

**AMENDED POLICY
ON CONSENSUS BLOCK GRANT FUNDING DISTRIBUTION**

This policy of the Board of County Commissioners is for the distribution of consensus block grant funding. This policy is necessary to assist the Board of County Commissioners and the City and Towns in Crook County with the selection process for making the block grant funding. This policy is not binding upon the Board of County Commissioners but is a guideline to determine the best use of the block grant funding from the State of Wyoming.

1. Each year in November and March the county, special district, city and towns shall meet to determine the capital facilities priorities in the county, city and towns. At that meeting they will:
 - a. Discuss the status of each priority and pending project.
 - b. Review and update the previous year's priority list for each county, special district, city and towns project.
 - c. Discuss the various sources of funding (or match including in-kind match) available for the projects.
 - d. Discuss long term plans for capital improvement projects.
2. The County will have its Public Works Secretary facilitate the process of distribution of block grant funding each year.
3. The county, special district, city and towns shall provide a written request for each project on the forms that are required by the State Land Office to the Public Works Secretary to be compiled.
 - a. Applicants shall provide the County with documentation of any other funding sources for the project, amounts etc.
 - b. Applicants shall have an Engineers Statement of Feasibility and Engineered Plans (All State Grants and Loans require this).

- c. Applicants shall comply with the State Grants Instruction Sheet and the special requirements for all projects.
4. Each Applicant will have their agency or staff evaluate each request to determine the eligibility for the block grant funding based upon the states rules and regulations and make recommendation to the County Consensus Committee. This may include but not be limited to additional funding streams, time lines, etc. [These recommendations are not binding in any way.]
5. The County Public Works Secretary will be the central depository of the consensus block grant funding documents and will prepare the paperwork and facilitate the meetings.
6. Prior to the County Consensus Committee the Public Works Secretary will compile all of the applications and set them out on the Excel spreadsheet provided by the state.
 - a. The spreadsheet shall be broken out by the priorities set forth by each city, town, county, and special district.
 - b. The spreadsheet will have all of the other information required by the State, including but not limited to the match and all other sources of funding.
 - c. This will be e-mailed to all of the applicants before the meeting, if possible.
 - d. The distribution formula will be determined at a meeting facilitated by the Public Works Secretary. At this meeting, the members shall:
 - i. First, determine who the representative will be if the respective mayor or chairman of the city, town or county is not present.

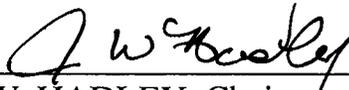
- ii. Second, review the previous years' priority list starting with FY 2007.
 - iii. Third, review the latest priority list.
 - 1. Each mayor or chairman will set forth this year's priority list, its cost and sources of funding.
 - 2. Each mayor or chairman will discuss their community's priority list.
 - e. Discuss the proposed distribution formula.
 - i. The distribution formula will include substitution and supplemental distribution recommendations.
 - f. The formula will be voted upon by the chairman and mayor or designated representative of the county, city and towns at a regular meeting of the Board of County Commissioners.
 - g. This vote will be non-binding until the county, city and towns ratify the consensus committee's agreement with a vote of the county and 70% of the population in the incorporated city and towns in Crook County.
7. If an agreement cannot be reached then a meeting will be set in two (2) weeks and then each month thereafter.
8. Each project will have an encumbrance deadline as determined by the Consensus Committee. If the block grant funding is not encumbered by the deadline, the funds shall be reallocated as determined by the county, special district, city and towns. This is to ensure that funds are not given back to the state. If a county, special district, city or town determines that they cannot use the funds in a timely manner they shall notify the

Public Works Secretary, the Consensus Committee and the State Land and Investment Office as soon as possible. If they allow funds to be returned to the state, they will be penalized in the future.

9. The Board of County Commissioners will consider the following when it votes on the consensus block grant funding formula:
 - a. Factors to be considered are population, past and future grants and priority lists, local match, other sources of revenue, etc.
 - b. The county, special districts, city and towns will be required to provide a 1/3 cash or in-kind match of the cost of the project. Since a grant can be for 100%, this match will not be required to comply with state guidelines.
 - c. If other more specific funding sources, such as user fees, enterprise funding, mil levy or other taxing source are available, they should be used first. This grant money should be used as a last resort.
 - d. The block grant funding will be distributed in a manner through long term planning that takes into account past consensus block grant funding, past exchanges between governmental agencies, and future projects.
 - e. If an applicant allowed block grant funds to be returned to the state in the past, they will be penalized in the future.
 - f. Attendance at the States Grants and Loan Seminar
 - g. Anything else they deem appropriate
10. On any County funded project the Applicant shall give a monthly report on the project to the Commissioners.

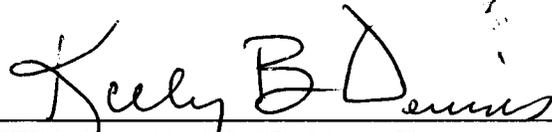
11. In the future any county entity, or Special District, city or town requesting block grant funding will be required to send both a Director or Mayor and a staff person to the States Grants and Loan Seminar prior to making a request for a grant.

BOARD OF COUNTY COMMISSIONERS IN AND FOR CROOK COUNTY, WYOMING



J. W. HADLEY, Chairman





KELLY B. DENNIS, Vice-Chairman



JEANNE A. WHALEN, Member

State of Wyoming }
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County of Crook }

Signed or attested before me on April 6, 2011, by J. W. HADLEY, Chairman and KELLY B. DENNIS, Vice-Chairman, and JEANNE A. WHALEN, Member of the Board of County Commissioners in and for Crook County, WY

(Seal)


SEAL
My commission expires:



CONNIE D. TSCHETTER,
COUNTY CLERK

**MY TERM EXPIRES THE FIRST
MONDAY IN JANUARY 2015**