet. EEs falling below the required 80% met rate are 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 State CSP then reviews or revises the plan. If approved, the EE has five weeks to make corrections to attain the 80% met compliance rate. If a TAP is issued and the EE has not complied with the deadline, further corrective action and additional monitoring will occur. In addition to increasing the required met rate during FFY 2026-27, the State CSP will provide uniform guidelines and an outline for EEs to use when conducting and reporting on a CNA. The guidelines will reference their corresponding OS and provide clear direction to EEs on what information is required to meet each standard.

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

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

**Total Number of Exempt Entities:** 0

CSBG Eligible Entity	Description / Justification	Delete

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

<b>Year One</b>	80%	<b>Year Two</b>	85%
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*Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module 1, Table D.2.*

## Section 7: State Use of Funds

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

**Form Approved  
OMB No: 0970-0382  
Expires:08/31/2027**

### SECTION 7 State Use of Funds

#### Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]

**7.1. Formula:**

Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities.

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

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

The State CSP CSBG formula funds are determined using 90% of the States CSBG pass-through funds and an established poverty rating for each county. Currently, 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 distributed to each county based on its poverty rating. During FFY 2026-27, the State CSP will contract with a third party to review and assess the current Wyoming CSBG funding allocation formula, facilitate a workgroup to review alternative formulas, assess potential impacts on the Wyoming network, and provide the CSP with a recommendation for an updated allocation formula. (Section 3.2, Goal 2, Objective 3).

**7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities?**  Yes  No

**7.2. Planned Allocation:**

Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and "not less than of 90 percent funds" as described under Section 675C(a) of the CSBG Act.

In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.

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

<b>Year One</b>	90.00%	<b>Year Two</b>	90.00%
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#### Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Albany County	\$189,868	
Campbell County	\$240,725	
Fremont County	\$372,953	
Goshen Help	\$286,496	
Community Action of Laramie County, Inc.	\$762,859	
Community Action Partnership of Natrona County	\$693,354	
Yellowstone Country Assistance Network of Park County	\$211,227	
Sheridan County	\$267,509	
Sweetwater County	\$245,132	
Uinta County	\$120,362	
<b>Total</b>	<b>\$3,390,485</b>	

#### CSBG Eligible Entity Year Two

CSBG Eligible Entity	Year Two Funding Amount \$	Delete
Albany County	\$189,868	
Campbell County	\$240,725	
Fremont County	\$372,953	
Goshen Help	\$286,496	
Community Action of Laramie County, Inc.	\$762,859	
Community Action Partnership of Natrona County	\$693,354	

Yellowstone Country Assistance Network of Park County	\$211,227
Sheridan County	\$267,509
Sweetwater County	\$245,132
Uinta County	\$120,362
<b>Total</b>	<b>\$3,390,485</b>

**7.3. Distribution Process:**  
Describe the specific steps in the state's process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take; include information about state legislative approval or other types of administrative approval (such as approval by a board or commission).

The State CSP allocates 90% of the funds from the Office of Community Services (OCS) Notice of Award (NOA) using the established poverty rating for each county described in 7.1. In September 2024, PHD leadership met in person with EEs to openly discuss issues impacting the network and possible solutions. Several EEs requested an option to opt out of the current statewide process to provide an advance payment of 1/12 of the EE award, noting that it often created additional staff time to track. PHD leadership and EEs also discussed the positive impact a four-year Grant Agreement could offer compared to the historical administration of one-year Grant Agreements. The final topic discussed was increasing the CSBG drawdown time while also maintaining Generally Accepted Accounting Principles (GAAP). While most EEs felt the twelve-month term met their needs, one EE requested that funds be available sooner. PHD leadership reviewed the request with the state fiscal department and decided to revise the funding period starting in FFY 2026. In January 2025, the State CSP began the WDH Grant Agreement review process to ensure a full execution date of July 1, 2025. As noted above, the Grant Agreements were approved for four years (FFY 2026-29). They also allowed EEs to request funds three months earlier than they were previously allowed, extending the spending cycle to July of the first year of the CSBG two-year funding cycle into September of the second year. Award amounts are based on NoAs, and the grant agreements include a tentative calculation for the total amount not to exceed. Upon receipt of the final NoA for the grant award year, the State CSP calculated EEs' exact awards based on their service area poverty rating and notified EEs in writing through the WDH Award Notice Cover Page. CSP has posted the allocations online for review on the State CSP page of the WDH website and the CSBG Grantee Portal. Since EEs can begin spending funds as early as July, they must submit annual planning documents (budget, CAP, mapping, and assurances) thirty (30) days before beginning to spend their funds for the State CSP review and approval. Documents were made available to EEs in April 2025 through the CSBG Grantee Portal. EEs will submit monthly invoices for reimbursement through the CSBG Grantee Portal. A detailed financial statement will accompany the 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 payment delays. As enacted under Wyoming State law 16-6-602, the State will pay the amount due within forty-five (45) days after receipt of a correct notice.

**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

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

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

*Note: Item 7.4 is associated with State Accountability Measure 2Sa and may prepopulate the state's annual report form.*

The 2025 State CSP ACSI score for ensuring no interruption in the distribution of funds was 49, compared to the national average of 70. Wyoming CSBG Grant Agreements with EEs are now approved for a four-year term, running from July 2025 through September 2029. This is a significant increase from the prior one-year term. The end date of September 2029 ensures that CSBG funding is never delayed and is provided without interruption. The new start date of July also allows EEs to access their funds up to four months earlier than previous grant agreements allowed.

**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.

*Note: This information is associated with State Accountability Measure 2Sb and may prepopulate the state's annual report form.*

The 2025 State CSP ACSI score for the quality of the process in the distribution of funds was 20, compared to the national average of 68. As noted above, Wyoming CSBG Grant Agreements with EEs are now approved for a four-year term, running from July 2025 through September 2029. This is a significant increase from the prior one-year term. The end date of September 2029 ensures that CSBG funding is never delayed and is provided without interruption. The new start date of July also allows EEs to access their funds up to four months earlier than previous grant agreements allowed.

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

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

**7.6. Allocated Funds:** Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State plan.

Year One (0.00%)	5.00	Year Two (0.00%)	5.00
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**7.7. State Staff:** Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan

Year One	1.00	Year Two	1.00
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**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

<b>Plan</b>			
<b>Year One</b>	1.00	<b>Year Two</b>	1.00
7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act? <input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.			
<b>Year One (0.00%)</b>	5.00%	<b>Year Two (0.00%)</b>	5.00%
Use of Remainder/Discretionary Funds (See Section 675C(b)(1) of the CSBG Act)			
<i>Note: This response will link to the corresponding assurance, Item 14.2.</i>			
<p><i>If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the state provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Items 7.9a. - 7.9c. If allocation is not possible, the state may allocate the funds to the main category with which the activity is associated.</i></p> <p><i>Note: This information is associated with State Accountability Measures 3Sa and pre-populates the annual report Module 1, Table E.7.</i></p>			
<b>Remainder/Discretionary Fund Uses</b>		<b>Year One Planned \$</b>	<b>Brief description of services/activities and/or activities</b>
7.9a. Training/technical assistance to eligible entities		\$94,180.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs		\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities		\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need		\$0.00	
7.9e. Asset-building programs		\$0.00	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups		\$0.00	
7.9g. State charity tax credits		\$0.00	
7.9h. Other activities, specify in column 3		\$94,180.35	Data system and support for the network; other network-identified priorities, including workgroup facilitation, training and activities that support stronger programs, services, and outcome achievements.
<b>Total</b>		<b>\$188,360.00</b>	
<b>Remainder/Discretionary Fund Uses</b>		<b>Year Two Planned \$</b>	<b>Brief description of services/activities</b>
7.9a. Training/technical assistance to eligible entities		\$94,180.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs		\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities		\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need		\$0.00	
7.9e. Asset-building programs		0	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups		\$0.00	
7.9g. State charity tax credits		\$0.00	
7.9h. Other activities, specify in column 3		\$94,180.35	Data system and support for the network; other network-identified priorities, including training and activities that support stronger programs, services, and outcome achievements.
<b>Total</b>		<b>\$188,360.00</b>	
7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9. [Check all that apply and narrative where applicable]			
<input type="checkbox"/> The state directly carries out all activities (No Partnerships)			
<input checked="" type="checkbox"/> The state partially carries out some activities			

<input type="checkbox"/>	CSBG eligible entities ( <i>if checked, include the expected number of CSBG eligible entities to receive funds</i> )
<input type="checkbox"/>	Other community-based organizations
<input type="checkbox"/>	State Community Action association
<input type="checkbox"/>	Regional CSBG technical assistance provider(s)
<input checked="" type="checkbox"/>	National technical assistance provider(s)
<input checked="" type="checkbox"/>	Individual consultant(s)
<input type="checkbox"/>	Tribes and Tribal Organizations
<input checked="" type="checkbox"/>	Other Database system and support
<b>Note: This response will link to the corresponding CSBG assurance, item 14.2.</b>	
<b>7.11. Use of Remainder/Discretionary Funds Performance Management Adjustment:</b> Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.	
<b>Note: This information is associated with State Accountability Measures 3Sb, and may pre-populate the State's annual report form.</b>	
<p>During FFY 2026-27, the State CSP will invest in data review processes and a new case management data reporting system to increase data collection efficiency, accurate data reporting, and intuitive data analysis for program planning and implementation (Section 3.2, Goal 2, Objective 2). In FFY 2024-25, the State CSP established a Database Task Force composed of several volunteer EE staff to represent the network, CSNOW, Wyoming 211 (statewide referral system), and the State CSP. After months of reviewing various CSBG database reporting systems core components and offerings, the Task Force analyzed and prioritized key elements the State CSP should require in a Request for Proposal (RFP). CSP incorporated the Task Forces written recommendations into the RFP. The Task Force was also instrumental in reviewing and scoring proposals, ultimately selecting a winning bid. The winning bids annual subscription fee was significantly more than the previous system, but the team decided it was worth paying for a more modern and efficient system. The system is paid for with discretionary funds. In April 2025, the CSNOW, the state association, and the State CSP agreed that CSNOW would no longer contract with the State CSP to provide training and technical assistance services. However, CSNOW will continue training EEs using the Regional Performance and Innovation Consortium (RPIC) funds. Trainings funded by RPIC will be available on RPICs Region 8 Academy website. In FFY 2026-27, the State CSP will work with partners to establish a plan to utilize the remaining discretionary funds. Through research and thoughtful analysis, the State CSP will identify how funds can benefit the network with the most significant impact. During the fact-finding phase, the State CSP will collect input from EEs, EE subrecipients, CSNOW, and national, regional, and state partner agencies.</p>	

## Section 8: State Training and Technical Assistance

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

Form Approved  
OMB No: 0970-0382  
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### 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 3Scand pre-populates the Annual Report, Module 1, Table F.1.*

#### Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY1-Q1	Training	Organizational Standards - General	
2	Ongoing / Multiple Quarters	Training	Governance/Tripartite Boards	
3	FY1-Q3	Training	Strategic Planning	
4	Ongoing / Multiple Quarters	Technical Assistance	Correcting Significant Deficiencies Among Eligible Entities	
5	Ongoing / Multiple Quarters	Technical Assistance	Reporting	
6	All quarters	Both	ROMA	
7	Ongoing / Multiple Quarters	Both	Community Assessment	
8	FY1-Q1	Training	Technology	

#### Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY2-Q1	Training	Organizational Standards - General	
2	Ongoing / Multiple Quarters	Training	Governance/Tripartite Boards	
3	FY2-Q3	Training	Strategic Planning	
4	Ongoing / Multiple Quarters	Technical Assistance	Correcting Significant Deficiencies Among Eligible Entities	
5	Ongoing / Multiple Quarters	Technical Assistance	Reporting	
6	All quarters	Both	ROMA	
7	Ongoing / Multiple Quarters	Both	Community Assessment	
8	FY2-Q2	Training	Technology	

**8.1a. Training and Technical Assistance Budget:** The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.9):

<b>Year One</b>	\$94,180	<b>Year Two</b>	\$94,180
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**8.1b. Training and Technical Assistance Collaboration:** Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.

The State CSP ACSI overall score for training (T) and technical assistance (TA) was 53, compared to the national average of 75. This included scores of 44 for effectiveness of training, 62 for effectiveness of assistance, 49 for staff responsiveness, and 56 for the amount of training and assistance provided. To increase T and TA scores, the State CSP will ensure EEs receive quality T and TA through FFY 2026-27 collaboration with stakeholders. In June 2025, CSNOW, the state association, and the State CSP agreed that CSNOW would no longer contract with the State CSP to provide training and technical assistance services. However, CSNOW will continue training EEs using the Regional Performance and Innovation Consortium (RPIC) funds. Trainings funded by RPIC will be available on RPICs Region 8 Academy website. The State CSP will also collaborate with empowOR to develop and implement an intensive orientation for new users and Administrators based on their assigned user roles. Orientation will be completed online through small cohorts to ensure a small group training atmosphere that will increase participants' discussion, learning, and reflection. During FFY 2026-27, the State CSP will enhance data privacy and security standards throughout the network (Section 3.2, Goal 1, Objective 1) by ensuring all database users receive Health Insurance Portability and Accountability Act (HIPAA) privacy and security training during the orientation process. In FFY 2026-27, the State CSP will use discretionary funds to contract with a third party to provide customized Training and Technical Assistance (T&TA) to local agencies. After developing and administering surveys to the network to identify training needs, the State CSP will work with the contractor to create a comprehensive training plan. The contractor will provide tailored workshops and presentations to meet the networks training needs. Training will include detailed agendas, participant surveys, and outcome measurement tools. Finally, as needs arise during FFY 2026-27, the State CSP will provide TA one-on-one with individual EEs and subrecipients. TA may also be provided by other national, state, or local organizations based on the topic and the availability to provide the support needed. Funds have been budgeted and allocated for this specific purpose; however, the topics 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. During FFY 2026-27, the State CSP will assess and enhance organizational best practices, capacity, management efficiency, and program effectiveness across the network by increasing the completion of Organizational Standards (Section 3.2, Goal 3, Objective 1). To accomplish this goal, the State CSP will increase support to EEs to ensure they receive timely and individualized support in meeting the OS minimum met rate requirement of 80%. EEs will submit their supporting data for the OS in the Grantee Portal. The final submission date for FFY 2026 is December 31, 2025. In January 2026, the State CSP will review each entity's OS for compliance. The State will mark each OS as approved or unmet. EEs falling below the required 80% met rate will have thirty days to submit the necessary documentation. If an EE has not increased their met rate to 80%, a Technical Assistance Plan (TAP) will be issued. Once issued, the EE will have two weeks to work with the State CSP to create a plan and timeline to increase their met rate to a minimum of 80%. After the plan has been developed, the EE will be required to complete the written TAP successfully. The timeframe for completion may vary depending on the documents needed. If a TAP has been initiated and the entity has not met compliance by the stated deadline, further corrective action will take place. The State CSP and collaborative partners will provide the ongoing T and TA necessary for the entities to meet the state's goal of compliance with the OS.

**8.3. Training and Technical Assistance Organizations:** Indicate the types of organizations through which the State Plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement. *[Check all that apply.]*

<input type="checkbox"/>	All T/TA is conducted by the state
<input type="checkbox"/>	CSBG eligible entities <i>(if checked, provide the expected number of CSBG eligible entities to receive funds)</i>
<input type="checkbox"/>	Other community-based organizations
<input checked="" type="checkbox"/>	State Community Action association
<input checked="" type="checkbox"/>	Regional CSBG technical assistance provider(s)
<input checked="" type="checkbox"/>	National technical assistance provider(s)
<input checked="" type="checkbox"/>	Individual consultant(s)
<input type="checkbox"/>	Tribes and Tribal Organizations
<input type="checkbox"/>	Other

**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.

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

The State CSP ACSI overall score for training and technical assistance was 53, compared to the national average of 75. This included scores of 44 for effectiveness of training, 62 for effectiveness of assistance, 49 for staff responsiveness, and 56 for the amount of training and assistance provided. Striving to increase these scores, in FFY 2026-27, the State CSP will make the necessary adjustments to ensure EEs receive the quality training and technical assistance they need. First and foremost, the State CSP office will be the identified TA provider. By providing TA directly, the State CSP will be able to decrease the time from request to support and minimize communication that may be lost through a third-party provider. Ultimately, this change will impact TA's effectiveness, staff responsiveness, and the amount of TA being provided. In April 2025, CSNOW, the state association, and the State CSP agreed that CSNOW would no longer contract with the State CSP to provide training and technical assistance services. However, CSNOW will continue training EEs using the Regional Performance and Innovation Consortium (RPIC) funds. Trainings funded by RPIC will be available on RPIC's Region 8 Academy website. Using discretionary funds, the State CSP will contract with a third party to provide customized Training and Technical Assistance (T&TA) to local agencies. After developing and administering surveys to the network to identify training needs, the State CSP will work with the contractor to create a comprehensive training plan. The contractor will provide tailored workshops and presentations to meet the network's training needs. Training will include detailed agendas, participant surveys, and outcome measurement tools. Furthermore, during FFY 2026-27, the State CSP will invest in data review processes and a new case management data reporting system to increase data collection efficiency, accurate data reporting, and intuitive data analysis (Section 3.2, Goal 2, Objective 2). Starting in July 2025, the State CSP contracted with a new database provider to meet the network's needs. This is a significant change, since the State CSP has contracted with the previous provider since 2021. After much review and an in-depth RFP process, the State CSP is now contracting with empowOR to provide a comprehensive case management data reporting system. As part of the contract, empowOR will provide training and technical assistance to support EEs in using the system.

## Section 9: State Linkages and Communication

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

Form Approved  
OMB No:0970-0382  
Expires:08/31/2027

### 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.*

*Note: This response will link to the corresponding CSBG assurance, item 14.5. In addition, this item is associated with State Accountability Measure 7Sa and 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

CSP communicates with the State Weatherization office, the LIHEAP office, TANF, Head Start, and other State public health offices as needed to facilitate Grantee service delivery. Grantees are also encouraged to create these linkages as appropriate for their services and can be supported by CSP upon request. Additionally, CSP has a written MOU with the Wyoming Office of the Governor, Wyoming Workforce Development Council, Wyoming Community College Commission, Wyoming Department of Workforce Services, Wyoming Department of Education, and the Wyoming Department of Family Services.

**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 Sections 676(b)(5) - (6))

*Note: This response will link to the corresponding CSBG assurances, items 14.5 and 14.6., and pre-populates the Annual Report, Module 1, Item G.2.*

The State CSP ACSI overall linkage score was 22, compared to the national average of 64. This includes a score of 27 for awareness of efforts, 22 for sufficiency of linkages, and 18 for effectiveness of partnerships. To address the ACSI scores, during the FFY 2026-27, the State CSP will facilitate network partnership building and establish a closed-loop referral process between the network and Wyoming 211, the statewide helpline, connecting clients to health and human services (Section 3.2, Goal #3, Objective #3). The following are additional examples of partnerships that may be considered for development during the FFY 2026-27 years: Wyoming Department of Family Services LIHEAP and Weatherization programs; and Units within the WDH Public Health Division (PHD), including Maternal and Child Health (MCH), Public Health Nursing (PHN), and Women, Infants, and Children (WIC). Most Wyoming counties also have established partnerships to plan, implement, monitor, and evaluate their local CSBG programs. Coordination, linkages, and networking are necessary to develop effective local CSBG programs for these groups. Local CSBG programs work with other human services programs, routinely perform information and referral services, and receive referrals from different providers. Local CAPs 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. Partnerships are assessed as part of the annual CAP and CNA. Local CAPs show evidence of coordination and linkages with related public and private sector activities and evidence that CSBG-funded activities will not duplicate other efforts.

**9.3. Eligible Entity Linkages and Coordination**

**9.3a. State Assurance of Eligible Entity Linkages and Coordination:** Describe how the state will assure that 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)).

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

During FFY 2026-27, the State CSP will standardize and strengthen the CNA process by developing uniform guidelines and facilitating collaboration, ensuring network service plans are aligned with community priorities (Section 3.2, Goal 2, Objective 3). With the development of a standardized system, EEs can collaborate more effectively with other local partners who conduct CNAs, such as local Critical Access Hospitals (CAH) and Head Start

programs. Entities will also be encouraged to use the CNAs to provide a local resource list that includes public, private, and faith-based human and social service agencies, organizations, and programs. 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 fund application, entities list and describe the linkages, partnerships, and other coordination efforts 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 CNA. The State conducts regular programmatic monitoring of the entities. During these monitoring visits, the State CSP reviews linkages and coordination between the entities identified in the needs assessments and their funding application. The State CSP determines if linkages exist, are coordinated with other agencies, and meet the needs identified in the 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.**

***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 developing an EEs CAP by analyzing local needs assessments, community resources, and services where there may be gaps or duplication, and finally, describing the agency's mission, policies, and procedures. Local entities utilized the State CSP-generated CAP to establish a more strategic and coordinated response to identifying, implementing, tracking, and analyzing services and outcomes. Linkages provide more effective service delivery and help agencies meet the proposed organizational standards, addressing consumer input, involvement, and strategic planning. Additionally, during FFY 2026-27, the State CSP will facilitate network partnership building and establish a closed-loop referral process between the network and Wyoming 211, the statewide helpline, which connects clients to health and human services (Section 3.2, Goal 3, Objective 3). This will help build linkages and fill service gaps when connecting clients between health and human services.

**9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities:**

**Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)?**  Yes  No

***Note: This response will link to the corresponding CSBG assurance, item 14.5.***

**9.4a. WIOA Combined Plan: If the state selected "yes" under item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.**

**9.4b. Employment and Training Activities: If the state selected "no" under item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system.**

The WDH, PHD, CSP has a written Memorandum of Understanding (MOU) with the Wyoming Office of the Governor, Wyoming Workforce Development Council, Wyoming Community College Commission, Wyoming Department of Workforce Services, Wyoming Department of Education, and the Wyoming Department of Family Services. The MOU identifies One-Stop Partners, outlines roles and responsibilities for each agency, and provides linkages between agencies. CSBG EEs and their subrecipients provide outreach to clients in need, make referrals to One-Stop Partners, and provide valuable supportive services when available. The MOU was recently updated in FFY 2025. As required, it will be evaluated at least every two years to review and update the WIOA performance measures as required by the WIOA State Plan and at least every three years from the Execution date to review and update the One-Stop Budget and Infrastructure Agreement requirements.

**9.5. Emergency Energy Crisis Intervention:**

**Describe how the state will assure, where appropriate, that emergency energy crisis intervention programs under Title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the state, as required by the assurance under Section 676(b)(6) of the CSBG Act).**

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

While the Wyoming LIHEAP is administered through the Wyoming Department of Family Services, the State CSP reviews the linkages between eligible entities and other antipoverty programs such as LIHEAP. 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 LIHEAP. Tracking of referrals will also be available in the state-wide database system, empowOR.

**9.6. Faith-based Organizations, Charitable Groups, Community Organizations:**

**Describe how the state will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the state's assurance under Section 676(b)(9) of the CSBG Act.**

***Note: this response will link to the corresponding assurance, item 14.9.***

The State CSP ensures that CSBG funds are coordinated with other organizations, including faith-based organizations, charitable groups, and community agencies, primarily by requiring and collecting comprehensive CNAs. During FFY 2026-27, the State CSP will standardize and strengthen the CNA process by developing uniform guidelines and facilitating collaboration, ensuring network service plans are aligned with community priorities (Section 3.2, Goal 2, Objective 1), and ensuring CAPs are aligned with community priorities. The State CSP will utilize the 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, religious organizations may be designated as new eligible entities in unserved and underserved areas, such organizations would be subject to the exact requirements applicable to other private non-profit organizations, such as implementing a Tripartite Board, have a location in the geographic area to be served, be able to provide a broad range of services designed to eliminate poverty and foster self-sufficiency, and demonstrated effectiveness in meeting CSBG goals and purposes. 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.

**9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:**

**Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.**

***Note: this response will link to the corresponding assurance, item 14.3c.***

Entities operate within a network of local service providers to reduce duplication of effort and to coordinate resources to address various client

circumstances. CSBG EEs have developed extensive information and referral networks to meet clients' various needs. Through linkages established within the service area, individuals and families can be connected to a vast array of local programs and services. EEs must coordinate, blend, and braid their CSBG funds with other community, state, and federal funds to supplement their services and activities. The State CSP assures that CSBG funds are coordinated with other public and private resources primarily through monitoring activities, including collecting CAPs and Annual Report data, as well as requiring and collecting comprehensive CNAs. Annual Reports include detailed information on the public and private resources of local EEs and how resources are used. During FFY 2026-27, the State CSP will also standardize and strengthen the CNA process by developing uniform guidelines and facilitating collaboration, ensuring network service plans are aligned with community priorities (Section 3.2, Goal 2, Objective 1). This will provide more opportunities for collaborative CNA information gathering. Utilizing the more robust CNAs, EEs 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.**

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

During FFY 2026-27, the State CSP will contract with a third party to review the results of the 2025 American Customer Satisfaction Index (ACSI) and facilitate workgroups that will monitor progress on the WSP and actively engage CSBG subrecipients in the development of the FFY 2028-29 WSP, ultimately enhancing collaboration (Section 3.2, Goal 1, Objective 3). CSP will allocate time during the annual in-person meeting to encourage active collaboration and resource sharing. In April 2025, CSNOW, the state association, and the State CSP agreed that CSNOW would no longer contract with the State CSP to provide training and technical assistance services. However, CSNOW will continue to provide training to EEs using the Regional Performance and Innovation Consortium (RPIC) funds. Trainings funded by RPIC will be available on RPIC's Region 8 Academy website. In FFY 2026-27, the State CSP will work with partners to establish a plan for utilizing discretionary funds. Through research and thoughtful analysis, the State CSP will identify how funds can benefit the network with the greatest impact. During the fact-finding phase, the State CSP will collect input from EEs, EE subrecipients, CSNOW, as well as national, regional, and state partner agencies.

**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	Website Webinar Public Notice	
State Plan Development	Quarterly	Email Website Webinar Public Notice	
Organizational Standards Progress	Semi-Annually	Email Webinar 1:1	
State Accountability Measures Progress	Quarterly	Webinar	
Community Needs Assessments/ Community Action Plans	Semi-Annually	Newsletters Email Webinar	
State Monitoring Plans and Policies	Annually	Email Webinar Letters/Hard Copies	
Training and Technical Assistance (T/TA) Plans	As needed	Newsletters Email 1:1	
ROMA and Performance Management	Semi-Annually	Webinar	
State Interagency Coordination	Upon Request	Email	
CSBG Legislative/Programmatic Updates	Triennial	Public Notice	
Tripartite Board Requirements	As needed	Email	

**9.10. Feedback to Eligible Entities and State Community Action Association:  
Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.**

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

The State CSP reviewed the results of the ACSI during a webinar with the EEs in April 2025. During the webinar, ACSI categories and scores were discussed. The EEs and the association were encouraged to provide additional feedback and recommendations to improve program performance. In collaboration with the WDH leadership, the State CSP has developed a plan for improvement using insight from the ACSI and feedback from the EEs and the association. The improvement plan was shared with EEs and the association at the next quarterly meeting. Several items noted in the improvement

plan are represented here in the FFY 2025-26 WSP.

**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.**

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

Entity involvement in developing the WSP is considered one of the highest priorities for the State CSP, based on the ACSI. Wyoming's 2025 ACSI score for developing the WSP is below average, at 36, from five responses, compared to a national average of 61 from 546 total responses. The overall timeline for the FFY 2026-27 WSP was moved up by two months. In March, the State CSP conducted an extensive review of the information gathered during 2024, drafted three goals, and outlined clear strategies to attain the desired outcomes. The draft was provided to the EEs and CSNOW during the April 2025 quarterly meeting. Additionally, the FFY 2026-27 WSP draft was routed to the WDH, PHD leadership in late April 2025. Beginning the routing two months earlier than the prior WSP has ensured more time for collaboration, discussion, and feedback from all involved. On July 17, 2025, CSP emailed the draft PHD-approved WSP to Wyoming EEs and the State Association. The same day, the draft was also posted on the State CSP page of the WDH website. The email and website posting included a notice of the date and time of the public hearing, login information to attend the public hearing, and a way to submit comments in writing or by email. Comments from the public were encouraged and accepted through August 3, 2025. On July 22 and 24, 2025, a public notice was ran in the Casper Star Tribune, a statewide distributed newspaper. The notice advised the public where they could review the draft FY 2026-27 WSP, the timeline for submitting comments, how to submit comments, the date and time of the public hearing, and how to participate in the public hearing. On August 4, 2025, the public hearing was held virtually at 1:00 pm. The State CSP Manager recorded attendance. There were no public comments. At the conclusion of the meeting, CSP determined the PHD-approved FFY 2026-27 WSP did not require any revisions. The State CSP submitted the final CSBG FFY 2026-27 WSP through the Online Data Collection System (OLDC). In addition, the State CSP posted the final version on the CSP page of the WDH website and in the CSBG Grantee Portal. The State CSP continues to refine the communication plan and seek opportunities to increase participation, collaboration, and transparency in FFY 2026-27. EEs are required to participate in the State CSPs CSBG annual in-person meeting. The meeting agenda includes reviewing the WSP, reflecting on progress made, and developing new strategies moving forward. In FFY 2024, the annual in-person meeting provided the opportunity for EEs to have an open discussion with WDH leadership, where they discussed grant agreements and the state funding cycle. This is just one example of how the State CSP works to improve the partnerships and collaboration with the EEs. In addition, in FFY 2026-27 the State CSP will contract with a third party to review the results of the 2025 American Customer Satisfaction Index (ACSI) and facilitate workgroups that will monitor progress on this Wyoming State Plan (WSP) and actively engage CSBG subrecipients in the development of the FFY 2028-29 WSP, ultimately enhancing collaboration (Section 3.2, Goal 1, Objective 3).

## Section 10: Monitoring, Corrective Action, and Fiscal Controls

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

**Form Approved  
OMB No: 0970-0382  
Expires:08/31/2027**

### SECTION 10 Monitoring, Corrective Action, and Fiscal Controls

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

**10.1. Specify the proposed schedule for planned monitoring visits - including full on-site reviews; on-site reviews of newly designated entities; follow-up reviews - including return visits to entities that failed to meet State goals, standards, and requirements; and other reviews as appropriate.**

**This is an estimated schedule to assist states in planning. States may indicate "no review" for entities the state does not plan to monitor in the performance period.**

***Note: This information is associated with State Accountability Measure 4Sa(i); this response pre-populates the Annual Report, Module 1, Table H.1.***

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Albany County	Full On-site	Onsite Review	FY1 Q4	08/05/2024	08/05/2024	
2	Campbell County	Other	Desk Review	FY1 Q2	08/27/2025	08/28/2025	Document Review
3	Fremont County	Full On-site	Onsite Review	FY1 Q4	08/12/2024	08/13/2024	
4	Goshen Help	Other	Desk Review	FY1 Q2	06/18/2025	06/18/2025	Document Review
5	Community Action of Laramie County, Inc.	Other	Desk Review	FY1 Q2	08/25/2025	08/25/2025	Document Review
6	Community Action Partnership of Natrona County	Full On-site	Onsite Review	FY1 Q4	08/23/2023	08/24/2023	
7	Yellowstone Country Assistance Network of Park County	Full On-site	Onsite Review	FY1 Q4	08/21/2023	08/21/2023	
8	Sheridan County	Other	Desk Review	FY1 Q2	08/07/2024	08/08/2024	Document Review
9	Sweetwater County	Other	Desk Review	FY1 Q2	09/04/2025	09/05/2025	Document Review
10	Uinta County	Other	Desk Review	FY1 Q2	09/03/2025	09/04/2025	Document Review

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Albany County	Other	Desk Review	FY2 Q2	08/01/2026	08/01/2026	Document Review
2	Campbell County	Full On-site	Onsite Review	FY2 Q4	08/27/2025	08/28/2025	
3	Fremont County	Other	Desk Review	FY2 Q2	08/01/2026	08/01/2026	Document Review
4	Goshen Help	Other	Desk Review	FY2 Q2	06/18/2025	06/18/2025	Document Review
5	Community Action of Laramie County, Inc.	Other	Desk Review	FY2 Q2	08/25/2025	08/25/2025	Document Review
6	Community Action Partnership of Natrona County	Other	Desk Review	FY2 Q2	08/01/2026	08/01/2026	Document Review
7	Yellowstone Country Assistance Network of Park County	Full On-site	Onsite Review	FY2 Q4	08/01/2026	08/01/2026	
8	Sheridan County	Full On-site	Onsite Review	FY2 Q4	08/07/2024	08/08/2024	
9	Sweetwater County	Other	Desk Review	FY2 Q2	09/04/2025	09/05/2025	Document Review
10	Uinta County	Other	Desk Review	FY2 Q2	09/03/2025	09/04/2025	Document Review

**10.2. Monitoring Policies:**

**Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.**

If a monitoring event identifies findings and concerns to be addressed, they are 1) identified and explained in an exit interview, 2) outlined in a formal follow-up letter with corrective actions recommended or requested, and 3) added to a TAP as necessary. If a TAP has been deemed necessary, CSP and the EE work together to develop the TAP, identifying the corrective action that will be taken and the appropriate timeline. The CSP and EE then meet as necessary to track the progress of the corrective action until the TAP has been completed and closed (marked as completed next to each corrective action

on the TAP). Policy 4 (attached) may be implemented if the TAP is not completed or is deemed inappropriate. CSP will consider updates to the Monitoring policy to outline the closure of the findings process.

**10.3. Initial Monitoring Reports:**

According to the state's procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities?

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

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

**10.4. Closing Findings:**

Are state procedures for addressing eligible entity findings/deficiencies and documenting the closure of findings, included in the State monitoring protocols attached above?  Yes  No

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

**10.5. Quality Improvement Plans (QIPs):**

Provide the number of eligible entities currently on QIPs, if applicable.

*Note: The QIP information is associated with State Accountability Measures 4Sc.*

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**10.6. Reporting of QIPs:**

Describe the state's process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the State approving a QIP

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

If an EE has been issued a TAP and was not successful in correcting the deficiency or deficiencies, the State CSP may issue a Quality Improvement Plan (QIP). The State CSP will determine both corrective action and a timeline for completion. Within thirty (30) days of issuing a QIP, the State CSP will prepare and submit a report via email to the United States Department of Health and Human Services, Office of Community Services (HHS-OCS) representative describing the rationale for issuing a QIP, including which opportunities for corrective action were previously given.

**10.7. Assurance on Funding Reduction or Termination:**

The state assures, "that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)" per Section 676(b)(8).  Yes  No

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

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

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

**10.8a. New Designation Citation:** If yes, provide the citation(s) of the law and/or regulation.

**10.8b. New Designation Procedures:** If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public

The State CSP follows the Wyoming CSP Policy #5: Eligible Entity Designation and Redesignation. The State CSP may designate an eligible entity when an EE has gone out of business, when an EE has voluntarily relinquished their status, when the State CSP has lawfully terminated an EEs designation, when a geographic area is unserved or underserved, or when an EE cannot, or will not meet the Tripartite Board requirements. The State CSP may designate a private non-profit organization (including both current eligible entities and other nonprofit organizations), located in an unserved or underserved area, in an area contiguous to an unserved area or within a reasonable proximity, and which will implement a Tripartite Board. If no private non-profit agency can be designated, the State CSP may designate a political subdivision of the State (including both current eligible entities and other public organizations). In the event that a service area becomes unserved or underserved, the State CSP reserves the right to assign a Temporary Designation to a current non-profit EE without going through a competitive application process. The State CSP will base a Temporary Designation on an EE's demonstrated effectiveness in meeting the goals and purposes outlined in the CSBG Act. The State CSP reserves the right to extend the Temporary Designation to a Permanent Designation or initiate a competitive application process. When an unserved area becomes available, and the State CSP does not designate a Temporary Designation, the State CSP may open a competitive application process to current EEs, private non-profit organizations, and public entities accordingly. The procedure for application is made available on the CSP EE Portal for all existing eligible EEs and on the State CSP public-facing website when applicable. Policy #5 is available on the EE Portal and on the CSP State Website.

**10.9. Eligible Entity Termination:** Do State CSBG statute and/or regulations provide for termination of eligible entities  Yes  No

**10.9a. Termination Citation:** If yes, provide the citation(s) of the law and/or regulation.

**10.9b. Termination Procedures:** If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public

The State CSP follows the Wyoming CSP Policy #4: Redistribution, De-Designation, and Close-Out. The State CSP may implement this policy when, based on monitoring, review, or investigation, a Grantee has failed in one or more of the following: a) to comply with the terms of the WDH contract or WSP, b) to provide CSBG services, c) to meet the States appropriate standards, goals, or other requirements, including performance objectives and Organizational Standards, d) to maintain the Tripartite Board Structure, also e) if the EE is engaged in fraudulent or illegal activity related to CSBG program management, f) the EE failed to act pursuant to a formal suspension of payment of CSBG funds, or g) the EE maintained severe and/or persistent deficiencies in the management of the CSBG program. Termination of the designation of an EE is pursued only when all attempts to resolve the issues through training and technical assistance, corrective action, or Technical Assistance Plans (TAPs), and Quality Improvement Plans (QIPs) have been exhausted or are deemed not appropriate. The State CSP shall document the basis for the determination and the specific deficiency or deficiencies that must be corrected. The State CSP shall also record any correspondence or other communications related to the determination of performance deficiencies and enforcement actions. If the EE fails to comply with and correct the deficiencies identified, the State 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 EE, as appropriate, in accordance with CSBG Information Memorandum No. 116. EEs notified of the final decision to terminate or reduce funding have the right to request a Federal Review within 30 days of the notice from the State CSP. If an EE does not request a Federal Review within the 30-day limit, the State CSP's final decision will become effective immediately. If an EE does request a Federal Review in accordance with the rules stated, the State CSP will provide to the OCS a copy of the hearing notice and all other hearing documentation. If an EE does request a Federal Review in accordance with the rules stated, the State CSP will not discontinue present or future funding until the OCS has had ninety days to review all necessary documentation provided by the State CSP. If the OCS has not completed its review within ninety days, the State CSP's final decision shall become effective immediately. Policy #4 is available on the EE Portal and on the CSP State Website.

**10.10. Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity?**  Yes  No

**10.10a. If Yes, provide the citation(s) of the law and/or regulation.**

**10.10b. If No, describe State procedures for re-designation of existing eligible entities.**  
The State CSP follows the Wyoming CSP Policy #5: Eligible Entity Designation and Redesignation. Redesignation of an EE may occur if a previously designated EE voluntarily relinquished its designation and applies to serve an unserved area. If applicable, the re-designation must ensure that the EE has addressed any challenges that led to its voluntary relinquishment and is successful in the application process to be identified to serve the unserved area. The State 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 in the designation process.

#### 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).

In FFY 2024, the State CSP implemented invoice templates that increased consistency across the network. In FFY 2025, the invoices were improved with additional line items across the domains, differentiating funds spent on direct salaries and benefits, direct client services and supplies, and other management expenses and supplies. The State CSP continues to utilize these templates and monitor for improvements. Invoices are required to be submitted by the tenth of each month following the month of services. The invoice tracks spending using similar funding domains that are identified in the CSBG Annual Report (2.1), Module 2. EEs must submit detailed spending reports with their invoice. The State CSP ensures that financial invoices and reports are turned in on time, are accurate, and that funds have been used appropriately. The State CSP Manager shares fiscal monitoring reports with the Grants Management Office (GMO). The State CSP will: a) 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; b) 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); c) prepare an audit following the WDH 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 d) make appropriate books, documents, papers, and records available to the HHS-OCS and the Comptroller General of the U.S., or any of their duly authorized representatives, for examination, copying, or mechanical reproduction on or off the premises of the appropriate entity upon a reasonable request for the items.

**10.12. Single Audit Management Decisions:**  
Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.

*Note: This information is associated with State Accountability Measure 4Sd.*

The WDH, Grants and General Accounting Manager reviews all single audits that have been submitted to the Federal Audit Clearinghouse and 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 is necessary, then the Fiscal Department will issue one directly to the EE 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

**10.13b. Closing Findings Procedures:** If no, describe state procedures for permitting and cooperating with federal investigations.

All EEs are required to consent to and cooperate with federal investigations in their state contracts. Upon request of a federal investigation, the state will provide all necessary access and documentation.

**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.

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

The State CSP conducts on-site monitoring on each EE at least once every three years. Additional monitoring may be conducted when deemed necessary by a risk assessment score, past performance deficiencies, significant service or program changes, or when an EE receives a designation for a new service area. In FFY 2024, the State CSP created a new On-Site Monitoring Tool spreadsheet. During FFY 2026-27, the State CSP will continue to use the tool, evaluating its effectiveness and making improvements when deemed necessary. The current tool has been developed to establish a transparent monitoring process, increase awareness of CSBG regulations and the State CSP policies, ensure compliance, facilitate communication between the State CSP, tripartite boards, and grant managers, identify areas needing development, and track progress. The State CSP provides the on-site tool and interview questions prior to the visit. The tool may be used for educational purposes and to help EE staff and tripartite boards prepare for the on-site visit. As part of the on-site monitoring, the State CSP reviews a number of documents both prior to and during the visit. When assessing client file documents, the State CSP reviews the application, income eligibility, request for services, referrals made and follow-up, services provided, outcomes achieved, and fiscal supporting documents. The State CSP also meets with direct service staff, grant and fiscal managers, and tripartite board members to conduct detailed interviews. The completed tool and a summary of the visit are provided to the EEs to increase accountability and impact. In FFY 2025, the State CSP On-Site Monitoring Tool spreadsheet was adjusted to be used by EEs for subrecipient monitoring. While there is an increase in the amount of time needed to conduct the review, the reviews are more comprehensive, and the tool has provided additional training opportunities for subrecipients to use and improved overall compliance. Feedback from the EEs has been positive.



## Section 11: Eligible Entity Tripartite Board

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:08/31/2027
<b>SECTION 11</b> <b>Eligible Entity Tripartite Board</b>	
<b>11.1. Tripartite Board Verification:</b> Verify which of the following measures are taken to ensure that the state verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act[ <i>Check all that applies and narrative where applicable</i> ]	
<input type="checkbox"/> Attend Board meetings	
<input checked="" type="checkbox"/> Organizational Standards Assessment	
<input checked="" type="checkbox"/> Monitoring	
<input checked="" type="checkbox"/> Review copies of Board meeting minutes	
<input checked="" type="checkbox"/> Track Board vacancies/composition	
<input type="checkbox"/> Other	
<b>11.2. Tripartite Board Updates:</b> Provide how often the state require eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc., [ <i>Select one and narrative where applicable</i> ]	
<input type="radio"/> Annually	
<input type="radio"/> Semiannually	
<input type="radio"/> Quarterly	
<input type="radio"/> Monthly	
<input checked="" type="radio"/> As it Occurs	
<input type="radio"/> Other	
<b>11.3. Tripartite Board Representation Assurance:</b> Describe how the state will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act	
<i>Note: This response will link with the corresponding assurance, item 14.10.</i>	
The State CSP requires the Tripartite Board bylaws to be submitted to the Wyoming CSBG Portal as a supporting document needed to meet several Organizational Standards. In FFY 2026-27, the State CSP will ensure that each entity's Tripartite Board has procedures in place for low-income representation on the boards. If an EE's bylaws do not meet the compliance requirement, training and technical assistance will be provided to ensure that the appropriate policies and procedures are in place.	
<b>11.4. Tripartite Board Alternative Representation:</b> Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, "another mechanism specified by the state to assure decision-making and participating by low income individuals in the development, planning, implementation, and evaluation of programs" as allowed under Section 676B(b)(2) of the CSBG Act. <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>11.4a. Tripartite Board Alternative Mechanism:</b> If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.	

## Section 12: Individual and Community Eligibility Requirements

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

**Form Approved  
OMB No: 0970-0382  
Expires:08/31/2027**

### SECTION 12 Individual and Community Income Eligibility Requirements

**12.1. Required Income Eligibility:**

**Provide the income eligibility threshold for services in the state.**

**[Check one item below.]**

125% of the HHS poverty line     X% of the HHS poverty line (fill in the threshold)     Varies by eligible entity

0%	<b>% [Response Option: numeric field]</b>
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**12.1a. Income Eligibility Policy and Procedures: Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.**

The state will set the income eligibility threshold up to 125% of the FPL unless authorized to use up to the 200% limit under congressional action. Currently, Wyoming uses the 200% Federal Poverty Level (FPL) expanded eligibility in accordance with the most recent Continuing Resolution (CR). Wyoming will continue to support the expanded eligibility if it is approved through new acts of Congress. If federal permission to use the expanded eligibility does not extend, Wyoming will use the congressionally approved eligibility criteria for CSBG. During FFY 2026-27, the State CSP will contract with a third party to review and assess current policies and procedures, provide recommendations for improvements, and develop a Guidance Manual for CSP subrecipients to ensure best practices and compliance with federal requirements (Section 3.2, Goal 1, Objective 1). Wyoming's Current 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 income eligibility. A family unit is either (1) related individuals, or (2) an unrelated individual, excluding housemates (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. 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 EE 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: copies of gross income for all household members over 18; source documentation for determining income and income types and amounts; calculations used to determine annualized gross income. EEs are required to verify residency using 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. In situations where individual income verification is not possible or practical, or the client claims zero income, EEs are required to verify income in one of the following ways: a) using third-party documentation, such as other government-funded program applications (e.g., SNAP, TANF, etc.), or b) the participant is required to complete and sign a self-declaration of no income.

**12.2. Income Eligibility for General/Short-Term Services:**

**Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.**

In instances where it is impossible to obtain income documentation, such as performing disaster relief or assisting a flight to safety, Wyoming does not require individualized determination of income eligibility. In instances where it is impractical to obtain income documentation, such as when providing a food pantry and other emergency services, CSP has determined that income does not need to be collected when at least one of the following circumstances is met. a) The county's median household income is at or below 200% of the Federal Poverty Level (FPL), using a family of four as the baseline. b) The client certifies that they reside in a zip code with a median household income at or below 200% of the Federal Poverty Level (FPL), using a family of four as the baseline. c) The client belongs to a specific group of people who have been verified as being below 200% of FPL through the qualification of another benefit, such as Head Start. d) Services are provided at a location or event for low-income community members, such as the housing authority, Head Start, and WIC offices, or at the point-in-time count event. It is the agency's responsibility to verify the clients qualification status and they must have verification procedures in place which can be reviewed during a monitoring. CSP also identifies other instances in which individual income documentation may not be required include: Providing referral or resource hotline, skills classes provided to residents of a homeless shelter, services covered under CSBG purposes, but not intended to be individual client-focused, like Community Workshops, outreach to potential clients, and poverty or Community Needs Forums.

**12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).**

During FFY 2026-27, the State CSP will help the network review and connect community needs, agency capacity, agency goals and strategies, and program effectiveness through the ROMA principles and enhanced CAP tools (Section 3.2, Goal 3, Objective 2). Eligible entities begin the process of ensuring that services target low-income communities through a comprehensive CNA. This assessment surveys low-income individuals and organizations serving low-income people. Surveys include questions on needed services for those with low incomes, including accessibility and availability. With this data, EEs create partnerships, strategic goals, community programs, and services that target the people and organizations surveyed. The EEs 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. As noted previously in Goal #1, Objective #2: The State CSP will invest in data review processes and a new case management data reporting system to increase data collection efficiency, accurate data reporting, and intuitive data analysis. The new data reporting system will provide an efficient tool for EEs and subrecipients to plan, track, report, and assess Community Initiatives. The reporting system will provide EEs with an area to provide updates throughout the initiative's development. As the initiatives develop, EEs are required to report on outcome measurements and how the community has been positively impacted as a result. Community Initiatives are monitored by the State CSP throughout the year in a variety of ways. EEs using CSBG funds for Community Initiatives submit monthly invoices and detailed financial reports. EEs provide updates on Community Initiatives during the established Quarterly Reporting periods, on-site monitoring visits, and during the CSBG Annual Report (2.1) using Module 3.

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

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

Form Approved  
OMB No: 0970-0382  
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### SECTION 13 Results Oriented Management and Accountability (ROMA) System

**13.1. Performance Measurement System:**

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

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

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

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

All EEs are required annually to sign assurances that they will participate in the system for measuring performance and results, as determined by CSP, pursuant to Section 678E(b) of the Act. The State CSP has selected ROMA to meet the requirements set forth in IM #138. Entities and sub-grantees are provided opportunities throughout the year to attend the Introduction to ROMA training. During the training, participants work together as a group and individually to complete a logic model and mapping worksheet of their identified community needs. In FFY 2024-25, the State CSP Manager and contractor successfully completed the requirements to become ROMA Certified Train-the-Trainers. Additionally, CSBG discretionary funds were used to pay for two EEs to become Certified ROMA Implementers. In FFY 2026-27, the State CSP will continue to encourage EEs and their subrecipients to use CSBG funds to register for and attend ROMA trainings. The State CSP will also provide notifications when ROMA training is being provided, in an effort to increase the knowledge of ROMA fundamentals and how to incorporate ROMA into program planning, assessment, and evaluation.

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

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

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

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

Within the Community Action Plan submitted with the annual application, the entities identify which NPIs they are measuring and which services they provide to meet those NPIs. These are tracked in the database system and reported in the Annual Report.

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

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

During FFY 2026-27, the State CSP will help the network review and connect community needs, agency capacity, agency goals and strategies, and program effectiveness through the ROMA principles and enhanced CAP tools (Section 3.2, Goal 3, Objective 2). The State CSP uses the National Performance Indicators (NPIs) to measure EEs and their subrecipients performance. EEs are encouraged to create new NPIs if those provided do not accurately reflect the outcomes achieved from the services and activities provided; however, the State CSP standardizes new NPIs across all Wyoming EEs. Entities and sub-grantees have been trained in outcome-based management and continue to receive ongoing training. Furthermore, the State CSP has implemented various documents, spreadsheets, reports, and processes to ingrain EEs with the real-world value of ROMA. In FFY 2026-27, the State CSP will enhance the CAP to provide a step-by-step process for EEs to build service plans using the agency's mission and CNA key findings. The CAP will include a mapping section that helps EEs link services to NPIs. The CAP worksheet is then used in budget development and to allocate funds between CSBG service domains.

**13.4. Eligible Entity Use of Data:**

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

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

During FFY 2026-27, the State CSP will invest in data review processes and a new case management data reporting system to increase data collection efficiency, accurate data reporting, and intuitive data analysis (Section 3.2, Goal 2, Objective 2). One of the reasons the new data reporting system was selected was for its capability to provide data visualization for grant managers and tripartite boards. This capability, combined with training on how to interpret the data, will greatly improve the understanding of services provided and outcomes achieved. Additionally, the ROMA framework will continue to be enmeshed in the State CSP program planning, reporting, assessment, and evaluation. With this investment, the State CSP believes the EEs and their subrecipients use of data to improve service delivery and outcome achievement will be greatly strengthened compared to previous years.

**Community Action Plans and Needs Assessments**

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

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

During FFY 2026-27, the State CSP will standardize and strengthen the CNA process by developing uniform guidelines and facilitating collaboration, ensuring network service plans are aligned with community priorities (Section 3.2, Goal 2, Objective 1). In FFY 2026-27, the State CSP will review, assess, and update the CAP to increase program efficiency and effectiveness. The revised CAP will provide a step-by-step process for EEs to build service plans, using the agency's mission and CNA key findings. The CAP will include a mapping section that helps EEs link services to NPIs. The CAP worksheet is then used in budget development and allocating funds between CSBG service domains. The State CSP will require the submission and approval of a complete CAP and budget from each EE each year at least 30 days before they may use the FY 26 or FY 27 funds.

**13.6. Community Needs Assessment:**

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

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

During FFY 2026-27, the State CSP will standardize and strengthen the CNA process by developing uniform guidelines and facilitating collaboration, ensuring network service plans are aligned with community priorities (Section 3.2, Goal 2, Objective 1). Additionally, during FFY 2026-27, the State CSP will help the network review and connect community needs, agency capacity, agency goals and strategies, and program effectiveness through the ROMA principles and enhanced CAP tools (Section 3.2, Goal 3, Objective 2). The State CSP will require the submission and approval of a complete CAP and budget from each EE each year, at least 30 days before they may use the FY 26 or FY 27 funds. Each CAP will be built from the needs determined in the EEs most recent CNA. The CAP will provide a system for measurable monitoring and assessment of activities and goals. CNAs are required to be submitted annually with the Organizational Standards and are reviewed with submission of the CAP and during on-site monitoring.

## Section 14: CSBG Programmatic Assurances and Information Narrative

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

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### 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 farm workers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

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

Ninety percent (90%) of the State's CSBG grant award is passed through the State CSP directly to EEs who either serve their designated communities directly or indirectly through local subrecipients. EEs submit an annual CAP and budget identifying proposed services and targeted outcomes to remove obstacles and solve problems that block the achievement of self-sufficiency for the communities they serve. Each EE and its tripartite board tailors program offerings to meet the needs of the local communities they serve. Services are vast and may include assistance in securing and retaining meaningful employment, increasing education or literacy skills, financial planning, obtaining adequate housing, receiving emergency assistance, and increasing community participation. The State CSP will provide TA to EEs during the mapping process, verifying that anticipated services and outcomes align with the most recent CNA key findings and are documented correctly in the CAP. Monthly invoices will be submitted with supporting documentation, ensuring the State CSP can monitor whether CSBG funds are being spent in the domains identified in the CAP and corresponding budget. Additionally, the State CSP will conduct ongoing compliance checks using quarterly data reports, on-site monitoring, and reviewing the OCS Annual Report

#### 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;

Annually, EEs submit a CAP and budget identifying proposed services and targeted outcomes to remove obstacles and solve problems that block the achievement of self-sufficiency for the communities they serve. Each EE and its tripartite board tailors program offerings to meet the needs of the local communities they serve. CSBG funds may be used to support the needs of youth in low-income communities through a variety of services, which may include childcare, after-school programs, nutrition and nutrition skill building, supporting mental and physical health, education and employment programs, and transportation. Goals for EE services may include supporting the prevention of youth crime and promoting healthy youth opportunities through community coordination and collaboration.

#### Coordination of Other Programs

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

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

state welfare reform efforts)

The State CSP assures that CSBG funds are used most effectively by promoting, requiring, and tracking coordination with community partner agencies providing services for low-income individuals. These linkages are tracked in the annual CAPs and CNAs and reviewed during on-site monitoring. In FFY 2026-27, the State CSP will facilitate network partnership building and establish a closed-loop referral process between the network and Wyoming 211, the statewide helpline, connecting clients to health and human services (Section 3.2, Goal #3, Objective #3).

### State Use of Discretionary Funds

**14.2 676(b)(2) Describe "how the state intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the state will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle."**

*Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10*

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

**14.3. 676(b)(3) "Based on information provided by eligible entities in the state, a description of..."**

**14.3a. 676(b)(3)(A) Describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;"**

In Wyoming, each EE's service delivery system is unique. Only two of the seven public entities provide direct services to clients; the remainder subcontract with local agencies that provide direct services to low-income clients. All five private entities provide direct services through their agency, with one also contracting services through sub-recipients. Approximately half of the EEs and their sub-grantees provide some form of case management. Wyoming EEs meet the requirements of the CSBG Act through a variety of programs and activities. Although service delivery systems vary among agencies, all EEs coordinate with local resources to meet the needs of the community and the clients they serve. Changing local needs and the availability of resources are reflected in the annual CAP and budget. Some agencies emphasize case management and family development programs, while others emphasize emergency services, such as housing and nutrition. The CAP identifies the key needs in the community, service provisions, and projected NPI outcomes. Monitoring of services and outcomes occurs through Quarterly Reports that are reviewed by board members during Tripartite Board meetings 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 followup consultations."**

*Note: The state describes this assurance in the state linkages and communication section, item 9.3b.*

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 developing an EEs CAP by analyzing local needs assessments, community resources, and services where there may be gaps or duplication, and finally, describing the agency's mission, policies, and procedures. Local entities utilized the State CSP-generated CAP to establish a more strategic and coordinated response to identifying, implementing, tracking, and analyzing services and outcomes. Linkages provide more effective service delivery and help agencies meet the proposed organizational standards, addressing consumer input, involvement, and strategic planning. Additionally, during FFY 2026-27, the State CSP will facilitate network partnership building and establish a closed-loop referral process between the network and Wyoming 211, the statewide helpline, which connects clients to health and human services (Section 3.2, Goal 3, Objective 3). This will help build linkages and fill service gaps when connecting clients between health and human services.

### 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.*

Entities operate within a network of local service providers to reduce duplication of effort and to coordinate resources to address various client circumstances. CSBG EEs have developed extensive information and referral networks to meet clients' various needs. Through linkages established within the service area, individuals and families can be connected to a vast array of local programs and services. EEs must coordinate, blend, and braid their CSBG funds with other community, state, and federal funds to supplement their services and activities. The State CSP assures that CSBG funds are coordinated with other public and private resources primarily through monitoring activities, including collecting CAPs and Annual Report data, as well as requiring and collecting comprehensive CNAs. Annual Reports include detailed information on the public and private resources of local EEs and how resources are used. During FFY 2026-27, the State CSP will also standardize and strengthen the CNA process by developing uniform guidelines and facilitating collaboration, ensuring network service plans are aligned with community priorities (Section 3.2, Goal 2, Objective 1). This will provide more opportunities for collaborative CNA information gathering. Utilizing the more robust CNAs, EEs 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.

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

**14.3d. 676(b)(3)(D) Describe "how the local entity will use the funds [made available under Section 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."**

*Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7.9(f).*

Local entities use CSBG funds to meet family and community needs related to poverty in their designated service area(s), in accordance with the CSBG Act. The State CSP encourages entities to effectively use CSBG funds to leverage other resources to tackle community needs. The State CSP supports EEs in developing Community Initiatives and using CSBG funds to address key findings identified in CNAs. EEs may consider partnering with other service providers whose mission, services, and client populations align with CSBG.

### **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."**

Each EE determines, based on their CNA key finding and other relevant sources, what nutritious foods and services are needed in their community and what they will offer. If the EE does not provide food services, the EE should identify in their CNA the community partners that provide these services or address the need. The State CSP reviews each EEs CNA during Organizational Standards and on-site monitoring to ensure compliance with federal requirements. The State CSP will also use the Annual Report to track service delivery and outcome achievement and verify that EEs are offering appropriate services in line with the identified needs in their area. Many Wyoming EE food programs are aimed at counteracting hunger and malnutrition for a diverse population of low-income individuals within their jurisdictions.

### **State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities**

**14.5. 676(b)(5) Describe how the state will assure "that the state and eligible entities in the state will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the state and in communities with entities providing activities through statewide and local workforce development systems under such Act."**

*Note: The state describes this assurance in the state linkages and communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.*

### **State Coordination/Linkages and Low-income Home Energy Assistance**

**14.6. 676(b)(6) Provide "an assurance that the state will ensure coordination between antipoverty programs in each community in the state, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low income home energy assistance) are conducted in such community."**

*Note: The state describes this assurance in the state linkages and communication section, items 9.2 and 9.5.*

### **Federal Investigations**

**14.7. 676(b)(7) Provide "an assurance that the state will permit and cooperate with Federal investigations undertaken in accordance with section 678D." Yes**

*Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.*

### **Funding Reduction or Termination**

**14.8. 676(b)(8) Provide "an assurance that any eligible entity in the state that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b)." Yes**

*Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.*

### **Coordination with Faith-based Organizations, Charitable Groups, Community Organizations**

**14.9. 676(b)(9) Describe how the state will assure "that the state and eligible entities in the state will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the state, including religious organizations, charitable groups, and community organizations."**

*Note: The state describes this assurance in the state Linkages and Communication section, item 9.6.*

### **Eligible Entity Tripartite Board Representation**

**14.10. 676(b)(10) Describe how "the state will require each eligible entity in the state to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation."**

*Note: The state describes this assurance in the Eligible Entity Tripartite Board section, 11.3.*

The State CSP requires the Tripartite Board bylaws to be submitted to the Wyoming CSBG Portal as a supporting document needed to meet several Organizational Standards. In FFY 2026-27, the State CSP will ensure that each entity's Tripartite Board has procedures in place for low-income representation on the boards. If an EEs bylaws do not meet the compliance requirement, training and technical assistance will be provided to ensure that the appropriate policies and procedures are in place.

### **Eligible Entity Community Action Plans and Community Needs Assessments**

**14.11. 676(b)(11) Provide "an assurance that the state will secure from each eligible entity in the services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes**

a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs."

*Note: The state describes this assurance in the ROMA section, items 13.5 and 13.6.*

### **State and Eligible Entity Performance Measurement: ROMA or Alternate system**

14.12. 676(b)(12) Provide "an assurance that the state and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization."

*Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.*

### **Validation for CSBG Eligible Entity Programmatic Narrative Sections**

14.13. 676(b)(13) Provide "information describing how the state will carry out the assurances described in this section."

*Note: The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.*



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

Section 15: Federal Certifications

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

Form Approved  
OMB No:0970-0382  
Expires:08/31/2027

SECTION 15  
Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

15.1. Lobbying

After assurance select a check box:



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

## 15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

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

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

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

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

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

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

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

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

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

**Employee** means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant

and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

### **Certification Regarding Drug-Free Workplace Requirements**

#### **Alternate I. (Grantees Other Than Individuals)**

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

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

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

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

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

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

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

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

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

(1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

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

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

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

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

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

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

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

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

**Alternate II. (Grantees Who Are Individuals)**

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

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

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

**15.2. Drug-Free Workplace Requirements**

After assurance select a check box:



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

**15.3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

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

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly

enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

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

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

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

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

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

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

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

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

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

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

(2) Where the prospective primary participant is unable to certify to any of the

statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

***Instructions for Certification***

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

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other

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

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

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

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

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

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

9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from

participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

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

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

**15.3. Debarment**

After assurance select a check box:



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

**15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

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

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

**15.4. Environmental Tobacco Smoke**

After assurance select a check box:



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

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

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