

## **Yellowstone Country Assistance Network**

### 2018 CSBG Grant Determination Meeting Minutes

May 11, 2017

#### **Opening**

The Board meeting of the Yellowstone Country Assistance Network was called to order at 7:35 pm on May 11, 2017 by Floyd Young.

#### **Present**

Roll Call & Announcement of Quorum: Floyd Young, Shaunna Romero, Julie Dunlap, Connie Zierke via proxy to Wendy Morris.

#### **Absent**

#### **Approval of Agenda**

The agenda was unanimously approved as distributed.

#### **Approval of Minutes**

Wendy Morris made a motion to approve the meeting minutes from the Public Hearing held May 4, 2017 Shaunna Romero seconded the motion and the minutes were unanimously approved.

#### **Grant Application Review from Community**

As of the Public Hearing for CSBG FFY 2018 on May 4, 2017 there were no community applications received by the board. The Executive Director gave a presentation to the 50 attendees of the Public Hearing requesting proposals from community agencies. No applications were received by the extended deadline of May 10, 2017.

The Yellowstone Country Assistance Network, Park County Tripartite Board will apply for the entire Park County CSBG FFY allotment to keep services in Park County. Funding projects will be for education and employment scholarships to low-income youth in Park County who are at or below 125% of the Federal Poverty Guidelines. Executive Director Salary at \$39,000.00 for 75% time 30 hours per week to oversee CSBG.

**COMMUNITY SERVICES BLOCK GRANT TRIPARTITE BOARD BUDGET SUMMARY**

<b>COST CATEGORIES</b>	<b>CSBG FUNDS</b>	<b>OTHER FUNDS</b>	<b>COMBINED FUNDS</b>
<b>A. PERSONNEL SVCS</b>			
Salary & Wages	\$39,000.00	\$0	\$39,000.00
Employer Paid Benefits	\$2,960.00	\$0	\$2,960.00
<b>B. SUPPORTIVE SVCS</b>			
Communication			
Telephone	\$1,968.00	\$0	\$1,968.00
Postage	\$400.00	\$0	\$400.00
Travel In-State	\$2,206.00	\$0	\$2,206.00
Travel Out-of-State	\$0	\$0	\$0
Supplies			
Consumables	\$2,142.00	\$0	\$2,142.00
Commercial Printing	\$750.00	\$0	\$750.00
Publications	\$2,500.00	\$0	\$2,500.00
Equipment Purchases	\$0	\$0	\$0
Real Property Rental	\$6,475.00	\$0	\$6,475.00
Equipment Rental	\$0	\$0	\$0
<b>C. GRANTS-IN-AID</b>	\$72,000.00	\$0	\$72,000.00
<b>D. CONTRACTUAL SVCS</b>	\$200.00	\$0	\$200.00
<b>Sub-Total</b>	\$130,601.00	\$0	\$130,601.00
<b>E. Indirect Costs</b>	\$4,000.00	\$0	\$4,000.00

<b>GRAND TOTAL</b>	\$134,601.00	\$0	\$134,601.00
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**Budget Narrative – Detailed description of expenditures included by category (how did you arrive at the amount, formula used, calculations, etc.):**

**A. Personnel Services:** Salary for CSBG Coordinator to complete YCAN monthly CSBG reports, conduct monthly board meetings, compile IS report data, assist board with grants-in-aid project, complete CSBG grant for the board, hold public hearing on behalf of the board, attend two CSBG required meetings, update and maintain board governance manual, update organizational standards, and other strategic planning duties as assigned by the board at  $\frac{3}{4}$  time salary of \$39,000.00; employer paid expenses \$113.74 per month at \$2,960.00.

**B. Supportive Services:**

Telephone: \$1,968.00 12 months x \$164.00 a month office/cell phone.

Postage: \$400.00 (stamps \$98.00+\$117 board mailings+\$147 customer + \$38.00 Post office box)

Travel-in-State: \$2,206.00 (\$700x2 in State meetings + \$806.00 mileage 2372x.34 for meetings and outreach)

Consumables: \$2,142.00 office supplies for grants-in-aid program (paper, toner, and other supplies as needed to administer CSBG grant)

Professional Printing: \$750 (grants-in-aid application printing, community resource guide printing .97x200 \$194, CSBG project printing, printing of CSBG required reporting)

Publications: \$2,500.00 (publications for board vacancies, advertising grants-in-aid, public hearings and notices required by CSBG grant \$644 \$100 per ad x 6, Meeteetse Bulletin ads \$44; Survey Monkey Subscription \$228.00; Adobe Pro Document \$188.88; Website \$1,440.00 \$20x12 webhosting \$100 per month website maintenance updates)

Real Property Rental: Rent for business record office for CSBG files \$6,000 rent at \$500x12. \$475 Business office rental insurance.

**C. Grant-in-Aid:** \$72,000.00 grants-in-aid for education and employment training scholarships for low income adults and youth up to \$1,000.00 per customer for FFY 2018 = 75 unduplicated people served.

**D. Contractual Services:** \$200 CSNOW

**E. Direct Costs:** \$128,601.00

**Indirect Costs:** \$4,000.00 Accountant \$800 for (payroll, employer taxes, bank reconciliation, 990 and annual audit), \$372.00 QuickBooks service \$31 month x 12 months. \$428.00 for board liability insurance and attorney fees if needed, \$2,400.00 Board planning \$ \$200 per month.

**F. Administrative Costs:**\$0

\* Administrative costs are those personnel expenses (usually at a subcontractor (service provider) level) that are necessary to support activities (Direct costs) that are conducted utilizing CSBG funding.

\*\* Indirect Costs are generally at the contractor (Tripartite Board) level, and are used to provide oversight (such as planning and monitoring) of CSBG funded activities (Direct costs). These costs should not exceed 5% of Tripartite Board/CAA allocation.

\*\*\* Direct Costs are those that can be identified directly with delivery of a particular project, service, or activity to achieve a desired outcome.

Floyd Young made a motion to approve the FFY 2018 CSBG grant application and signed the grant assurances, affirmation of audit and other related documents. Shanna Romero seconded the motion and the board unanimously approved the FFY 2018 CSBG grant.

### **Adjournment**

Meeting was adjourned at 7:35pm by Floyd Young. The next meeting will be held July 13, 2017.

Minutes submitted by: Julie Dunlap