

# Campbell County CARE Board AGENDA

Regular Monthly Meeting -  
Monday, August 10, 2020 @ 12:00 p.m.

## **OUR MISSION:**

“Reduce poverty by allocating resources to support human service agencies.”

### **Mission Moment:**

### **Meeting Minutes**

- Motion to approve July meeting minutes as presented.

### **Treasurer’s Report**

- CSBG Invoices - Tami
- County 1% Invoices – Tami
- Motion to approve July invoices as presented.
- Review of Special Account - Beth

### **Unfinished Business**

- Update on CSBG State Visit – Beth/Ivy
- Elections Update – sent applications out in June. Deadline? Applications?
- CSBG Application – Updates
- CSBG/1% Agency Site Visit Forms – Beth/Sarah
  - Make Motion to potentially move site visits virtually this year?
  - Due date to have Site visit complete?
  - Walk through Site Visit Forms
- CARE Board Role/Direction from Commissioners
  - Move forward with Agency Meetings or Summer Celebration Ideas?
  - What did Michelle G. find out on Bridges out of Poverty sessions?
  - What did Sandy L. find out about bringing Northwest Wyoming Poverty Alleviation Coalition Simulator?

### **New Business**

- Region 8 Virtual Conference Attendance/What did we learn? Any of our agencies attend?
- ROMA Training – CANCELLED
- 2020 Virtual Annual Convention (August 24-28) Any more takers besides GARF?
- FY21 Updated Statement of Work

### **Agency/Committee Updates:**

- 

### Upcoming Calendar Dates

- Next Board Meeting is **September 14, 2020 at 12:00 p.m**

### ADJOURN

### **CARE Board “To-Do’s**

1. As of January 13th, CARE Board members will start making monthly contacts with our agencies (rotate between agencies?). Call/Email to check-in/touch base, then report to CARE Board at next monthly meeting. *In Progress.*
2. “A Little About Me” Facebook Segment by Cara. She will contact a member monthly (or so?) to introduce members of the Board. *In Progress.*
3. Discuss “CARE Board Connection” idea w/all agencies after Agency Funding meetings are complete. *In Progress*
4. AFTER agency meetings, discuss bringing Northwest Wyoming Poverty Alleviation Coalition Simulator (307-578-2729) And/Or Bridges out of Poverty – 7 sessions (EventBrite) to our “celebration” with all agency meetings in our “slow” time. *In Progress*

**Campbell County CARE Board**  
**(Community, Advocacy, Resources, Education)**  
 July 13, 2020

**Present**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Commissioner Shelstad | <input checked="" type="checkbox"/> Sarah Starks     |
| <input type="checkbox"/> Sandy Lenz                       | <input checked="" type="checkbox"/> Felicia Messimer |
| <input checked="" type="checkbox"/> Alex Berger           | <input type="checkbox"/> OPEN                        |
| <input type="checkbox"/> Cara Mittleider                  | <input type="checkbox"/> Michelle Geffre             |
| <input checked="" type="checkbox"/> Tami Maher            | <input checked="" type="checkbox"/> Beth Raab        |

The meeting was called to order by Alex Berger at 12:05 p.m. in the Commissioner's Board Room.

<b>Guests:</b>	None
<b>Mission Moment:</b>	None
<b>Agenda:</b>	Beth added CARE Board vacancy to the agenda. Felicia moved to accept the amended and accept the agenda. Tami seconded the motion. The Board voted and the motion passed.
<b>Minutes</b>	Sarah moved to accept the meeting minutes from June 2020. Felicia seconded the motion. The Board voted and the motion passed.
<b>Treasurer's Report:</b>	Tami reviewed the monthly invoices for CSBG and 1%. Mentioned that GRH and PFI were out of CSBG funds for the year. Beth stated the Senior Center received CARES ACT grants and was able to pay for Senior Center bills with these grants. She might be sending us back a check due to utilizing these grants since March 2020. Beth also mentioned that CLIMB had an employee out and is expected back tomorrow due to travel and quarantining restrictions. She will provide backup than. Felicia moved to accept the CSBG invoices and County 1% invoices as presented. Sarah seconded the motion. The Board voted and the motion passed.
<b>Unfinished Business:</b>	<b>Sub-Recipient Monitoring</b> Beth will send out the revised sub-recipient monitoring forms for CARE Board review and comments. Sarah assisted in the revisions of these documents. Alex would like these documents reviewed and any revisions to Beth by Friday at 5:00.

	<p><b>CSBG Application</b> Beth mentioned that there was some confusion over the award amount and what the CARE Board might receive for the COVID funds from CSBG. Documents were revised for the total possible amount that the CARE Board could possibly get (depending upon legislation) and that amount is \$296,504. The Council is aware of this possible increase. It would be wise after we know the total dollar amount, to get all agencies in the community together to let them know that the Council has these funds to provide these services. Alex asked if Gillette Reproductive Health could benefit from these funds. Beth mentioned that yes, the Council could pay for people to obtain services at GRH.</p>
<p><b>New Business:</b></p>	<p><b>Subgrantees Travel/Conference Request</b> GARF has requested to be able to attend the Virtual Community Action Partnership Conference. The total (depending upon CARE's membership status) is between \$475-\$595. PFI and GRH requested assistance to attend the ROMA training in Casper. Sarah made the motion to approve travel and one night stay for PFI and GRH to attend ROMA training in Casper and GARF payment to attend virtual conference, paid out of administrative CSBG funds. Tami seconded the motion. The board voted and the motion passed.</p> <p><b>Vacancy</b> Beth mentioned that we have had no applications or requests for applications for the CARE Board vacancy. Felica asked if this has been sent to the Chamber, and it has. Beth asks for anyone who you might know, that would be a good fit to get them an application..</p>
<p><b>Committee Reports:</b></p>	<p>None.</p>
<p><b>Upcoming Calendar Items:</b></p>	<p>Next Board Meeting – 08/10/2020 at 12:00pm</p>

The meeting was adjourned at 12:29 p.m..

Community Service Block Grant Funds FFY19/20

Agency	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total Expended	Contract Balance	% Expended
<b>CSBG FFY18/19 CFDA# 93.569</b>																
<b>Council of Community Services:</b>																
Personnel Services	\$62,000.00	Nothing submitted	Nothing Submitted	\$5,376.66	\$5,543.87	\$12,886.74	\$5,020.16	\$5,763.12	\$3,527.97	\$5,531.12				\$43,654.44	\$ 19,145.56	69.51%
Supportive Services	\$1,700.00	\$0.00	\$0.00	\$519.27	\$579.97	\$1,256.81	\$599.49	\$382.77	\$98.49	\$92.62				\$4,276.92	\$ (776.92)	115.59%
Supplies	\$2,500.00	\$0.00	\$0.00	\$106.28	\$48.81	\$0.00	\$0.00	\$191.65	\$92.64	\$1,185.00				\$454.38	\$ 2,045.62	18.18%
Grants-in-Aid: Medical, Dental, Food	\$21,000.00	\$0.00	\$0.00	\$3,412.00	\$1,668.50	\$5,652.00	\$3,387.00	\$1,768.75	\$544.00	\$1,185.00				\$17,617.25	\$ 3,182.75	84.84%
Council of Community Services	\$86,000.00	\$0.00	\$0.00	\$9,414.21	\$7,855.95	\$19,796.55	\$9,158.15	\$8,131.36	\$4,646.99	\$7,196.38				\$66,202.99	\$ 23,797.01	74%
Invoice Paid Date																
<b>Gillette Abuse Refuge Foundation</b>																
Grants-in-Aid: Housing and Utility Assistance	\$22,000.00	11/01/2019	Nothing Submitted	\$0.00	\$0.00	\$3,000.00	\$1,000.00	\$2,384.00	\$0.00	\$1,050.00	\$2,597.00			\$14,226.00	\$ 7,774.00	65%
Gillette Abuse Refuge Foundation Monthly Total	\$22,000.00	\$0.00	\$0.00	\$3,995.00	\$200.00	\$3,000.00	\$1,000.00	\$2,384.00	\$0.00	\$1,050.00	\$2,597.00			\$14,226.00	\$ 7,774.00	65%
Invoice Paid Date																
<b>Gillette Reproductive Health</b>																
Grants-in-Aid: Wellness Exams	\$78,000.00	11/01/2019	11/26/2019	\$2,100.00	\$7,565.00	\$4,148.00	\$5,425.00	\$1,150.00	\$247.00	\$0.00	\$0.00			\$26,000.00	\$ -	100%
Gillette Reproductive Health Monthly Total	\$78,000.00	\$5,900.00	\$1,465.00	\$2,100.00	\$7,565.00	\$4,148.00	\$5,425.00	\$1,150.00	\$247.00	\$0.00	\$0.00			\$28,000.00	\$ -	100%
Invoice Paid Date																
<b>Personal Frontiers</b>																
Grants-in-Aid: Substance Abuse Treatment	\$31,000.00	11/01/2019	12/19/2019	\$6,080.00	\$9,635.00	\$867.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$31,000.00	\$ -	100%
Personal Frontiers Monthly Total	\$31,000.00	\$6,342.50	\$9,635.00	\$6,080.00	\$9,635.00	\$867.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$31,000.00	\$ -	100%
Invoice Paid Date																
<b>Youth Emergency Services, Inc.</b>																
Personnel Services	\$14,050.00	11/01/2019	12/17/2019	\$1,632.92	\$0.00	\$4,116.53	\$2,035.89	\$0.00	\$0.00	\$5,117.49	\$2,583.87			\$19,803.85	\$4,246.15	82%
Supplies	\$950.00	\$2,072.47	\$2,289.68	\$73.80	\$0.00	\$173.78	\$93.41	\$0.00	\$0.00	\$219.49	\$78.41			\$300.20	\$ (45.80)	86%
Youth Emergency Services Monthly Total	\$15,000.00	\$2,112.01	\$2,369.48	\$1,709.49	\$0.00	\$4,290.31	\$2,129.30	\$0.00	\$0.00	\$5,336.98	\$2,662.48			\$20,604.05	\$4,395.95	82%
Invoice Paid Date																
<b>Campbell County CARE Board</b>																
Administration	\$14,719.00	\$0.00	\$1,319.99	\$0.00	\$500.00	\$378.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$1,188.25	\$ 12,530.75	15%
Campbell County CARE Board Monthly Total	\$14,719.00	\$0.00	\$1,319.99	\$0.00	\$500.00	\$378.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$2,188.25	\$ 12,530.75	15%
Invoice Paid Date																
<b>CSBG MONTHLY TOTAL:</b>		\$ 14,354.51	\$ 14,203.47	\$ 23,298.70	\$ 24,755.95	\$ 32,502.62	\$ 17,712.45	\$ 11,665.36	\$ 4,893.39	\$ 13,585.36	\$ 5,259.48	\$ -	\$ 0.00	\$ 162,231.29	\$ 68,487.71	395%
<b>CSBG Payments Received from Wyoming Department of Health:</b>		\$ 17,559.92	\$ 11,088.06	\$ 23,298.70	\$ 24,755.95										\$ 76,702.63	

**Campbell County CARE Board 1% Funding 2020-2021**

Organization	Award	BUDGET	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date Expenditures	Balance
<b>Adult Drug Court</b>	Inv Rec'd Date		N/A													
	1% Funding	\$15,500.00	\$0.00													
	Supplemental	\$15,000.00	\$0.00													
	ATC Total	\$28,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Inv Paid Date		N/A													
<b>AVA</b>	Inv Rec'd Date															
	1% Funding	\$3,600.00														
	Inv Paid Date															
<b>Boys &amp; Girls Club of C.C.</b>	Inv Rec'd Date															
	1% Funding	\$44,500.00														
	Inv Paid Date															
<b>CLIMB Wyoming</b>	Inv Rec'd Date															
	1% Funding	\$22,500.00														
	Inv Paid Date															
<b>Council of Community Services</b>	Inv Rec'd Date															
	1% Funding	\$31,500.00														
	Inv Paid Date															
<b>Edible Prairie Project</b>	Inv Rec'd Date		8/5/2020													
	1% Funding	\$6,300.00	\$378.00												\$378.00	\$5,922.00
	Inv Paid Date															
<b>Juvenile &amp; Family Drug Court</b>	Inv Rec'd Date															
	1% Funding	\$8,100.00														
	Inv Paid Date															
<b>GARF:</b>	Inv Rec'd Date															
	1% Funding	\$83,160.00	\$ 6,930.00												\$6,930.00	\$76,230.00
	Inv Paid Date															
<b>Personal Frontiers</b>	Inv Rec'd Date		8/5/2020													
	1% Funding	\$27,000.00	\$ 3,276.25												\$3,276.25	\$23,723.75
	Inv Paid Date															
<b>Salvation Army</b>	Inv Rec'd Date															
	1% Funding	\$12,000.00													\$0.00	\$12,000.00
	Inv Paid Date															

**Campbell County CARE Board 1% Funding 2020-2021**

Organization	Award	BUDGET	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date	Balance
<b>Second Chance Ministries</b>	Inv Rec'd Date															
	1% Funding	\$18,000.00	\$3,002.83												\$3,002.83	\$14,997.17
	Inv Paid Date															
<b>Senior Center</b>	Inv Rec'd Date															
	1% Funding	\$391,500.00														
	Inv Paid Date															
<b>Wright Community Assistance:</b>	Inv Rec'd Date	8/5/2020														
	1% Funding	\$7,200.00	\$1,500.00												\$1,500.00	\$5,700.00
	Inv Paid Date															
<b>Visitation &amp; Advocacy Center:</b>	Inv Rec'd Date															
	1% Funding	\$58,500.00														
	Inv Paid Date															
<b>YES House</b>	Inv Rec'd Date	8/5/2020														
	1% Funding	\$283,500.00	\$23,825.00												\$23,825.00	\$259,675.00
	Inv Paid Date															
<b>TOTAL</b>		\$1,025,860.00	\$38,712.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,712.08	\$398,447.92

RED EQUALS LATE REPORT

**Campbell County 1%  
Site Visit Form**

*The purpose of the Site Visit is to verify expenditures related to the Agency's funding request/award.*

Date of Visit: Date you conducted visit

Agency: Agency name

Fiscal Year: what fiscal year you are conducting visit for

Amount Awarded: Award amount

Purpose of Funding: what agency uses funds for.

What is the most recent audit the CARE Board has on file?: Ask agency what the last year they provided their audit to the county.  
What items have been submitted for reimbursement? (i.e. wages/salaries, equipment, utilities, etc.) what do they seek reimbursement for?

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During the visit, pick at least 2 monthly reports with expenses that were submitted for reimbursement during the fiscal year. Please do not tell the agency prior to going to their location what months you are picking. The following months were picked:

write what months you choose

You must review the following at site visit and submit copies with this form:

\* Copy of reconciliation of invoice (ask to see check, quickbooks or accounting printouts).

\* A copy of board meeting minutes approving the expense.

Please provide a brief description of what 1% funds were utilized for for the months you picked during your inspection:

Review invoices and respond to this question.



You & 1 other Care member

Campbell County CARE Board

Agency:	Agency name
Director/Grant Coordinator:	who did review from agency?
Monitors:	who did review from CARE Board?

**CSBG Monitoring Tool**

<p>Administrative Review</p>	<p>Does the agency have written Personnel Policies and Procedures? Y / N</p> <p>Does the agency have written Whistleblower policies? Y / N</p> <p>Does the agency have a provision prohibiting political activity or lobbying? Y / N</p> <p>Does the policies include Equal Employment Opportunities Certification? Y / N</p> <p>Does the agency have access to CSBG Policies and Procedures? Y / N</p> <p>Does the agency have time and attendance records for all staff charges to the CSBG Contract? Y / N? <i>if they charge salary</i></p> <p>Has the agency had any recent turnover in staff assigned to the CSBG program? Y/N</p>
<p>Board of Directors:</p>	<p>Do minutes indicate that Board Members are aware of their roles and responsibilities in regard to the CSBG program? Y / N</p> <p>Does the Board participate in the planning, application development, implementation and evaluation of CSBG? Y / N</p> <p>How often does the Board meet?</p> <p>Does the Board adhere to the by-laws? Y / N</p> <p>Does the Board comply with the requirements of the CSBG assurances/certifications that are signed upon application for the program? Y / N <i>They sign when they submit application</i></p>
<p>Client File Review and Eligibility</p>	<p>Is a client file maintained for each person served? Y / N</p> <p>Does the form used for determining client eligibility include a self-declaration for zero income? Y / N <i>LOOK @ form</i></p>

Required by CSBG. Need to see.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Need to see file (you should sign a confidentiality form)</p>	<p>For clients receiving direct services, is income documented for all members of the household 18 years or older? Y / N</p>
	<p>Is the agency using the appropriate poverty guidelines to determine eligibility? Y / N</p>
	<p>Do intake forms include client characteristics necessary for the agency to files accurate demographic reports? Y / N</p>
	<p>Does the client signature section of the intake form include a self-declaration statement that the information provided is true and correct, to the best of the applicant's knowledge? Y / N</p>
	<p>Do client files contain a log describing the nature of the service(s) provided, including the date and amount of such services? Y / N</p>
	<p>Are proper procedures in place for case management, and is adequate client information and follow-up documented? Y / N</p>
<p>Does the agency conduct a new intake once each contract year, including income eligibility and verification? Y / N</p>	
<b>Case Management</b>	
	<p>Are services being documented and counted correctly? Y / N  <i>what is CSBG funds being used for?</i></p> <p>Were detailed case management activities thoroughly documented in the client files? Y / N  <i>ask to see case management notes</i></p> <p>Were client goals mutually agreed to and documented? Y / N  <i>ask to see goals</i></p> <p>Were efforts to achieve goals documented? Y / N  <i>" " " "</i></p> <p>Are the services provided consistent with the program narrative and Scope of Work? Y / N  <i>what is CSBG funds supposed to be used for per contract</i></p> <p>Is the agency taking appropriate steps to ensure privacy and confidentiality of client information, such as secure files, confidentiality policies, private consultation space, etc.? Y / N</p>



**PLAN OF ACTION:**

How will they fix this

Sign bottom of sheet.

FFY2021 CSBG Allocations

County	Low-Income Population	Unemployed People	Wyoming Department of Workforces Services Statistics (2019 Avg)	SNAP Recipients	Medicaid Recipients	POWER Recipients	Applications Rec'd for Assistance	S.S.I. Recipients	Poverty Rating	% of County Funds	Allocation in Dollars						
	US Census Bureau (2019 SAIPE)			DFS (Avg Mthly Enrollment 1/19-12/19)	WDH - Avg Mthly Enrollment 2019	DFS (Ave. monthly Enrollment from 1/19 to 12/19)	DFS (Avg Mthly Enrollment 1/19-12/19)	Social Sec Admin, December 2019									
Albany	7,451	12.4%	621	5.9%	1,277	5.5%	2,499	4.4%	43	4.4%	143	4.5%	329	4.8%	6.0%	5.99%	\$194,403
Big Horn	1,519	2.5%	223	2.1%	549	2.4%	1,508	2.7%	38	3.9%	58	1.8%	176	2.6%	2.6%	2.56%	\$63,207
Campbell	4,200	7.0%	853	8.1%	1,645	7.1%	4,144	7.3%	52	5.3%	227	7.2%	287	4.2%	6.6%	6.59%	\$214,138
Carbon	1,894	3.2%	262	2.5%	688	3.0%	1,345	2.4%	31	3.2%	82	2.6%	156	2.3%	2.7%	2.72%	\$88,162
Converse	1,287	2.1%	238	2.3%	477	2.1%	1,295	2.3%	40	4.1%	59	1.9%	148	2.1%	2.4%	2.41%	\$78,105
Crook	604	1.0%	117	1.1%	101	0.4%	578	1.0%	3	0.3%	10	0.3%	46	0.7%	0.7%	0.69%	\$22,545
Fremont	6,070	10.1%	824	7.8%	1,446	6.2%	7,146	12.6%	85	8.7%	428	13.6%	891	12.9%	10.3%	10.28%	\$333,714
Goshen	1,567	2.6%	238	2.3%	618	2.7%	1,290	2.3%	51	5.2%	69	2.2%	212	3.1%	2.9%	2.90%	\$94,031
Hot Springs	604	1.0%	77	0.7%	241	1.0%	592	1.0%	7	0.7%	31	1.0%	82	1.2%	1.0%	0.96%	\$31,113
Johnson	859	1.4%	151	1.4%	207	0.9%	649	1.1%	7	0.7%	27	0.9%	50	0.7%	1.0%	1.03%	\$33,381
Laramie	8,839	14.7%	1,678	15.9%	4,650	20.1%	10,155	17.9%	197	20.1%	567	18.0%	1,485	21.6%	18.3%	18.32%	\$594,848
Lincoln	1,518	2.5%	295	2.8%	441	1.9%	1,235	2.2%	8	0.8%	39	1.2%	147	2.1%	1.9%	1.94%	\$63,054
Natrona	7,677	12.8%	1,544	14.7%	4,769	20.6%	9,167	16.1%	246	25.1%	643	20.5%	1,276	18.5%	18.3%	18.31%	\$594,585
Niobrara	292	0.5%	34	0.3%	114	0.5%	209	0.4%	7	0.7%	13	0.4%	29	0.4%	0.5%	0.46%	\$14,918
Park	2,921	4.9%	620	5.9%	1,005	4.3%	2,600	4.6%	25	2.5%	105	3.3%	290	4.2%	4.3%	4.25%	\$138,033
Platte	899	1.5%	159	1.5%	425	1.8%	812	1.4%	28	2.9%	42	1.3%	83	1.2%	1.7%	1.67%	\$54,094
Sheridan	2,551	4.2%	542	5.1%	1,064	4.6%	2,757	4.8%	57	5.8%	152	4.8%	308	4.5%	4.8%	4.85%	\$157,466
Sublette	658	1.1%	182	1.7%	109	0.5%	443	0.8%	4	0.4%	13	0.4%	44	0.6%	0.8%	0.79%	\$25,666
Sweetwater	3,540	5.9%	828	7.9%	1,610	7.0%	3,910	6.9%	22	2.2%	241	7.7%	387	5.6%	6.2%	6.16%	\$199,960
Teton	1,443	2.4%	424	4.0%	55	0.2%	789	1.4%	4	0.4%	9	0.3%	38	0.6%	1.3%	1.33%	\$43,135
Uinta	2,010	3.3%	353	3.4%	1,094	4.7%	2,295	4.0%	19	1.9%	121	3.8%	286	4.2%	3.6%	3.63%	\$117,788
Washakie	918	1.5%	155	1.5%	345	1.5%	830	1.5%	7	0.7%	36	1.1%	91	1.3%	1.3%	1.30%	\$42,342
Weston	777	1.3%	110	1.0%	231	1.0%	617	1.1%	1	0.1%	29	0.9%	48	0.7%	0.9%	0.88%	\$28,487
<b>TOTAL:</b>	<b>60,098</b>	<b>100.0%</b>	<b>10,528</b>	<b>100.0%</b>	<b>23,161</b>	<b>100.0%</b>	<b>56,865</b>	<b>100.0%</b>	<b>982</b>	<b>100.0%</b>	<b>3,144</b>	<b>100.0%</b>	<b>6,889</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.00%</b>	<b>\$3,247,176</b>

Note: Total of Allocation in Dollars is 90% of CSBG award

Note: Funding for Fremont County is to also assist Eastern Shoshone Tribe.

## Bethany L. Raab

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**From:** Sarah Green <sarah.green@wyo.gov>  
**Sent:** Monday, August 3, 2020 1:18 PM  
**To:** Bethany L. Raab  
**Cc:** Peyton Roth  
**Subject:** Updated Notice of Award for FFY21 Funds  
**Attachments:** CSBG\_FFY2021\_Allocation chart.UPDATED.pdf

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### Please be cautious.

This email originated from outside the County organization.

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Dear Beth,

As you may be aware, Wyoming is unique in how it spends its CSBG funds. CSBG typically allows for carryover into the next year, making it a two-year grant. However, Wyoming has always spent funds within their last year (I don't even know the origin date of this process; it has been so long). So, while we are in FFY2020, we are actually spending FFY2019 funds. This provides Grantees some assurances, and has a few benefits to doing such:

- If CSBG were to ever be cut, there would still be a year of funding to sustain Grantees and programs.
- Additionally, we are always guaranteed our allocation amount. If we were spending on the current year, you all would be basing services off of planning amounts (kind of like with the CARES allocations right now), as they release awards by quarter and not in one lump sum.

Because of the appropriations that I just mentioned, Wyoming was appropriated about \$100,000 more than what we planned for in the FFY2021 applications. The final appropriation came in last month, differing from the amount when FFY2021 applications were due. This means that your county will receive a slight increase in the allocation amount for FFY2021.

For Campbell County, you were originally allocated \$211,997. With the newest Notice of Award, Campbell County is now allocated \$214,138. This is an increase of \$2,141. Because this is just a slight increase, and not substantial, it is recommended that the increase be kept within the admin budget. However, of course you and your board can make the decision about where to allocate the increase to, especially if there is a Sub-Grantee that could use more funds. We are currently routing contracts for the new amount. As always, you will be provided with a blank Statement of Work in which you will include the totals for each program/Sub-Grantee. Please make sure the SOW, when made available to you, reflects this new amount.

I apologize that numbers keep changing. While this is out of my control, I will work diligently to ensure that these disruptions do not hold up the release of funds for the start date of October 1, 2020. For your reference, the updated FFY2021 allocation chart is attached. Please let me know if you have any questions or concerns.

**Sarah Green, MSW**

*Community Services Program Manager*

Rural and Frontier Health

(307)777-8940

Public Health Division

Wyoming Department of Health

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122 West 25 St, Ste 102E Cheyenne WY 82002

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