

V. Northern Arapaho Community Services Block Grant Tribal Plan

Federal Fiscal Years 2018-2019

A. Tribal Administrative Structure

a. Tribal Administrative Structure.

The Northern Arapaho Tribe (“NAT”) Community Services Block Grant (“CSBG”) Program will be administered through the Northern Arapaho Tribal Government. The Tribal Chairman, as elected by the Northern Arapaho people, is the head of the Northern Arapaho Business Council (“NABC”). The NABC is responsible for oversight and administration of all programs on the Wind River Indian Reservation (“WRIR”) that affect NAT members. The NABC also takes measures to provide services to NAT members throughout the State of Wyoming. The NABC is the entity responsible for adopting tribal ordinances and budgets, including the proposed CSBG application, Tribal Plan, and budget.

The NABC will oversee and directly supervise the CSBG Program, including the Program Director. The NAT Finance Director and NAT Compliance Officer are responsible for oversight of tribal revenues, expenditures, and internal and external reporting requirements. In accordance with federal regulations, an independent audit of the NAT government is conducted on an annual basis.

b. Mission, Goals, and Objectives.

The mission and responsibility of the NAT CSBG Program is to provide activities and supportive services to low-income Northern Arapaho individuals and families to empower them to overcome the effects of poverty and to support their progress towards greater self-sufficiency.

In accordance with the national objectives of the CSBG Program, the Northern Arapaho Tribe endeavors to:

- Enable low-income NAT members to become more self-sufficient;
- Improve the lives of low-income NAT individuals and families;
- Collaborate with other service providers in order to maximize services to low-income NAT members;
- Increase the capacity of the NAT CSBG Program and its employees to improve client services and outcomes; and
- Strengthen support systems, particularly those for families, to ensure that the most vulnerable clients are able to reach their maximum potential.

c. Planned Distribution of Funds for Federal Fiscal Years 2018 and 2019.

The NAT CSBG Program intends to disperse funds during Federal Fiscal Years 2018 and 2019 according to the following guidelines:

5% Personnel

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- 10% Food and Nutrition
- 30% Emergency Assistance
- 40% Utility and Propane Assistance
- 10% Housing and Rental Assistance
- 5% Employment Assistance

B. Description of Use of Administrative Funds

In accordance with CSBG regulations, for FFY 2018-2019, the NAT of the WRIR hereby certifies that administrative funds shall not exceed five percent (5%) of the grant total awarded to the Tribe or the percentage represented by the ratio of \$55,000 to the smallest State allotment for the fiscal year as required by Section 675C(b)(2) of the CSBG Act. Administrative funds shall be used for off-setting costs incurred by the Tribe for accounting and finance management of the CSBG Program.

C. Program Implementation

a. Service Delivery System.

Service Area.

The NAT CSBG Program will serve all income-eligible Northern Arapaho tribal members residing on the Wind River Indian Reservation and in the State of Wyoming. The majority of Tribal members live on, or near, the WRIR located in Fremont and Hot Springs counties; however, the NAT CSBG Program will also serve tribal members living off-reservation.

The WRIR is characterized as rural with relatively low education attainment rates and above average unemployment and poverty rates.

In 2010, the Wyoming Survey & Analysis Center at the University of Wyoming, conducted its third major census on the WRIR. The final report, *WINDS III: The Wind River Indian Reservation and its People 2010* ("WINDS III"), is generally considered the most comprehensive and reliable survey of the WRIR. Data collection for *WINDS III* included both a household survey and an individual survey that addressed demographics, housing, employment, income and poverty, health care, social services, crime, education, transportation, and substance abuse.

According to *WINDS III*:

- **Education:** Forty-six and a half percent (46.5%) of Northern Arapaho on the WRIR have attained a high school degree and less than two percent (2%) have a bachelor degree;
- **Unemployment:** Forty one and a half percent (41.5%) of Northern Arapaho on the WRIR are unemployed and unable to find work; and

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- **Poverty:** Sixty-two percent (62%) of Northern Arapaho households on the WRIR are below the federal poverty guidelines.

In 2014 a Community Survey of Needs and Services (“Needs Survey”) was conducted for the benefit of the Northern Arapaho Human Services Commission CSBG Tripartite Board. While the *Needs Survey* was more limited in scope and depth than *WINDS III* it nevertheless provided up-to-date findings that reflect many of the same socio-economic indicators found in *WINDS III* regarding the NAT of the WRIR. In preparation of the current application, the CSBG staff collected ____ abbreviated needs survey. The results of this survey are summarized in **Appendix C.**

Location of Services.

The NAT of the WRIR will maintain the principal CSBG Program office at 531-A Ethete Road, Ethete, Wyoming, 82520; phone: (307) 332-6228. The CSBG Program will be housed at the office in Ethete, Wyoming. Looking toward the future of the CSBG Program, the NAT intends to establish a CSBG intake office in Riverton, Wyoming, within the NAT Tribal Services Complex. The intake office will be located at 230 West Main Street, Riverton, Wyoming, 82501. A large number of NAT members live in, or near, Riverton and frequent the urban center to access services and area businesses. The purpose of providing a CSBG intake office in Riverton is to make services easily accessible to eligible tribal members while reducing their travel costs.

Intake.

The NAT estimates that in the future half of all CSBG intakes will be performed at the Ethete location and half will be performed at the Riverton location. The remainder of intakes, which will be very few in number, will be received in other CSBG offices throughout the State and processed by the Ethete office in a process as described below.

Most applications for CSBG services will be generated by walk-in requests or referrals from other NAT or area assistance programs. In the case where an applicant, particularly senior citizens, may not be able to travel to an intake location, the CSBG Director may assign a staff member to visit the applicant at their home within a reasonable distance of an intake office for the purposes of completing an application.

The NAT seeks to establish an arrangement with other CSBG intake offices throughout Wyoming whereby NAT eligible members may submit their applications through CSBG offices other than those in Ethete or Riverton but receive services from the NAT CSBG Program. For example, a NAT eligible member living in Gillette, Wyoming, will submit a completed application and accompanying documentation to the local Gillette CSBG office. The Gillette office will email or fax the application and documents to the NAT CSBG office in Ethete. The Ethete CSBG staff will conduct an intake interview over the phone, determine tribal and income eligibility, process the application, and establish a plan to provide services. The NAT anticipates that a limited number of NAT members living off-reservation will seek this type of off-site assistance.

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During the intake process NAT CSBG Program staff will: (1) determine whether the applicant is eligible based on tribal membership for assistance in the areas of food/nutrition, emergency, utilities and propane, housing and rental, employment or medical travel; and (2) determine whether the applicant is eligible for assistance based on income.

During the intake process, CSBG Program staff will instruct the applicant on how to complete the application and provide a list of required supportive documentation – i.e. proof of NAT enrollment and current income. Once an applicant is determined to be eligible for services through the CSBG Program, staff will provide the corresponding assistance. In the event that an applicant is determined not to be eligible for services, CSBG Program staff will provide information or a referral to other area organizations or service providers that may be able to assist.

b. Linkages.

Over approximately 20 years, the NAT has developed linkages with several area organizations that provide socio-economic assistance to tribal members as well as the general public. These organizations and nonprofits include: Wyoming Legal Aid, Fremont County Library, Riverton Senior Citizens Center, the Salvation Army, area faith-based organizations, recovery centers, housing authorities, employment agencies, and departments of social services, among others. Through years of informal coordination and referrals, NAT CSBG Program staff has developed a good understanding of area services available that compliment CSBG assistance. In addition, CSBG Program staff have a general idea of eligibility requirements for other programs or alternatively, know who to call to seek further information or properly refer clients. Through coordination with other area organizations, NAT CSBG Program staff seek to close gaps between its program and other local service providers while also taking care not to duplicate services. NAT CSBG follows up on referrals as needed on a case-by-case basis.

c. Coordination with Other Public and Private Resources.

The NAT assures that it will make every effort possible to coordinate services with other organizations and entities in order to provide excellent service to CSBG eligible clients and avoid duplication. As in the past, NAT will continue to share information with other service providers in, and near, the WRIR. The NAT CSBG Program will also reach out to service providers outside of Fremont and Hot Springs counties, as needed, to establish statewide networks. Upon request, the NAT will also make special efforts to collaborate with other service providers to establish or reinforce policies and procedures to eliminate duplication of efforts and program abuses. The NAT CSBG Director and CSBG Office Manager will keep their staff informed of possible issues in these areas and appropriately respond to concerns raised internally, or externally, regarding duplication or abuse.

d. Innovative Community and Neighborhood-Based Initiatives.

The NAT CSBG Program will partner with tribal and non-tribal programs that strengthen families and support tribal members with particular needs such as the elderly,

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disabled, two-parent families, single parents, and veterans. In particular, the NAT CSBG Program seeks to partner with the One Stop Help Center, Abba House, Care and Share Food Bank, Riverton Community Food Bank, and the Good Samaritan Shelter, and the Salvation Army, among others.

D. Programmatic Assurances

- **Information describing the Tribe will implement one of the assurances from assurances from Section 676(b)(1)(A) – (C).**

The NAT CSBG Program assures to make more effective use of, and to coordinate with, other programs related to the purposes of the CSBG Act (Assurance 676(b)(1)(C)). The NAT CSBG Program will carry out the below described activities to implement Assurance 676(b)(1)(C).

The NAT CSBG Program will focus on activities that enable Northern Arapaho families and individuals to become self-sufficient, obtain emergency assistance, and secure adequate housing and suitable living conditions. The CSBG Program will work with other NAT programs to improve efforts to meet these goals.

With regard to self-sufficiency, the CSBG Program intends to partner with the Women, Infants, and Children (“WIC”) program to strengthen support for families, particularly single parents, who are working towards becoming self-sufficient or facing particular hardship. When possible, CSBG Program staff will inform clients about skills development and employment opportunities with both tribal and non-tribal entities and employers, including through Native Employment Works. Where appropriate, CSBG Program staff will inform clients of recovery assistance through the White Buffalo Recovery Center as well as with other groups near their home or place of employment.

With regard to food and nutrition, the CSBG Program intends to provide grants to address the needs of eligible tribal members who face immediate needs related to hunger. The program will pay particular attention to families with children, elderly, disabled, or ill members. NAT CSBG Program staff will collaborate with, and refer clients to, local food banks and charitable organizations for coordinated assistance.

With regard to emergency assistance, the CSBG Program intends to provide grants to assist with payments of rent, utilities, medical travel assistance and other services as needed to help tribal members avoid eviction, unsafe living conditions, and address medical emergencies, among other emergency situations. While these grants may fill a short-term gap, CSBG staff will also inform clients about options available to work toward long-term solutions. In addition, the CSBG Program will provide emergency assistance to eligible NAT members as determined, without limitation, by the Northern Arapaho Business Council. NAT CSBG Program staff will collaborate with, and refer clients to, area assistance programs that can “gap fill” with complementary assistance as needed.

With regard to utility and propane assistance, the CSBG Program will provide grants to aid with heat, phone bills, water bills, as well as other related services. NAT CSBG Program

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staff will work with the Tribal and State Low Income Home Energy Assistance Program (“LIHEAP”) programs to ensure that needs are met to the extent possible and to avoid duplication and abuse.

With regard to adequate housing and suitable living conditions, the CSBG Program will work with the tribal LIHEAP program to ensure that tribal members have sufficient heat (propane) during winter months and will pay particular attention to the needs of elderly, ill and disabled clients.

With regard to employment assistance, the CSBG Program will aid eligible tribal members in obtaining work clothes and assist in addressing transportation needs, as well as other related services. NAT CSBG Program staff will inform clients of opportunities with tribal and non-tribal employment readiness programs and educational institutions.

For NAT applicants outside the WRIR, the CSBG Program will help eligible clients connect with local organizations, non-profits, or faith-based groups that provide self-sufficiency assistance. In making these connections, CSBG staff will become informed about program criteria as a means to avoid duplication of services and assistance.

- **Information describing how the Tribe or Tribal organization will carry out this assurance.** To assure that the Tribe 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. Assurance **676(b)(4)**

On an emergency basis, CSBG staff will provide food vouchers to eligible applicants and will pay special attention to families with children, elderly, disabled, or ill members who may not be able to have their needs met through other area organizations. Further, the CSBG Program will continue to refer clients to food assistance programs on or near the WRIR. Hot meals are provided to local senior citizens at the Ethete and Arapaho Senior Centers.

For NAT applicants outside of the WRIR, the CSBG Program will help eligible clients connect with local organizations, non-profits, or faith-based groups that assist with emergency and nutrition programs. In making these connections, CSBG Program staff will become informed about program criteria as a means to avoid duplication of services and assistance.

- **Information describing how the Tribe or Tribal organization will carry out this assurance:** To assure that the Tribe will ensure coordination between anti-poverty programs in each community within the Tribe, 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. Assurance **676(b)(6)**

The CSBG Program intends to build and strengthen linkages with other entities that provide resources during energy crisis situations. In particular, the CSBG Program will continue to work closely with the LIHEAP, which is another tribally administered program serving the WRIR.

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For NAT applicants outside the WRIR, the CSBG Program will help eligible clients connect with local organizations, non-profits, or faith-based groups that assist with energy intervention programs. In making these connections, CSBG Program staff will become informed about program criteria as a means to avoid duplication of services and assistance.

- **Information describing how the Tribe or Tribal organization will carry out this assurance:** To assure that the Tribe will permit and cooperate with Federal investigations undertaken in accordance with section 678D. Assurance **676(b)(7)**

The NAT of the WRIR hereby assures that it will permit and cooperate with any federal investigation undertaken in accordance with Section 678D of the CSBG Act.

- Information describing how the Tribe or Tribal organization will carry out this assurance. Include a description of outcome measures to be used to measure performance in promoting self-sufficiency, family stability and community revitalization: To assure that the Tribe will participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure performance in promoting self-sufficiency, family stability, and community revitalization. Assurance **676(b)(12)**

The NAT CSBG Program intends to build upon past practices to document services and track case management. On an ongoing basis, CSBG Program staff will enter data for services provided and track program expenditures and objectives. Data will track service to eligible NAT CSBG clients both on and off the WRIR throughout the State of Wyoming. In addition, the NAT will undertake an annual evaluation to assess CSBG Program performance, management, successes, and areas in need of improvement.

E. Fiscal Controls, Administrative, Finance Assurances and Certifications

- **Information describing how the Tribe or Tribal organization will carry out these assurances:**

Voter Assistance.

The NAT CSBG Program will not provide transportation services to voters in order to vote or become eligible to vote, vote, or any similar activities. The CSBG Program will not engage in voter registration activities.

Fiscal Controls, Procedures, Audits, Inspections.

The NAT employs a Chief Financial Officer (CFO) and 11 employees who implement fiscal controls and procedures that safeguard the Tribe's assets, including grant funds. Audits are

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conducted on an annual basis. The last audit was conducted on September 2016, and covered the period of January 1, 2015, through December 31, 2015. A copy of this audit is available upon request.

Required Certifications.

Included in **Appendix G** are signed certifications regarding Anti-Lobbying, Drug Abuse, Debarment and Suspension and the Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, P.L. 103-227. The certification regarding lobbying is accompanied by the relevant disclosure of lobbying activities.

F. FFY 2017 Annual Report

This is the Community Service Block Grant (CSBG) Federal Fiscal Year (FFY) 2017 annual report for the Northern Arapaho Tribe (NAT or Tribe) of the Wind River Indian Reservation, Wyoming. As stated in the Tribe's application for FFY 2016 – 2017, the mission and responsibility of the NAT CSBG Program is to provide activities and supportive services to low-income Northern Arapaho individuals and families to empower them to overcome the effects of poverty and to support their progress towards greater self-sufficiency.

In accordance with the national goals and objectives of the CSBG Program, the Northern Arapaho Tribe endeavored to:

1. Enable low-income NAT members to become more self-sufficient;
2. Improve the lives of low-income NAT individuals and families;
3. Encourage low-income NAT individuals to have a stake in their community;
4. Collaborate with other service providers in order to maximize services to low-income NAT members;
5. Increase the capacity of the NAT CSBG Program and its employees to improve client services and outcomes; and
6. Strengthen support systems, particularly those for families, to ensure that the most vulnerable clients are able to reach their maximum potential.

As an initial matter, in order to receive assistance, Northern Arapaho applicants must demonstrate that they meet CSBG Program criteria for low-income assistance and tribal membership. This ensures that funds are used to assist community members in need who are the intended beneficiaries of the CSBG Program. The CSBG Program, at times, makes direct assistance available to NAT members. In addition, CSBG Program staff also partner with tribal and non-tribal organizations to provide a range of services that support low-income NAT members during emergency situations and to promote self-sufficiency. Information is provided here that reflects progress made during FFY 2017 in meeting national goals and objectives and assurances.

Projects and Activities

The figures below reflect assistance as of August 1, 2017.¹

Goal 1: Enable low-income Northern Arapaho Tribal members to become self-sufficient.

- 36 rental assistance applications were approved
- 10 employment assistance applications were approved

Goal 2: Improve the lives of low-income Northern Arapaho Tribal individuals and families.

- 44 utilities assistance applications were approved (propane, natural gas, electric)
- 671 emergency assistance applications were approved (including, among others, medical travel assistance)
- 27 food and nutrition assistance applications were approved

Goal 3: Encourage low-income NAT individuals to have a stake in their community.

- NAT CSBG encouraged CSBG clients to become involved in community events that promote positive and healthy lifestyles, including by furthering their education, attending community cultural events, and seeking treatment for chronic health or addiction issues.

Goal 4: Collaborate with other service providers in order to maximize services to low-income Northern Arapaho Tribal members.

The CSBG Program has continued partnering with organizations and groups on the Wind River Indian Reservation, Fremont County, and the State of Wyoming in order to maximize assistance to low-income CSBG clients. During FFY 2017, the NAT CSBG Program made contact with Casper CAP office, Fremont County First Stop, the University of Wyoming Extension Office on the Wind River Reservation, Cent\$ible Nutrition Program at the University of Wyoming, tribal and State TANF Programs, and tribal Women, Infants, and Children (WIC) Program.

Goal 5: Increase the capacity of the Northern Arapaho CSBG Program and its employees to improve client services and outcomes.

¹ Includes applications from individuals for diverse assistance categories.

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The CSBG Program staff developed its capacity through webinars, other web resources, and collaboration with state and local assistance organizations.

Goal 6: Strengthen support systems, particularly those for families, to ensure that the most vulnerable clients are able to meet their maximum potential.

The NAT CSBG Program uses a variety of support systems to help clients during emergency situations. Specifically, clients with immediate hunger and nutrition issues are referred to the Temporary Assistance for Needy Families (TANF) Program, the Care and Share Food Bank, local church food banks and commodities programs. Clients facing complications related to diabetes, heart conditions, and cancer are assisted with setting medical appointments. Clients who come to the CSBG Program facing other crisis issues are handled on an individual basis and, when possible, linked with tribal, local, and state agencies to address their particular needs.

G. Signature

By signing this application, the Chairman of the Northern Arapaho Tribe certifies this application and the assurances provided herein.

Roy Brown, Chairman, Northern Arapaho Tribe

Completed this _____ day of **August 2017**.