AGENDA

CAMPBELL COUNTY BOARD OF COMMISSIONERS

BOB MAUL, Chairman
RUSTY BELL
DG REARDON
DEL SHELSTAD
COLLEEN FABER

MAY 18, 2021

09:00 MEETING CALLED TO ORDER
PLEDGE OF ALLEGIANCE

CONSENT AGENDA

A.	Consent Agenda	

PUBLIC COMMENT

B.	9:05 For the Good of the County*	

REGULAR BUSINESS

C.	9:15 Bulletproof Vest Application, Sheriff's Office	Captain Eric Seeman
D.	9:20 Maternal and Child Health Services MOU	Jane Glaser
E.	9:25 Early Head Start American Rescue Plan Funding Application	Stephanie Stevens
F.	9:30 Early Head Start Continuation Grant Application	Stephanie Stevens
G.	9:35 Baylor University Agreement, Children's Developmental Services	Trena Bauder
H.	9:40 Volunteers of America (VOA) Sub Award Grant Application	Tatyana Walker
I.	9:45 Community Services Block (CSBG) Grant Application	Beth Raab
J.	9:55 District Support Grant, Central Campbell County I&S	Clark Melinkovich
K.	10:00 Swaney Simple Subdivision	Megan Nelms
L.	10:05 Resolution for Special Prosecution	Sean Brown
M.	10:10 Parking Garage Rehab Bid Award	Matt Olsen

ADJOURN

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Consent Agenda

MINUTES
Board of Commissioners Fire Board Meeting, April 28, 2021
Board of Commissioners Directors Workshop, May 3, 2021
Board of Commissioners Regular Meeting, May 4, 2021

MONTHLY REPORTS
Clerk of District Court – April 2021
County Clerk – April 2021
Sheriff's Office – April 2021
Treasurer's Office – April 2021

PAYROLL PAYMENTS
April 30, 2021
May 1, 2021

AGREEMENTS
Amendment Number One of the Grant Agreement for Project No. AGCC69B between the Federal Aviation Administration and Campbell County for the Northeast Wyoming Regional Airport to increase the maximum obligation by $40,091 (from 4,620,000 to 4,660,091) to cover the Federal share of the total actual eligible and allowable project costs.

LINE ITEM TRANSFERS
Airport
Transfer $10,000.00 from 751.6112 to Electricity 751.6114 Propane, Natural Gas
Transfer $1,000.00 from 751.6758 Electrical Supplies to 751.6759 Water & Sewer Maintenance
Transfer $1,000.00 from 751.6772 ILS Maintenance to 751.6789 Fuel Farm Maintenance

Extension Office
Transfer $100.00 from 106.6517.2 Staff Development to 106.6517.3 Conference/Seminar Work
Transfer $80.00 from 106.6281 Automobile to 106.6517.3 Conference/Seminar Work
Transfer $170.00 from 106.6281 Automobile to 106.7488 Program Support

Parks & Recreation
Transfer $2,866.00 from 7704.6022 Full-time Regular to 7701.6023 Full-time OT
Transfer $2,968.00 from 7702.6024.322 Ice Arena Custodial to 7702.6024.310 Ice Arena Facility Monitor
Transfer $1,450.00 from 7702.6024.311 Ice Skate Instructor to 7702.6024.310 Ice Arena Facility Monitor
Transfer $350.00 from 7702.6683 First Aid to 7702.666 Janitorial Supplies
Transfer $500.00 from 7704.6687 Landscaping Supplies to 7702.6755 General Vehicle Maintenance
Transfer $200.00 from 7702.6553 Clothing/Uniforms to 7702.6767 General Equipment

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Public Works
Transfer $3,625.00 from 020.7085 District Support Grants to 020.7085.20 Central Campbell County
Transfer $2,644.00 from 020.7085 District Support Grants to 020.7085.39 Overbrook
Transfer $576.84 from 020.7085 District Support Grants to 020.7085.21 Rocky Point

POSITION VACANCY JUSTIFICATIONS
CAM-PLEX – Event Custodial Supervisor
Children's Developmental Services – Instructional Assistant
Library – Library Head Page
Road & Bridge – Equipment Operator
Treasurer's Office – Deputy County Treasurer I

SOCIAL MEDIA REQUESTS
Fair – Facebook, Instagram, YouTube

HAND WARRANTS

Campbell County Clerk Tax Account	$20,060.00
Campbell County Treasurer	3,586.83
Great West Trust Company	4,595.00
Campco Federal Credit Union	950.00
Campbell County Clerk Tax Account	290,599.98
Campbell County Treasurer	46,080.21
Sheridan County Circuit Court	284.05
Campco Federal Credit Union	226.01
Great West Trust Company	34,854.16
Wyoming Child Support	1,688.38
Tyler Technologies Inc.	1,200.00

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The following page(s) contain the backup material for Agenda Item: Consent Agenda

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Office of County Commissioners
April 28, 2021
Gillette, WY

The Campbell County Board of Commissioners met with the Fire Board on Wednesday, April 28, 2021 at 5:30 PM.

Present were Rusty Bell, Bob Maul, Del Shelstad, Commissioners; Susan F. Saunders, County Clerk; Carol Seeger, Commissioners Administrative Director, and members of the Fire Board. Commissioner DG Reardon was present telephonically. Commissioner Colleen Faber and Deputy County Attorney, Sean Brown were absent from the meeting.

Chief Bender gave an update on Station #1 and Station #7 maintenance.

Discussion was held on the Capital Replacement Account and the Apparatus Account.

Chief Bender provided an update on Wyoming Pension Plan A and the Campbell County Health EMS vehicle maintenance agreement.

Discussion was held on staffing Station #3 part-time and that the Fire Department will still be a combination Fire Department.

Discussion was held on applying for COVID funding through the American Recovery Act.

An update was provided on an upcoming test burn.

There being no further business to come before the Board, the meeting was adjourned at 6:35 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

Bob Maul, Chairman
Board of County Commissioners

Office of County Commissioners
May 3, 2021
Gillette, WY

Directors Workshop

The Campbell County Board of Commissioners met for a Directors Workshop, Monday, May 3, 2021 at 1:30 PM.

Present were Rusty Bell, Del Shelstad, DG Reardon, Bob Maul, Colleen Faber, Commissioners; Susan F. Saunders, County Clerk; Carol Seeger, Commissioners Administrative Director; Kevin Geis, Road and Bridge Director; Matt Olsen, Public Works Director; Rick Mansur, Parks and Recreation Director; Sean Brown, Deputy County Attorney and Brandy Elder, HR Director.

Discussion was held on position vacancy justifications for the County Attorney's Office, Children's Developmental Services, Parks and Recreation, Public Works, Road & Bridge and the Treasurer's Office.

Kevin Geis provided an update on the FY 2021 CMAQ and provided a road update.

Matt Olsen discussed the community cleanup, fencing around the landfill and major projects.

Carol Seeger provided updates on the WCCA Spring Meeting, WACO, PFM meeting and the groundbreaking with Violet PR.

Brandy Elder discussed the Veteran's Preference Hiring Policy, OSHA inspections, the Employee Picnic, open enrollment, True Colors workshops and CPR First Aid trainings.

A workshop was held with Energy Addicts.

There being no further business to come before the Commissioners, the meeting was adjourned. at 3:25 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

Bob Maul, Chairman
Board of County Commissioners

Office of County Commissioners
May 4, 2021
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, May 4, 2021. Chairman Maul called the meeting to order at 9:00 AM. Pastor Marty Crump led in prayer and Chairman Maul led the Pledge of Allegiance.

Present were DG Reardon, Rusty Bell, Bob Maul, Del Shelstad, Collen Faber, Commissioners; Kendra Anderson, Deputy County Clerk; Carol Seeger, Commissioners Administrative Director and Sean Brown, Deputy County Attorney.

The following consent agenda was presented:

MINUTES:

Board of Commissioners Special Meeting, April 15, 2021
Board of Commissioners Regular Meeting, April 20, 2021
Board of Commissioners Executive Session, April 20, 2021

MONTHLY REPORTS:

Worker's Comp – 1st Qtr 2021

PAYROLL PAYMENTS:

April 17, 2021

CANCELLATION/REBATE OF TAXES:
#4296, 4301, 4302, 4306

BUILDING REPLACEMENT REQUEST:

Approval for Razor City BMX to replace the sheds on the county leased property with an 8ft x 40ft conex storage container.

CAPITAL REQUESTS

Parks & Recreation/HR Risk – To pay shipping charges for the Zoll AED machine approved on March 16, 2021, in the amount of $78.75 from account 020.7531.

LINE ITEM TRANSFERS:

Extension Office - Transfer $250.00 from 106.6281 Automobile to 106.7488 Misc. Program Support; transfer $100.00 from 106.6517.2 Staff Development to 106.7488 Misc. Program Support; transfer $204.81 from 106.6517.3 Conference/Seminar Work to 106.7488 Misc. Program Support

Sheriff's Office - Transfer $1,000.00 from 051.6763 Radio Equipment to 051.6553 Clothing/Uniforms; transfer $1,000.00 from 052.6553 Clothing/Uniforms to 051.6553 Clothing/Uniforms

POSITION VACANCY JUSTIFICATIONS:

Attorney's Office – Legal Assistant
Children's Developmental Services – Financial Services Manager
Parks & Recreation – Senior Lifeguard
Public Works Facilities – Maintenance Tech, Senior
Road & Bridge – Equipment Operator
Treasurer's Office – Deputy County Treasurer (3 Positions)

SICK LEAVE TRANSFERS:

Transfer of 10 hours from Employee #617730 to Employee #619541

Transfer of 40 hours from Employee #602896 to Employee #687771

SOCIAL MEDIA REQUESTS:

Northeast Wyoming Regional Airport – Facebook, Instagram, YouTube
Rockpile Museum – Facebook, Instagram, YouTube

HAND WARRANTS:

Wyoming Department of Workforce Services – WC	$85,974.60
State of Wyoming – Department of Revenue & Taxation	117.70
Internal Revenue Service – Department of Treasury	537.00
Campco Federal Credit Union	226.01
Campbell County Clerk Tax Account	285,201.52
Campbell County Treasurer – HSA/FLX	46,540.21
Circuit Court of Campbell County	429.37
Great West Trust Company	34,954.16
Sheridan County Circuit Court	284.05
Wyoming Child Support	1,688.38
CCEHBTA – Health	744,869.19
CCEHBTA – Dental	41,804.40
Delta Dental Plan of Wyoming	1,850.60
HM Life Insurance	169,492.81
Gallagher Benefit Service – Reliance	19,640.99
Vision Service Plan	8,226.27

Commissioner Faber moved to approve all items of the Consent Agenda as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the vouchers as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

A P Mobley	Library-General Administration	$240.00
ABI Attachments	P & R-Parks	177.94
Absolute Auto	Various Departments	70.58
Action Lock and Key	Various Departments	29.92
AdBay Com	Airport Marketing	462.50
Air Tech Heating	Sheriff-Jail Facility	142.50
Aircraft Bluebook	County Assessor	149.95
Albertsons Emer Mgmt	Emergency Management	94.92
Alldata	CCPL-Main Branch	1,500.00
Alsco	Various Departments	985.54
Alternative Propane	Various Departments	604.91
Amazon Capital Svc	Information Technology Service	13.58
Amazon Courthouse	Various Departments	885.14
Amazon Library	Various Departments	519.13
AMBI Mail	County Assessor	5,320.84
American Family Life	Campbell County General Fund	32.38
American Library Order	Various Departments	208.34
American Millennium	Commissioner's-Gen Cnty Costs	51.40
American Planning	Public Works	413.00

American Welding	Various Departments	198.07
Anderson, Jason	Fair-General Admin	388.00
Animal Medical Cntr	County Sheriff	187.98
Architectural Spec	Maintenance/Custodial	561.70
Arete Design Group	Various Departments	12,053.83
Ark Land Company	Commissioner's-Gen Cnty Costs	500.00
Arrow Printing Graphic	Various Departments	890.00
ATT Airport	Northeast Wyoming Regional	210.48
ATT Assessor	County Assessor	103.31
ATT Children's Devel	Children's Dev Svc-Spec Ed	62.54
ATT Emergency Mgmt	Emergency Management	165.20
ATT Park Recreation	Various Departments	102.70
AV Tech	Fleet Sales Tax Funds	399.95
AVA Community Arts	1% Optional Sales Tax Fund	496.00
AVP Consulting	Publ Work Capital Construction	507.83
Axis Forensic Tox	County Coroner	245.00
Badger State Recover	Children's Dev Svc-Spec Ed	159.30
Barney Graham Lamb	Commissioner's-Gen Cnty Costs	900.00
Barry Jr., Clarence E.	County Sheriff	51.50
Basin Power Solutions	Maintenance/Custodial	1,088.55
Basin Radio Network	Various Departments	129.75
Beacon Athletics	P & R-Parks	509.00
Bennett Weber Hermst	Commissioner's-Gen Cnty Costs	2,060.00
Besel, Shelly R.	Northeast Wyoming Regional	49.28
Big Horn Tire	Various Departments	1,236.72
Big Sky Communication	E911 Enhanced Fees	35.00
Bighorn Hydraulics	Various Departments	93.19
Black Hills Chemical	Sheriff-Jail Facility	644.35
Black Hills Enrg Gas	Various Departments	51,921.76
Black Hills Pioneer	Various Departments	716.50
Blackstone Audio	Various Departments	1,001.50
Bloedorn Lumber	Maintenance/Custodial	600.00
Blue Knight Security	Sheriff-Jail Facility	2,725.00
BMI Music	P & R-Gen Adm	368.00
Bob Barker Company	Sheriff-Jail Facility	149.94
Bobcat of Gillette	Various Departments	1,507.62
Boller, Treasure L.	Various Departments	223.54
Bomgaars	Various Departments	794.26
Border States Elec	Various Departments	1,652.84
Bowman, Jennifer L.	County Health Nurse	3.92
Boys Girls Club CC	1% Optional Sales Tax Fund	3,645.56
Brainstorm Library	CCPL-Main Branch	720.51
Breannas Bakery	Human Resources	36.00
Brown Kennedy Ranch	Road & Bridge	1,223.68
Brownells	County Sheriff	171.93
Buffalo Porta Potty	Road & Bridge	125.00

Burns McDonnell Eng	Various Departments	33,444.54
Burst Communications	Information Technology Service	532.00
C B Operations	Road & Bridge	41.81
Case, Ty A.	County Sheriff	51.00
CBH Co Op	Various Departments	164.57
CC Chamber of Commer	Various Departments	3,725.00
CC Dist Crt Rev Wit	State & Fed Mandated Costs	311.20
CC Health Misc	County Coroner	195.00
CC Health Patient Acct	County Attorney	7,507.00
CC Master Gardeners	Extension Dept-Horticulture	120.00
CC Public Health	Human Resources	56.00
CC Public Land Brd	1% Municipal Sales Tax Fund	360,547.32
CC School Dist Coop	Various Departments	1,310.31
CC Senior Center	1% Optional Sales Tax Fund	26,391.00
CC Sheriffs Office	Various Departments	494,214.24
Cedar Rapids Tire	P & R-Bell Nob Golf Course	494.52
CEM Sales Service	P & R-Wright Center	909.22
CenturyLink Long Dis	Information Technology Service	687.64
CenturyLink Phone	Various Departments	17,110.31
Charter Comm Cable	Various Departments	1,398.77
Chichester	Rockpile Museum - Gen Admin	250.22
Children's Home Soc	County Sheriff	59.22
Chris Supply Co	Information Technology Service	782.02
City Gillette Misc	Various Departments	54,818.00
City Gillette Util	Various Departments	76,852.54
Climb Wyoming	TANF/CPI	6,389.08
Coca Cola Bottling	Various Departments	141.00
Cole Sports	P & R-Recreational Division	772.00
Collection Prof	Children's Dev Svc-Gen Admin	541.55
Collins Commun	Various Departments	2,194.47
Collins, Sue	Various Departments	300.00
Colorado Golf Turf	P & R-Bell Nob Golf Course	866.51
Communication Tech	Various Departments	47,849.88
Comprise Tech	Library-General Administration	4,082.00
Contractors Supply	Various Departments	2,530.64
Cooks Correctional	Sheriff-Jail Facility	636.42
Cooper, Stephanie M.	Sheriff-Jail Facility	20.60
Council Community Svc	Various Departments	26,480.94
Counseling Connect	Various Departments	3,325.00
Cranston, Janet M.	Commissioner's-Gen Cnty Costs	300.00
Creative Prod Dare	County Sheriff	587.51
Crescent Electric	Maintenance/Custodial	852.00
Crum Electric Supply	Various Departments	5,582.84
CSS	Sheriff-24/7	208.00
Cummins Sales Svc	Road & Bridge	18.23
Custom Graphix Signs	Various Departments	750.00

Dads Truck and Auto	County Sheriff	72.50
Dash Medical Gloves	County Sheriff	1,103.60
DBT Transportation	Airport Navaid	6,312.08
Discount School	P & R-Recreational Division	78.37
Douglas Budget	Various Departments	140.00
Dru Consulting	Commissioner's-Gen Cnty Costs	5,595.00
Duluth Trading Co	Various Departments	149.00
E and S Services	Publ Work Capital Construction	46,760.40
Easy Picker Golf	P & R-Bell Nob Golf Course	74.95
Edible Prairie Proj	1% Optional Sales Tax Fund	368.92
Elm USA	Various Departments	862.40
Employment Testing	Sheriff-Jail Facility	76.00
Energy Cap Econ Dev	1% Optional Sales Tax Fund	29,250.00
Energy Chain Sling	Road & Bridge	235.00
ESI Acquisition	Emergency Management	14,100.00
Expresso Lube	County Sheriff	394.84
EZ Auto Wash	Various Departments	24.76
Fairbanks Scales	Landfill	3,237.50
Farcountry Press	Rockpile Museum - Gen Admin	136.10
Farmer Bros Co	Various Departments	1,132.77
Fastenal Company	Various Departments	312.87
Federal Express	Maintenance/Custodial	26.23
FIB Mstrcrd Airport	Northeast Wyoming Regional	746.68
FIB Mstrcrd Library	Various Departments	846.27
FIB Mstrcrd Park Rec	Various Departments	2,849.67
Firemaster	Various Departments	2,411.00
First Class Auto	Human Resources	13,590.68
First Natl Bnk Visa	Various Departments	13,106.67
Floyds Truck Center	Various Departments	4,495.32
Forensic Medicine	County Coroner	8,000.00
Fortner, Leah C.	Children's Dev Svc-Spec Ed	144.00
Fry, Kimberly D.	Extension Dept-4-H Program	372.16
Fuller Law Office	State & Fed Mandated Costs	578.00
Gale Cengage Learn	Library-General Administration	671.81
Gallagher Benefit	Human Resources	6,083.33
Gillette Abuse Refug	Various Departments	7,589.00
Gillette Babe Ruth	1% Optional Sales Tax Fund	3,000.00
Gillette Dental	Sheriff-Jail Facility	310.00
Gillette Mem Chapel	County Health Officer	3,400.00
Gillette Printing	District Court	282.91
Gillette Reprod Hlth	Csbg	7,175.00
Gillette Steel	Various Departments	277.00
Gillette Winsupply	Maintenance/Custodial	3,300.22
Glaser, Jane C.	County Health Nurse	20.16
Glaxosmithkline Phar	County Health Nurse	853.36
Grainger	Various Departments	1,236.37

Graves, Jeanette M.	County Sheriff	25.00
Greasewood Water	Road & Bridge	627.90
Haggertys Music	Capital Outlay-Museum	6,857.45
Hakert, Richard J.	Road & Bridge	3,324.00
Harris Public Health	County Health Nurse	295.00
Hawkins	Various Departments	4,077.26
HDR Engineering	Various Departments	16,466.15
Heartland Tanning	Publ Work Capital Construction	1,096.84
Henning, Robert A.	Rockpile Museum - Gen Admin	19.21
High Glass Window	Maintenance/Custodial	625.00
Historical Folk Toys	Rockpile Museum - Gen Admin	646.55
Hitt, Bruce L.	Commissioner's-Gen Cnty Costs	300.00
Hitt, Joe A.	Commissioner's-Gen Cnty Costs	300.00
Hobby Lobby	Library-General Administration	29.35
Homax Oil Sales	Various Departments	40,768.43
Home Depot Extension	Various Departments	147.16
Home Depot Maint	Maintenance/Custodial	495.56
Home Depot Parks Rec	Various Departments	285.52
Home Depot Sheriff	Sheriff-Jail Facility	258.75
Honnen Equipment	Road & Bridge	284.97
Horning Horning McGrath	State & Fed Mandated Costs	101.31
HUB International	County Sheriff	50.00
Humphrey Law	State & Fed Mandated Costs	4,607.31
Inland Truck Parts	Various Departments	10,489.40
Interstate Powersyst	Road & Bridge	10,094.36
Ireland, Shannon N.	County Sheriff	51.50
Jensen, Gail A.	Women, Infant and Child (WIC)	60.00
Jimenez, Rebecca R.	County Health Nurse	22.40
JLC Sign Graphic	P & R-Parks	148.56
Jordan, Rita A.	County Sheriff	51.50
Kanopy	CCPL-Main Branch	182.00
Keyhole Broadcasting	Various Departments	210.00
Kimball Midwest	Road & Bridge	843.17
Knecht Home Center	Maintenance/Custodial	63.96
Knowbe4	Capital Outlay-Its	24,381.00
KSLT KLMP KTPT	Various Departments	300.00
Kubat Equip Service	Road & Bridge	3,547.35
L N Curtis & Sons	Northeast Wyoming Regional	195.42
Larson, Eric W.	Library-General Administration	42.56
Lawson Products	Landfill	279.87
Lesley, Douglas	State & Fed Mandated Costs	225.00
Library Foundation	Library-General Administration	111.62
Lightning Lube	County Sheriff	140.00
Lincoln,Ann	CCPL-Main Branch	750.00
Little Sprouts Pre	Children's Dev Svc-Spec Ed	250.00
Lookout Books	CCPL-Main Branch	215.54

Love, Brooke D.	Library-General Administration	42.56
Lowe Roofing	Human Resources	89,539.36
Lubnau Law Office	State & Fed Mandated Costs	1,086.93
Lynns Auto Repair	County Sheriff	492.90
M B Companies	Northeast Wyoming Regional	2,687.00
M G Oil	Commissioner's-Gen Cnty Costs	32,143.95
Matheny, Scott Douglas	County Sheriff	100.00
McGowan Castleberry, Ivy J.	Bioterrorism	154.56
Meadow Gold Dairy	Children's Dev Svc-Preschool	446.98
Medical Arts Lab	Sheriff-Jail Facility	2,808.00
Menards Airport	Northeast Wyoming Regional	63.14
Menards Extension	Various Departments	89.18
Menards Landfill	Landfill	170.69
Menards Library	Library-General Administration	7.63
Menards Maintenance	Various Departments	1,159.73
Menards Museum	Rockpile Museum - Gen Admin	219.58
Menards Park Rec	Various Departments	407.29
Menards Road Bridge	Road & Bridge	174.45
Menards Sheriff	County Sheriff	119.96
Merck Sharp Dohme	County Health Nurse	15,320.52
MFAC	P & R-Recreational Division	215.40
Midland Implement Co	P & R-Bell Nob Golf Course	1,045.27
Midwest Tapes	Various Departments	4,583.94
Morgan, Tobey J.	County Sheriff	200.00
Morrison Maierle	Various Departments	141,399.54
Motorola Solut Equip	Various Departments	133,228.07
Motorola Solut Maint	Commissioner's-Gen Cnty Costs	3,689.58
NAFA Fleet Manage	Fleet Department	499.00
Naramore, James J MD	Sheriff-Jail Facility	1,000.00
National Assn County City Health	County Health Nurse	240.00
National Sheriffs	County Sheriff	135.00
Nelson Auto Glass	Road & Bridge	250.00
News Record	Various Departments	3,827.65
Next Level Glass & Graphics	Landfill	285.00
Norchem Drug Test	Various Departments	3,149.45
Norco	Various Departments	10,366.63
North Star Lighting	Fleet Sales Tax Funds	2,700.00
Northern Engine Sup	P & R-Parks	125.83
Northern Tool Equip	Road & Bridge	247.42
Norton Construction	Publ Work Capital Construction	5,000.00
OAG Flightview	Various Departments	495.58
OC Equity	Fair-General Admin	5,071.20
Octane Garage	Maintenance/Custodial	747.21
Office Depot	Various Departments	6,108.38
ONeil Robert J	State & Fed Mandated Costs	2,125.00
Optum	Human Resources	1,653.25

OReilly Auto Parts	County Sheriff	48.09
Original Watermen	P & R-City Pool	377.60
Overdrive	Various Departments	10,440.95
Overhead Door Co	Maintenance/Custodial	188.00
Paintbrush Services	Various Departments	1,320.00
Papa Johns Pizza	Various Departments	71.14
PB Clerk	County Clerk	171.00
PB Global CDS	Children's Dev Svc-Gen Admin	191.34
PB Sheriff	County Sheriff	48.36
PCA Engineering	1% Optional Sales Tax Fund	144.25
PDQ Service	Northeast Wyoming Regional	863.80
Peernet	Payments In Lieu of Taxes Fund	935.00
Penny Newman Grain	Publ Work Capital Construction	14,118.90
Penworthy Company	CCPL-Main Branch	1,974.57
PermaCard	Library-General Administration	1,981.45
Personal Frontiers	Various Departments	17,407.98
Peterbilt of Wyoming	Road & Bridge	90.30
PFM Asset Management	Commissioner's-Gen Cnty Costs	10,115.75
PharmChem	Sheriff-24/7	2,256.35
Plains Tire	County Sheriff	77.66
Plainsman Printing	County Clerk	3,259.74
PMCH	Payments In Lieu of Taxes Fund	33,118.62
Positive Promotions	County Sheriff	1,503.94
Powder River Const	Various Departments	192,641.73
Powder River Ener Utl	Various Departments	24,930.22
Powder River Enr Cons	Wyoming Business Council	6,487.38
Powder River Exam	Various Departments	120.00
Powder River Heating	Various Departments	12,209.48
Powder River Worksafe	Human Resources	200.00
Power Equipment Co	Road & Bridge	2,029.34
ProElectric	Road & Bridge	601.02
Purvis Industries	Various Departments	438.33
Quadient Leasing	County Health Nurse	288.00
Quick Lube One	Maintenance/Custodial	129.98
R B Tire	County Sheriff	86.87
Rain Locker Car Wash	Various Departments	208.24
Razor City BMX	1% Optional Sales Tax Fund	1,000.00
Razor City Locksmith	Children's Dev Svc-Gen Admin	13.50
READsquared	CCPL-Main Branch	745.00
Record Supply	Various Departments	5,904.93
Recreation Supply	P & R-Recreational Division	639.92
Reynolds, Mandy M.	Extension Dept-Horticulture	141.00
Ricardos Cleaning	P & R-Recreational Division	900.00
Ringer Law PC	State & Fed Mandated Costs	3,210.18
Rocky Mtn Business	Various Departments	2,449.75
S S Worldwide	CCPL-Wright Branch	180.39

Sams Land	Road & Bridge	2,114.40
Sanofi Pasteur	Various Departments	1,201.57
Scott Brothers	Sheriff-Jail Facility	483.25
Selbys	County Clerk	100.30
Sentinel Offender	Various Departments	100.98
Servall Uniform	Road & Bridge	772.13
Sherwin Williams	Various Departments	983.85
Simplot Partners	P & R-Bell Nob Golf Course	23,335.00
Simpsons Printing	Various Departments	1,043.00
Sir Speedy	Various Departments	495.34
Sitech Wyoming	Landfill	532.14
Skaggs Companies	Various Departments	1,127.82
Smart Start	Adult Drug Court	236.00
Snap on Tools K J	Road & Bridge	47.50
Source Office Tech	Various Departments	4,344.73
Southland Medical	County Coroner	58.50
Special Olympics	1% Optional Sales Tax Fund	1,000.00
Spencer Fluid Power	Various Departments	4,888.02
Spencer, Kathleen D.	County Sheriff	25.00
Sportsmith	P & R-Recreational Division	113.29
Steam Sauna	Maintenance/Custodial	2,170.20
Stericycle	County Health Nurse	1,110.00
Stotz Equipment	Various Departments	334.82
Structural Dynamics	1% Optional Sales Tax Fund	13,973.40
Stulken Law	State & Fed Mandated Costs	150.00
Successories	Human Resources	691.75
Summit Food Services	Sheriff-Jail Facility	40,413.07
Summit Ob Gyn PC	Sheriff-Jail Facility	2,137.00
Superior Tech Prod	P & R-Bell Nob Golf Course	753.00
Surf N Suds	County Health Nurse	16.20
Sysco Food Services	Children's Dev Svc-Preschool	7,742.44
Target Digital	Rockpile Museum - Gen Admin	2,000.00
Taste of Home	Various Departments	35.98
Temperature Tech	Maintenance/Custodial	2,889.60
The Grease Barrel	County Sheriff	282.35
The Range	P & R-Gen Adm	50.24
The UPS Store	Commissioner's Administration	17.97
Thomson Reuters West	County Attorney	760.78
Thunder Basin Ford	Road & Bridge	90.00
Titan Machinery	Landfill	1,978.37
Total Construction	Road & Bridge	436.80
Tower Communication	Emergency Management	480.00
Trinity Consultants	Various Departments	1,464.75
Tru Tech Products	Various Departments	26.76
Turncoat Agency	Commissioner's-Gen Cnty Costs	4,375.00
Tyler Tech	Payments In Lieu of Taxes Fund	62,091.84

U S Post Treasurer	County Elections	424.42
Uline	Various Departments	2,498.88
Unique Management	Library-General Administration	116.35
United Parcel Serv	County Sheriff	63.27
United Rentals	Road & Bridge	52.06
Universal Athletic	Various Departments	11,303.06
Urbin Law Office	State & Fed Mandated Costs	8,049.20
Verizon Adlt Drg Crt	Adult Drug Court	100.04
Verizon Emergcy Mgmt	Emergency Management	38.52
Verizon Juv Prob	Various Departments	277.14
Verizon Public Hlth	County Health Nurse	252.13
Verizon Public Works	Various Departments	568.48
Verizon Sheriff	Various Departments	4,397.18
Veto Enterprises	Fleet Sales Tax Funds	7,581.00
Vigil, Michelle	Extension Dept - Community Dev	595.19
Violet Communications	Various Departments	16,666.00
Visionary Broadband	Various Departments	6,866.34
Vista Leasing	Various Departments	5,771.80
Vital Records Cont	County Sheriff	126.00
Walker Funeral Home	County Health Officer	1,700.00
Walmart Children Dev	Children's Dev Svc-Preschool	299.59
Walmart Extension	Various Departments	537.52
Walmart Library	Various Departments	355.42
Walmart Museum	Rockpile Museum - Gen Admin	109.15
Walmart Park Rec	Various Departments	864.79
Walmart Public Hlth	County Health Officer	28.62
Warne Chem Equip	Various Departments	593.50
Waste Connections	Various Departments	2,754.08
Water Guy	Northeast Wyoming Regional	585.00
Western Stationers	Extension Department	535.19
Western Waste Sol	Various Departments	920.92
Weston Co Gazette	Various Departments	45.50
Westwood Pharmacy	Sheriff-Jail Facility	9,532.97
WEX	Fleet Department	143.55
Whites Energy Motors	Various Departments	34,806.17
Whole Life Counsel	Children's Dev-Early Head Start	1,800.00
Wilbur Ellis Company	P & R-Bell Nob Golf Course	1,680.00
Winland Car Wash	Landfill	31.80
Work Warehouse	Human Resources	150.00
Wright Child Care	Children's Dev Svc-Spec Ed	810.00
Wright Water Sewer	Various Departments	510.00
WY Cnty Prosecuting	County Attorney	900.00
WY Dept Agriculture	Various Departments	150.00
WY Dept Health Prevt	Sheriff-Jail Facility	350.00
WY Dept Transport	County Sheriff	44.29
WY Enterprise Tech	County Treasurer	8.95

WY Envir Quality Shwd	1% Optional Sales Tax Fund	1,657.18
WY Public Defender	State & Fed Mandated Costs	239,792.61
WY Retirement Life	Campbell County General Fund	544.00
WY Retirement System	Campbell County General Fund	420,861.66
WY State Library	Library-General Administration	736.00
Wyo Co Treasur Assn	County Treasurer	200.00
Wyo Police Svc Dog	County Sheriff	180.00
Wyoming Machinery	Various Departments	8,049.07
Wyoming Marine	P & R-Recreational Division	84.93
Wyoming Rents	P & R-Parks	420.00
Wyoming Taxpayers	CCPL-Main Branch	195.00
Wyoming Water Sol	Various Departments	1,172.10
Youth Emergency Serv	Various Departments	42,373.14
Zoll Medical	1% Optional Sales Tax Fund	1,477.75
Zoom Video	Various Departments	3,798.10

The following are the claims for Part-Time Employees summarized by department for April 2021: Clerk, 3,619.56; Treasurer, 236.25; Sheriff, 9,663.05; Coroner, 2,080.00; Extension, 951.50; District Clerk of Court, 858.34; Museum, 435.00; Public Health, 2,528.13; Public Works-Custodians, 2,002.80; Children's Center, 12,968.15; Library, 53,136.88; Fair, 1,024.00 Parks & Recreation, 64,754.11

No public comment was provided.

Commissioner Reardon moved to approve Resolution Number 2078 proclaiming May 6, 2021 as National Day of Prayer, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Members from Area 59 presented a United States/Eagle metal plasma cut to the Board of Commissioners.

Commissioner Bell moved to approve the contract between Tyler Technologies and Campbell County to provide tax data conversion services, in the amount of $8,750, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the Early Head Start COVID-19 Funding Application to prevent, prepare and respond to COVID-19, in the amount of $10,835, as presented. Commissioner Bell seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the FY2021 Congestion Mitigation Air Quality (CMAQ) Program Subrecipient Agreement between the Wyoming Department of Transportation and Campbell County for the chemical dust suppression of county roads, in the amount of $243,750, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the District Support Grant Application for Central Campbell County Improvement and Service District in the amount of $3,625 from the Optional

One Percent Sales Tax fund for street sweeping. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve the District Support Grant Application for Overbrook Improvement and Service District in the amount of $2,644 from the Optional One Percent Sales Tax fund for W-base limestone and mag chloride application to district roads. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the District Support Grant Application for Rocky Point Improvement and Service District in the amount of $576.84 from the Optional One Percent Sales Tax fund for mag chloride application to district roads. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve to waive the landfill tipping fees on May 14th and 15th for the Town of Wright's Annual Cleanup Days, as presented. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the resignation of Ivy McGowan-Castleberry and appoint Terry Carr to serve an unexpired five-year term, ending June 30, 2024, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve a temporary construction and permanent waterline easement to Means First Extension Water and Sewer District to facilitate the construction and placement of a water line, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the revised Hiring Policy to include a Veterans Preference giving veterans or surviving spouses preference prior to the interview process and throughout hiring, Personnel Guideline 203, effective May 4, 2021, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve the proposed revisions to the Chapter 6 Campbell County Subdivision Regulations for public comment for 45 days and set a public hearing for July 6, 2021 at 10:30 am in the Campbell County Courthouse, Commissioners Chambers. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve the proposed revisions to the Chapter 4 Rules Regulating Construction for public comment for 45 days and set a public hearing for July 7, 2021 at 10:15 AM in the Campbell County Courthouse, Commissioners Chambers. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to amend the proposed revisions to the Chapter 6 Campbell County Subdivision Regulations for public comment for 45 days and set a public hearing for July 7, 2021 at 10:30 AM in the Campbell County Courthouse, Commissioners Chambers. Commissioner Bell seconded the motion. All Voted-Aye. Carried.

A public hearing was held at 10:25 AM for the purpose of hearing comments on the formation of the Piper Acres Improvement and Service District.

Commissioner Bell moved to determine the area could benefit from the formation of the Piper Acres Improvement and Service District and adjourn this matter for a period of thirty days to allow written protests to the formation, in accordance with Wyoming Statute 22-29-109. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

A public hearing was held at 10:40 AM for the purpose of hearing comments on the zoning request of Country Living Acres.

Commissioner Reardon moved to approve the zoning request of Country Living Acres HOA President, Bob Jordan, Case Number 21.01 COZ, to zone Lots 1-18, Block 1 of Country Living Acres Subdivision as R-S (Residential Suburban), as presented. Commissioner Bell seconded the motion. All Voted-Aye. Carried.

The Commissioners held a budget workshop.

There being no further business to come before the Commissioners the meeting was adjourned at 11:25 AM. The next regular meeting of the Commissioners will be held Tuesday, May 18, 2021, at 9:00 AM in the Commissioners Chambers in the Courthouse.

Kendra Anderson, Deputy County Clerk
Board of County Commissioners

Bob Maul, Chairman
Board of County Commissioners

In accordance with W.S. 18-3-516(f) the required County Notices of Publication are available on the County's Website at: www.ccgov.net

County Clerk
Monthly Statement
April 2021

Approved by the Board of County Commissioners this..... day of .....A.D. 20.....
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.....
.....

The State of Wyoming }
County of Campbell } ss.

This instrument was filed on the____day of_____ 20_____.

_____
County Clerk

By_____
Deputy

COUNTY CLERK'S MONTHLY STATEMENT

Statement of the collections of Susan F. Saunders as Campbell County Clerk within and for the County of Campbell, State of Wyoming, for the month ending April 30 20 21 and filed with the County Clerk for presentation to the Board of County Commissioners of said County as required by Wyoming Statute 18-3-814.

45560-Recording Fees	28,825.00
45610-Marriage Licenses.....	870.00
45570-Chattel Mortgages.....	13,722.00
45580-Certificates of Titles.....	30,015.00
45560-Misc Receipts Vault	893.00
45620-Misc Receipts Front	317.00
45600-VINS.....	3,800.00
IDOC Market...Autodeposited in FNBClerk...	798.00 ////1.4696.1
TOTAL	79,240.00

Info for Treasurer's Office

WY Titles	2001	@ $15.00	=	30,015.00
SO Vins	155	@ $10.00	=	1,550.00
PD Vins	216	@ $10.00	=	2,160.00
GF Vins	8	@ $10.00	=	80.00
HP Vins	1	@ $10.00	=	10.00
WC Vins		@ $10.00	=	

STATE OF WYOMING)
)ss.
COUNTY OF CAMPBELL)

I hereby certify that the above is a true and correct statement of the monies collected by me as such officer during the month above mentioned, and that the same has been paid into the County Treasury.

WITNESS my hand and seal the 3rd day of May, 2021

Susan F. Saunders, Campbell County Clerk

BY: _____,Deputy

CLERK OF DISTRICT COURT
MONTHLY REPORT
APRIL 2021

Approved by the Board of County Commissioners this..... day of .....A.D. 20.....

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The State of Wyoming }
County of Campbell } ss.

This instrument was filed on the____day of_____ 20_____.

_____
County Clerk

By_____
Deputy

MONTHLY STATEMENT

Statement of the Earnings or Collections of Cheryl Chitwood as Clerk of District Court within and for the County of Campbell, State of Wyoming, for the month ending April, 2021, and reported to the Board of District Court within and for the County of Campbell, State of Wyoming, Cheyenne, WY.

CLERK, DISTRICT COURT,

Civil Fees	4-040-0000	$	6,810.00
Probate Fees	4-041-0000	$	790.00
Fines	5-001-0000	$	25,596.68
Jury Fees	4-044-0000	$	600.00
Miscellaneous Fees	4-043-0000	$	3,808.08
	Total Earnings		$ 37,604.76

STATE OF WYOMING)
) ss
County of Campbell)

I hereby certify that the above is a true and correct statement of the earnings of my office, or of moneys collected by me as such officer during the month above mentioned, and that the same has been by me paid into the County Treasury.

WITNESS my hand and seal this 4th day of May, 2021.

Cheryl Chitwood

Cheryl Chitwood, Clerk

SHERIFF'S OFFICE
MONTHLY STATEMENT
APRIL 2021

Approved by the Board of County Commissioners this..... day of .....A.D. 20.....

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.....

The State of Wyoming } ss.
County of Campbell }

This Statement was filed

On the ____ day of _____

_____

_____
County Clerk

_____
Deputy

MONTHLY SHERIFF'S STATEMENT

Statement of the collections of **Scott Matheny** as Sheriff within and for the County of Campbell, State of Wyoming, for the month ending **April 2021** and filed with the County Clerk for presentation of the Board of County Commissioners of said County as required by Wyoming State Statute 18-3-814.

	Service Fees	$7,120.00
	Fingerprint Fees	$405.00
	Background Fees	$110.00
	Sex Offender Registration Fees	$378.75
	Concealed Firearms Permit Fees	$925.00
	Copy Fees	$191.50
	Notary	$6.00
COUNTY SHERIFF	Sheriff Sales/Certificates	$307.50
	Executions	$0.00
	Salvage Vehicle Sales	$1,600.00
	Towing Fees	$75.00
	Foreclosure Sales	$0.00
	Misc. Refund	$0.00
	General Fund	$0.00
	E911	$0.00
	Town of Wright Reimbursement	$0.00
	Town of Wright 911	$74,000.00
	Campbell County Fire Department 911	$0.00
	Campbell County Health 911	$12,500.00
	WASCOP Grant	$0.00
	Campbell County School District SRO	$0.00
	Sheriff – 1% School Security	0.00
	SRO For 1-3 Qtrs. 19/20	$0.00
	Sheriff's Account Interest (May21-Dec. 21)	$0.00
		$97,618.75

STATE OF WYOMING

§

COUNTY OF CAMPBELL

I hereby certify that the above is a true and correct statement of the monies collected by me as such officer during the month above mentioned and that the same has been paid into the County Treasury, the appropriate court or entity.

WITNESS my hand and seal this 4th day of May 2021.

Sheriff of Campbell County

FISCAL YEAR 2020-2021

April 30, 2021

FIB	353153976	34,204.72	
FNB	007-8	15,957,438.37	
ACH	308-5	0.00	
FNB CCSD	086-8	5,553,417.23	
FNB Flex	568-1	22,159.56	
FNB Health Benefits	315-8	4,656,475.82	
FNB Special Escrow	74-4	15,593,831.37	
FNB Airport PFC Account	133-3	208,910.10	
FNB Library Credit Card Fees	862-1	357.58	
FNB Museum Credit Card Fees	11092301	528.64	
FNB North Landfill Credit Card Fees	864-8	8,982.38	
FNB Narcotics Federal Forfeitures	107-4	0.00	
FNB Recreation Credit Card Fees	139-2	19,614.79	
FNB State Drug Forfeiture Funds	132-5	17,673.58	
FNB Taxes Paid in Protest	2075305	0.00	
FNB-CDSCC-Region 13 Preschool Service	24-8	224,688.41	
FNB-CDSCC-Early Head Start	91-4	85.00	
NSF Checks		4,782.05	
Long & Short-Treasurer		2,100.00	
Clerk-Dist Crt-Sheriff-Engineer-Landfill-Public Health-Parks & Rec		8,639.50	
Cash & Currency		6,150.00	
TOTAL CASH ACCOUNTS	42,320,039.10		
TOTAL TDOA'S	240,103,061.21		
Premium & Discounts		22,538.91	
WGIF-Building Maintenance		39,857,977.76	176,335,137.74
WGIF-Campus Maintenance		4,142,616.51	
WGIFCampus Maintenance Tec		2,599,211.27	
WGIF-Capital Replacement Reserve		95,007,817.85	
WGIF-Fleet Management		6,919,737.77	
WGIF-Fleet Mgmt-PLB -City		12,379.55	
WGIF-Gillette College Activity & Education Center		0.00	
WGIF-Gillette College Rodeo		0.00	
WGIF-Jt Powers Rec Maint Fund		8,916,278.75	
WGIF-Road Equipment		3,035,035.03	
WGIF-1% Road Machinery Repl		500,296.54	
WGIF-Short Term Future Cap Const		15,343,786.71	
WYOSTAR-1% Municipalities		356,691.52	61,740,417.79
WYOSTAR-1% Optional		7,451,695.81	
WYOSTAR-Cap Fac Excess		11,830.29	
WYOSTAR-CCSD Dist Fund		2,674,079.14	
WYOSTAR-Enhanced 911		243,458.88	
WYOSTAR-Fleet Management		0.00	
WYOSTAR-General		39,513,513.44	
WYOSTAR-General Held Revenues		0.00	
WYOSTAR-Health Benefits		333,809.47	
WYOSTAR-PILT		3,082,421.65	
WYOSTAR-Pronghorn Center Main Reserve		1,326,859.47	
WYOSTAR-SCFM		5,079,200.55	
WYOSTAR-Town of Wright Rec Maintenance		1,666,857.57	
WYOSTAR-Wyoming Lottery/Off Track Betting		2,027,505.68	
TOTAL		282,445,639.22	

Approved by the Board of County Commissioners this _____ day of _____, 2021.

_____

_____

_____

_____

_____

_____

THE STATE OF WYOMING

ss.

County of Campbell

I, Rachael Knust, being first duly sworn according to law, on my oath do depose and say that I am County Treasurer within and for the County of Campbell in the State aforesaid; that the within and foregoing represents a true and correct Trial Balance of my records at the close of business _____, 2021; that my statement of Cash is just, true and correct, so help me God.

Yvonne Wagner, Deputy
County Treasurer

Subscribed and sworn to be before this 10 day of May, 2021.

Susan Saunders
County Clerk

4/30/2021		
Airport	278.14	278.14
American Road	0.00	0.00
Antelope Valley	0.00	0.00
Bennor Estates	9,419.92	9,419.92
BOCHES	135,841.59	135,841.59
Bond Disclosure	4,500.00	4,500.00
Box N Ranch Rd	390.00	390.00
Brunsen	600.00	600.00
Buckskin	480.00	480.00
Car Company Tax	0.00	0.00
Cash Reserve	15,000,000.00	15,000,000.00
Cemetery	224,634.10	224,634.10
Central Campbell County	9,608.93	9,608.93
Certificates of Purchase	(0.00)	0.00
City of Gillette	239,922.81	239,922.81
Collins Heights	0.00	0.00
Cottonwood I&S	450.00	450.00
County Sales Tax	53.42	53.42
Country Living Acres	200.00	200.00
Countryside I&S	3,715.10	3,715.10
Crestview I & S	718.00	718.00
Donkey Creek	300.00	300.00
Eight Mile I&S	4,325.00	4,325.00
Fair	141.84	141.84
Fire	0.00	0.00
Foundation	3,260,202.80	3,260,202.80
Fox Park	212.50	212.50
Fox Ridge	1,500.00	1,500.00
Freedom Hills	15,826.80	15,826.80
General County	33,869,232.17	33,869,232.17
Graceland	2,790.00	2,790.00
Green Valley Estates	0.00	0.00
Health Benefits Trust	4,945,805.98	4,945,805.98
Heritage Village	4,121.59	4,121.59
High Country Estates	0.00	0.00
Highway VIN Fees	0.00	0.00
Hospital	815,050.38	815,050.38
Hospital Bond	40.43	40.43
Hospital Bond Interest	5.02	5.02
Interstate Industrial	0.00	0.00
Investments-1% Muni Jt Powers	356,513.67	356,513.67
Investments-1% Optional	7,951,695.81	7,951,695.81
Investments-Building Maintenance	39,857,977.76	39,857,977.76
Investments-Campus Maintenance	4,142,616.51	4,142,616.51
Investments-Campus Tech Center- Fund 004/027	2,599,211.27	2,599,211.27
Investments-Cap Fac Excess	11,830.29	11,830.29
Investments-Capital Replace Reserve	95,007,817.85	95,007,817.85
Investments-Enhanced 911 Fees	276,497.38	276,497.38
Investments-Fleet Management	10,467,448.89	10,467,448.89
Investments-Gillette College	0.00	0.00
Investments-Jt Powers Rec Maintenance - Fund 028	8,916,278.75	8,916,278.75
Investments-PILT	3,082,421.65	3,082,421.65
Investments-Pronghorn Center Main Reserve	1,326,859.47	1,326,859.47
Investments-SCFM County Road Funds	5,079,200.55	5,079,200.55
Investments-Short Term Future Capital Construction-Fund 69	15,343,786.71	15,343,786.71
Investments-Town of Wright Rec Maintenance-Fund 695	1,666,857.57	1,666,857.57
Investments-Wyoming Lottery/Off Track Betting	2,027,505.68	2,027,505.68
Library	1,110.77	1,110.77
Lodging Tax	0.00	0.00
Los Caballos	270.00	270.00
McKenny	600.00	600.00
Meadow Springs I&S	1,300.00	1,300.00
Means	0.00	0.00
Means,Carter,N Hannum	1,900.00	1,900.00
Moon Ridge	950.63	950.63
Motor Vehicle County Fees	(0.00)	0.00
Motor Vehicle State Fees	99,629.86	99,629.86
Motor Vehicle Non Apportioned Fees	0.00	0.00
Motor Vehilce Temp Sticker/paper Fee	0.00	0.00
Mobile Machinery County Fees	0.00	0.00
Mobile Machinery Pro-Rate	0.00	0.00
Motor Vehicle Pro-Rate	0.00	0.00
Motor Vehicle In Transit Permit	40.00	40.00
Motor Vehicle Temp Worker Decals	0.00	0.00
Museum	138.15	138.15
North Rangeland	1,320.00	1,320.00
Organ Donor Donations	17.20	17.20
Oriva Hills	4,015.09	4,015.09
Overbrook I&S	600.00	600.00
Peoples	(2,028.01)	(2,028.01)
Pineview	2,950.50	2,950.50
Pinnacle Heights	450.00	450.00
Prairieview	72,239.57	72,239.57
Predatory	21,831.00	21,831.00
Premium & Discounts	22,538.91	22,538.91
Rafter D	300.00	300.00
Recreation	1,077.63	1,077.63
Rock Road I&S	537.50	537.50
Rocky Point	387.44	387.44
Rustic Hills	2,050.00	2,050.00
Sales & Use Tax	768,820.09	768,820.09
School--1 Mill Optional	0.00	0.00

School--6 Mill County Wide	1,630,100.65	1,630,100.65
School--25 Mill Special School	6,792,089.20	6,792,089.20
School--BOCES	0.00	0.00
School--Cap Main	0.00	0.00
School--General School	199,539.43	199,539.43
School--Rec Mill	271,683.99	271,683.99
School Bond Redemption	0.00	0.00
School Bond Redemption Interest	0.00	0.00
Small Buttes	300.00	300.00
South Douglas Hwy	25,196.31	25,196.31
Southern Industrial	0.00	0.00
Southfork Estates	1,200.00	1,200.00
Southside	0.00	0.00
Special Escrow	15,589,331.37	15,589,331.37
Stonegate Estates	5,751.00	5,751.00
Sundog	1,050.36	1,050.36
Taxes-Transportable Homes	(0.00)	0.00
Taxes-2020	(0.00)	0.00
Taxes-Interest 2020	0.00	0.00
Taxes-2019	0.00	0.00
Taxes-Interest 2019	(0.00)	0.00
Taxes-2018	0.00	0.00
Taxes-Interest 2018	0.00	0.00
Taxes-2017	(0.00)	0.00
Taxes-Interest 2017	(0.00)	0.00
Taxes-2016	0.00	0.00
Taxes-Interest 2016	0.00	0.00
Taxes-2015	(0.00)	0.00
Taxes-Interest 2015	0.00	0.00
Taxes-2014	0.00	0.00
Taxes-Interest 2014	0.00	0.00
Taxes-2013	0.00	0.00
Taxes-Interest 2013	0.00	0.00
Taxes-2012	0.00	0.00
Taxes-Interest 2012	0.00	0.00
Taxes-2011	0.00	0.00
Taxes-Interest 2011	0.00	0.00
Taxes-2010	0.00	0.00
Taxes-Interest 2010	0.00	0.00
Taxes-2009	0.00	0.00
Taxes-Interest 2009	0.00	0.00
Taxes-2008	0.00	0.00
Taxes-Interest 2008	0.00	0.00
Taxes-2007	0.00	0.00
Taxes-Interest 2007	0.00	0.00
Taxes-2006	0.00	0.00
Taxes-Interest 2006	0.00	0.00
Taxes-2005	0.00	0.00
Taxes-Interest 2005	0.00	0.00
Taxes-2004	0.00	0.00
Taxes-Interest 2004	0.00	0.00
Taxes-2003	0.00	0.00
Taxes-Interest 2003	0.00	0.00
Taxes-2002	0.00	0.00
Taxes-Interest 2002	0.00	0.00
Taxes-2001	0.00	0.00
Taxes-Interest 2001	0.00	0.00
Taxes-2000	0.00	0.00
Taxes-Interest 2000	0.00	0.00
Taxes-1999	0.00	0.00
Taxes-Interest 1999	0.00	0.00
Taxes-1998	0.00	0.00
Taxes-Interest 1998	0.00	0.00
Taxes-1997	0.00	0.00
Taxes-Interest 1997	0.00	0.00
Taxes-1996	0.00	0.00
Taxes-Interest 1996	0.00	0.00
Taxes-1995	0.00	0.00
Taxes-Interest 1995	0.00	0.00
Taxes-1994	0.00	0.00
Taxes-Interest 1994	0.00	0.00
Taxes-1993	0.00	0.00
Taxes-Interest 1993	0.00	0.00
Taxes-1992	0.00	0.00
Taxes-Interest 1992	0.00	0.00
Taxes-1991	0.00	0.00
Taxes-Interest 1991	0.00	0.00
Taxes-1990	0.00	0.00
Taxes-Interest 1990	0.00	0.00
Taxes Paid in Protest	105,073.49	105,073.49
Town of Wright	13,450.21	13,450.21
Veterans Exemptions	0.00	0.00
Watercraft VIN Fees	0.00	0.00
Weed & Pest	123,892.16	123,892.16
Wessex Impr & Service	375.00	375.00
Wild Horse Creek I&S	1,500.00	1,500.00
Wildlife Conservation Donation	19.00	19.00
Wright Water & Sewer	17,154.39	17,154.39
	282,445,639.22	282,445,639.22
	282,445,639.22	Balance on Daily
	282,445,639.22	Balance on Trial
	0.00	

SUMMARY

COUNTY TREASURER
of
Campbell County

4/30/2021

THE STATE OF WYOMING

ss.

County of Campbell

I, Rachael Knust, being first duly sworn according to law, on my oath do depose and say that I am County Treasurer within and for the County of Campbell in the State aforesaid; that the within and foregoing represents a true and correct Summary of all my Receipts and Disbursements by me as such Treasurer, during the time herein designated, so help me God.

Yvonne Wagner, Deputy
County Treasurer

Subscribed and sworn to before me this 10 day of May ,A.D. 2021.

Tina Saunders
County Clerk

Filed in the office of the County Clerk

_____, A.D. 2021

County Clerk.

Approved by the Board of County
Commissioners this _ day of_ , A.D. 2021

_____

_____

_____

_____

_____

PAYROLL PAYMENT

FOR THE PAY PERIOD (s) ENDING

April 30, 2021

May 1, 2021

_____, _____

We do hereby approve the County Payroll as presented this 18th day of May, 2021

_____
Member

_____
Member

_____
Member

_____
Member

_____
Chairman

Campbell County
wyoming

OFFICE
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
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(307) 687-6325 FAX
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Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: Federal Aviation Administration Amendment No. One.

DATE: 05/12/2021

Attached you will find an amendment for the Federal Aviation Administration Airport Improvement Program (AIP) project number 3-56-0012-045-2019. The purpose of this agreement is to increase the award amount by $40,091. Funds for this project were used to relocate taxiways "D" and "B" and to connect parallel taxiway "A" and "E". Funds for this increase are federal, state and local funds.

Thank you!

U.S. Department
of Transportation
**Federal Aviation
Administration**

Northwest Mountain Region
Colorado · Idaho · Montana · Oregon · Utah
Washington · Wyoming

Denver Airports District Office
26805 E. 68th Ave., Suite 224
Denver, CO 80249

April 14, 2021

Mr. Robert Maul, Chairman
Campbell County Board of Commissioners
500 South Gillette Avenue, Suite 1100
Gillette, WY 82716

Mr. Luke Malyurek, President
Northeast Wyoming Regional Airport Board
2000 Airport Road
Gillette, WY 82716

Northeast Wyoming Regional Airport
Gillette, WY
AIP: 3-56-0012-045-2019
Contract No. DOT-FA19NM-1006
DUNS No. 07-141-3140
Letter Amendment (Amendment No. One)

Dear Mr. Maul and Mr. Malyurek:

This is in response to your letter to the Federal Aviation Administration (FAA) on March 30, 2021, requesting an amendment to the Grant Agreement for the subject AIP Project. You requested an increase in the maximum grant obligation of the United States, as set forth in the Grant Agreement accepted by the sponsor on June 18, 2019.

This letter commits the FAA, acting for and on behalf of the United States of America, to increase the maximum obligation of the United States by $40,091 (from 4,620,000 to 4,660,091) to cover the Federal share of the total actual eligible and allowable project costs.

Under the terms of the Grant Agreement, this document is incorporated into, and constitutes Letter Amendment No. One to the above referenced Grant Agreement. All other terms and conditions of the Grant Agreement remain in full force and effect.

Sincerely,

John P. Bauer, Manager
Denver Airports District Office

WYDOT AERONAUTICS

AMENDMENT FORM

Amendment #	Project #
1 (ONE)	AGCC69B

The sponsor hereby makes application to the State of Wyoming Aeronautics Commission, hereinafter called the "Commission", for an Amendment to the above-named grant/project.

SPONSOR	AIRPORT	LOCATION
CAMPBELL CO	Gillette - Northeast Wyoming Regional Airport	GILLETTE, WY

PROJECT DESCRIPTION

Relocate Taxiways "D" & "B" and Connect Parallel Taxiway "A" to "E"

DEVIATION FROM THE DESCRIPTION OF WORK FOUND IN THE "CERTIFICATE OF GRANT-IN-AID."

None

REASON FOR AMENDMENT

Per FAA, amend the construction grant to account for contractor and engineering costs related to weather delays.

Summary of Funds Granted	Federal	State	Local	Total
Original Grant Amount	$4,620,000	$184,800	$123,200	$4,928,000
Amount Requested for Amendment Increase (Decrease)	$40,091	$1,604	$1,069	$42,764
Total of all previous amendments	$0	$0	$0	$0
Total maximum grant as amended	$4,660,091	$186,404	$124,269	$4,970,764

LOCAL SPONSOR	WYOMING AERONAUTICS COMMISSION
	The Commission has caused this Grant Amendment to be duly executed as of this date:
Name and Title	Administrator, Aeronautics Division
Date	Date

Campbell County
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(307) 682-7283
(307) 687-6325 FAX
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TO: Board of Commissioners
FROM: Northeast Wyoming Regional Airport
DATE: May 5, 2021
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
5/5/2021	$10,000.00	751.6112	Electricity	751.6114	Propane, Natural Gas
5/5/2021	$1,000.00	751.6758	Electrical Supplies	751.6759	Water & Sewer Maintenance
5/5/2021	$1,000.00	751.6772	ILS Maintenance	751.6789	Fuel Farm Maintenance

Explanation:

Director Approval: _____

Campbell County
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TO: Board of Commissioners
FROM: Extension Office
DATE: 05/10/2021
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
100.00	106.6517.2	Staff Development	106.6517.3	Conference/Seminar Work
80.00	106.6281	Automobile	106.6517.3	Conference/Seminar Work
170.00	106.6281	Automobile	106.7488	Program Support

Campbell County
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(307) 687-6325 FAX
www.ccgov.net

TO: Board of Commissioners
FROM: Parks and Recreation
DATE: May12, 2021
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
$2,866.00	7704.6022	Full-time-Regular	7701.6023	Full-time-OT
$2,968.00	7702.6024.322	Ice Arena Custodial	7702.6024.310	Ice Arena Facility Monitor
$1,450.00	7702.6024.311	Ice Skate Instructor	7702.6024.310	Ice Arena Facility Monitor

Explanation:

Campbell County
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(307) 687-6325 FAX
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TO: Board of Commissioners
FROM: C.C. Parks and Recreation
DATE: 5-13-2021
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
$350.00	7702.6683	First Aid	7702.6666	Janitorial Supplies
$500.00	7704.6687	Landscaping Sup.	7702.6755	General Vehicle M.
$200.00	7702.6553	Clothing/Uniforms	7702.6767	General Equipment

Explanation: Request do to increased cost of cleaning due to Covid-19 and longer season

Director Approval: Rob Manson

Campbell County
wyoming

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(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

TO: Board of Commissioners
FROM: Wendy Balo, Public Works
DATE: 5/4/2021
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
$3,625.00	020.7085	District Support Grants	020.7085.20	Central Campbell County

Explanation: Street Sweeping. Request approved 5/4/2021

Campbell County
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(307) 687-6325 FAX
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TO: Board of Commissioners
FROM: Wendy Balo, Public Works
DATE: 5/5/2021
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
$2,644.00	020.7085	District Support Grants	020.7085.39	Overbrook

Explanation: Adding 200 tons W-base limestone to roads and mag chloride for dust control. Request approved at May 4, 2021 meeting.

Campbell County
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TO: Board of Commissioners
FROM: Wendy Balo, Public Works
DATE: 5/5/2021
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
$576.84	020.7085	District Support Grants	020.7085.21	Rocky Point

Explanation: Applying Mag Chloride to District roads.
Request approved at May 4, 2021 meeting.

2021-031

Position Vacancy Justification

Department:	**CAM-PLEX**		Date:	**5/5/2021**
Position Title:	**Event Custodial Supervisor**			
Classification Band / Range:	**107**	Current Salary of Incumbent:	**$25.48**	
Salary Range:	Min **$20.71**	Mid **$25.88**	Max **$31.06**	
Justification for Hiring Position:	Filling existing budgeted position due to Retirement.			
Termed Incumbent:	[redacted]			
Position Originated:	1985			

Funding Source for Position:	County: **Yes**	State: **No**	Federal: **No**	Other: **Yes**	Explain Other: City – 20%

Status Code:	Full-Time **Yes**	Part-Time	Number of Annual Hours:	**2080**

Reason for Vacancy:	Replacement due to Separation:	Replacement due to Retirement: X	New Position:

Existing Budgeted Position:	**Yes**
Benefit Eligible:	**Yes**
Department Head Signature & Date	5/6/21
Commissioner Approval & Date:	

BL 5/8/21

2021-032.

Position Vacancy Justification

Department:	**Children's Developmental Services**		Date:	**5/11/2021**
Position Title:	**Instructional Assistant**			
Classification Grade:	**103**	Current Salary of Incumbent:	**$30,867.20**	
Salary Range:	Min **$30,509.18**	Mid **$38,136.48**	Max **$45,763.77**	
Justification for Hiring Position:	To assist in providing appropriate services to children within the inclusive classroom while closely following National Association for the Education of Young Children (NAEYC) criteria and Developmentally Appropriate Practices (DAP).			
Termed Incumbent:	[redacted]			
Position Originated:	NA			
Funding Source for Position:	County: **Yes**	State: **NO**	Federal: **No**	Other: **No**	Explain Other:
Status Code:	Full-Time **Yes**	Part-Time **No**	Number of Annual Hours:	**2080**
Reason for Vacancy:	Replacement due to Termination: NO	Replacement due to Retirement: NO	New Position: NO	
Existing Budgeted Position:	**Yes**			
Benefit Eligible:	**Yes**			
Department Head Signature & Date	Robin Thomas 5/11/2021			
Commissioner Approval & Date:				

5/11/21

Campbell County Public Library System
Terri Lesley, Director

Adventure Starts Here
www.ccpls.org

TO: Brandy Elder, Human Resource Risk Management Director
Campbell County Board of Commissioners:
Robert Maul, Chairman
Rusty Bell
Colleen Faber
DG Reardon
Del Shelstad

FROM: Terri Lesley, Library Executive Director Terri Lesley

DATE: April 30, 2021

SUBJECT: Position Vacancy, Library Page

I am writing to request approval to fill our part time, 24-hour Library Page position. This low-cost position is responsible for shelving library collections as well as collection processing, which includes tasks such as adding protective covers to books. Since our circulation has returned to pre-Covid-19 levels, this position is essential to assure adequate collection processing and organization.

Although I'm requesting that this position be filled, in accordance with continued efforts to reduce our workforce, I am not going to fill an open 12-hour Library Page position.

2021-034

Position Vacancy Justification

Department:	**Library**			Date:	**05/16/2021**
Position Title:	**Library Head Page**				
Classification Grade:	**101**		Current Salary of Incumbent:	**$**	
Salary Range:	Min **12.81**		Mid **16.01**	Max **19.22**	
Justification for Hiring Position:	Classification organizes and shelve 40,000 items each month				
Termed Incumbent:	[redacted]				
Position Originated:					
Funding Source for Position:	County: **Yes**	State: **No**	Federal: **No**	Other: **No**	Explain Other:
Status Code:	Full-Time **No**	Part-Time **Yes**	Number of Annual Hours:		**1248 (24/week)**
Reason for Vacancy:	Replacement due to Termination: Resignation		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	**Yes**				
Benefit Eligible:	**Yes**				
Department Head Signature & Date	Jeri Leahy 5/30/21				
Commissioner Approval & Date:					

5/12/21

BB

2021-033

Position Vacancy Justification

Department:	**Road & Bridge**			Date:	**05/11/2021**
Position Title:	**Equipment Operator**				
Classification Grade:	**105**		Current Salary of Incumbent:	**$25.14 per hour**	
Salary Range:	Min **$17.43**		Mid **$21.78**	Max **$26.14**	
Justification for Hiring Position:	Eq. Op. III retiring, it is budgeted and with 3 other currently unfilled positions, we need to fill this position to be able to maintain our infrastructure.				
Termed Incumbent:	[redacted]				
Position Originated:					
Funding Source for Position:	County: **Yes**	State: **No**	Federal: **No**	Other: **No**	Explain Other:
Status Code:	Full-Time **Yes**	Part-Time **No**	Number of Annual Hours:		**2,080**
Reason for Vacancy:	Replacement due to Termination:		Replacement due to Retirement: Yes		New Position:
Existing Budgeted Position:	**Yes**				
Benefit Eligible:	**Yes**				
Department Head Signature & Date	Kevin J. Geis	**5-11-2021**			
Commissioner Approval & Date:					

5/12/21

2021-035

Position Vacancy Justification

Department:	**Treasurer's Office**			Date:	**5/13/2021**
Position Title:	**Deputy County Treasurer I**				
Classification Grade:	**103**	Current Salary of Incumbent:	**$40,872.00**		
Salary Range:	Min **$30,513.60**	Mid **$38,136.48**	Max **$45,763.77**		
Justification for Hiring Position:	Resignation of Clerk IIII				
Termed Incumbent:	[redacted]				
Position Originated:	N/A				
Funding Source for Position:	County: **Yes/No**	State: **Yes/No**	Federal: **Yes/No**	Other: **Yes/No**	Explain Other:
Status Code:	Full-Time **Yes/No**	Part-Time **Yes/No**	Number of Annual Hours:		2080
Reason for Vacancy:	Replacement due to Termination: X	Replacement due to Retirement:	New Position:		
Existing Budgeted Position:	**Yes/No**				
Benefit Eligible:	**Yes/No**				
Department Head Signature & Date	Crystal Carley, Deputy 5/13/2021				
Commissioner Approval & Date:	5/13/21				

CAMPBELL COUNTY SOCIAL MEDIA AND NETWORKING APPROVAL & AGREEMENT FORM

Name: Elizabeth Edwards

Title: Fair Coordinator

Employee # [redacted]

Department: Fair

Justification:
Currently, Facebook is the main goal to establish prior to our Fair season. This will help communicate with parents and youth members with deadlines, meetings, access forms for completion and event advertising.

Authorized to access the following County websites, social media pages, and social networking sites:
Facebook, Instagram, and YouTube

I have received the Social Media Use Guideline, and I agree to use the County websites, County-approved social media pages and engage in social networking activities for County business only as appropriate and in compliance with this Guideline. I understand that I must have approval from my Department Director and the Office of the Commissioners to use County websites, social media pages, or engage in social networking on behalf of the County. I also understand I am responsible for all posting made by me on County websites, social media pages, or in the social networking activates including those made in the comments sections. I further understand that this guideline also applies to County-related postings made by me via personal (non-County) websites, social media pages, and social networking activities, and I agree to adhere to the guidelines in this guideline when so doing.

I acknowledge that all content on County websites, County-approved social media pages, or in social networking activities are considered to be County property and will be monitored by a designated official of the County. I understand that employees do not have privacy rights in the use of County websites, social media pages, or in social networking activities, and the postings, data, access to, or distribution of such materials is subject to all applicable laws.

I agree to abide by all procedures as set forth by the Social Media Use Guideline when accessing, posting, or publishing content on County websites, County-approved social media pages, or social networking activities. I acknowledge that any violation of the responsibilities, or guidelines outlined in this policy, or in any future modified policies, can be grounds for disciplinary action, up to and including termination of my employment.

Liz Edwards — Printed Name

Liz Edwards — (Signature) 5-10-2021 — (Date)

Approved by Department Director: Liz Edwards — (Signature) 5-10-2021 — (Date)

Commissioners Admin

~~Public Information Coordinator~~ **Recommendation:** ☒ **Approve** ☐ **Deny** Chad Logan — (Signature) 5/12/21 — (Date)

Approved by Commissioners: _____ — (Signature) — (Date)

Route director approved copy to Public Information Coordinator. PIC will route to Commissioners.

The following page(s) contain the backup material for Agenda Item: 9:15 Bulletproof Vest Application, Sheriff's Office

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

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Campbell County
wyoming

Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
D.G. Reardon, Chairman
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Colleen Faber

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: Bulletproof Vest Application

DATE: 05/10/2021

Attached you will find a request from the Campbell County Sheriff's Department to participate in the Bulletproof Vest program. They are asking for permission to apply for up to Three Thousand Dollars ($3,000.00) for reimbursement of the purchase of bulletproof vests for Sheriff's Officers. The application is completely online and once they fill the documents out, it is considered submitted. The Sheriff's Department pays for the vests and once they are purchased, the program will reimburse them for the purchase.

A representative from the Sheriff's Department will be presenting this agreement.

Thank you!

CAMPBELL COUNTY
SHERIFF'S OFFICE
SCOTT MATHENY, SHERIFF

To: Campbell County Commissioners

From: Captain Eric Seeman 17-3

RE: FY 2021 Patrick Leahy Bulletproof Vest Partnership

Date: 05062021

Prior to April of 1992, the Campbell County Sheriff's Office did not provide bullet proof vests to their officers. Deputies were forced to choose between purchasing a new vest, (a significant outlay of money) a used vest, (less expensive and usually outside the date parameters for the item) or no vest at all.

In April of 1992, deputies were involved in an officer involved shooting. One of the deputies suffered serious gunshot injuries at the hands of the suspect.

Shortly after that incident, CCSO implemented a policy mandating the wearing of ballistic protection for all uniformed officers. Campbell County provided those items at no cost to the deputy.

In 1998 the Department of Justice started the Patrick Leahy Bullet Proof Vest Partnership. This program reimburses agencies up to 50 percent of the price spent on body armor for the officers. CCSO has been involved with this partnership since the beginning.

CCSO is asking permission to apply for and accept reimbursement for bullet proof vests that we have placed in the budget for the next fiscal year.

After CCSO purchases an eligible vest, the information is provided to the BVP and we are reimbursed for the vests. In 2020, the vest reimbursement equaled $502.00 per vest.

This year we have budgeted for a total of 6 vests at $1,000.00 per vest.

Due to ever changing circumstances and prices we may or may not purchase all the vests, however, currently that is our anticipated need. Using those numbers, we would ask to be reimbursed for approximately $3,000.00. Again, reimbursement is only made after CCSO has purchased and received the specific vests.

If allowed to apply for these funds, a copy of the online application will be provided. Currently the online version is not practical to complete until we are authorized to apply for the funds.

The following page(s) contain the backup material for Agenda Item: 9:20 Maternal and Child Health Services MOU

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
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Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
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Colleen Faber

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: TANF/MCH MOU/Contract

DATE: 05/10/2021

Attached you will find a MOU/Contract for the Children's Special Health Program Services and other Maternal and Child Health Services grant. The purpose of this grant is to set forth the terms and conditions by which the County (Public Health) shall provide home visitation services that support Title V priorities. The award amount is One Hundred Seventy-Three Thousand Two Hundred Twenty-Nine Dollars ($173,229.00). A portion of these funds are federal funds (93.558). Any additional funds required; Public Health has budgeted. This document has been reviewed by Campbell County Attorney's Office, HR/Risk and Grants. Revisions were requested to this document and have been received.

A representative from Public Health will be presenting this agreement.

Thank you!

MEMORANDUM OF UNDERSTANDING BETWEEN
WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION
AND
CAMPBELL COUNTY

1. **Parties.** The parties to this Memorandum of Understanding (Agreement) are Wyoming Department of Health, Public Health Division (Agency), whose address is: 122 West 25th Street, 3rd Floor West, Cheyenne, Wyoming 82002, and Campbell County (County), whose address is: 2301 South 4J Road, Gillette, Wyoming 82717. This Agreement concerns Maternal and Child Health.

2. **Purpose of Agreement.** The purpose of this Agreement is to set forth the terms and conditions by which the County shall provide home visitation services, Children's Special Health (CSH) Program services, and other Maternal and Child Health (MCH) services that support Title V priorities.

3. **Term of Agreement.** This Agreement is effective when all parties have executed it (Effective Date). The performance period of the Agreement is from July 1, 2020 through June 30, 2022. All services shall be completed during this term.

   This Agreement may be extended twice by agreement of both parties in writing and subject to the required approvals. There is no right or expectation of extension and any extension will be determined at the discretion of the Agency.

4. **Payment.**

   A. The Agency agrees to pay the County for the services described in Section 5 below and in Attachment A, Maternal and Child Health Statement of Work, which is attached to and incorporated into this Agreement by this reference. Payment shall be made in accordance with the respective pay schedule and requirements as outlined in Attachment A. Payment shall be made within forty-five (45) days after submission of invoice pursuant to Wyo. Stat. § 16-6-602. County shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Agreement.

   i. Total federal funds provided under CFDA # 93.558 shall not exceed one hundred thousand dollars ($100,000.00).
   ii. Total state general funds provided payment under this Agreement shall not exceed seventy-three thousand, two hundred twenty-nine dollars ($73,229.00).

   B. No payment shall be made for work performed outside the performance period of this Agreement. Should the County fail to perform in a manner consistent with the terms and conditions set forth in this Agreement, payment under this Agreement may be withheld until such time as the County performs its duties and responsibilities to the satisfaction of Agency.

C. When the County is working at a location requiring an overnight stay, the County shall be reimbursed at the rates set out in Wyo. Stats. §§ 9-3-102 and 9-3-103.

5. **Responsibilities of County.** The County agrees to:

A. Provide the services and comply with the duties described in Attachment A.

B. Abide by the terms of the Business Associate Agreement (BAA), Attachment B, which is attached to and incorporated into this Agreement by this reference.

6. **Responsibilities of Agency.** The Agency agrees to:

A. Pay County in accordance with Section 4 above.

B. Provide support as described in Attachment A.

C. Monitor and evaluate the County's compliance with the conditions set forth in this Agreement.

7. **Special Provisions.**

A. **Assumption of Risk.** The County shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the County's failure to comply with state or federal requirements. The Agency shall notify the County of any state or federal determination of noncompliance.

B. **Environmental Policy Acts.** County agrees all activities under this Agreement will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.

C. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Agreement may be terminated without penalty if a private entity that receives funds under this Agreement:

(i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
(ii) Procures a commercial sex act during the period of time that the award is in effect; or
(iii) Uses forced labor in the performance of the award or subawards under the award.

D. **Kickbacks.** County certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Agreement. If County breaches or violates this warranty, Agency may, at its discretion, terminate this Agreement without liability to Agency, or deduct from

the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

E. **Limitations on Lobbying Activities.** By signing this Agreement, County certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by County or its subcontractors in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, MOU, cooperative agreement, or loan.

F. **Monitoring Activities.** Agency shall have the right to monitor all activities related to this Agreement that are performed by County or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Agreement; and to observe personnel in every phase of performance of Agreement related work.

G. **Nondiscrimination.** The County shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Agreement.

H. **No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Agreement, shall be paid by either party.

I. **Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the County and related to the services and work to be performed under this Agreement, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency. Agency will not unreasonably withhold approval of publicity.

J. **Administration of Federal Funds.** County agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.* any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.

K. **Copyright License and Patent Rights.** County acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any

work developed under this Agreement; and (2) any rights of copyright to which County purchases ownership using funds awarded under this Agreement. County must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Agreement.

L. **Federal Audit Requirements.** County agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars ($750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. County agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Agreement, County shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records.

M. **Non-Supplanting Certification.** County hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. County should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Agreement.

N. **Program Income.** County shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Agreement must be used to increase the scope of the program or returned to Agency.

O. **Health Equity.** The County shall ensure that services are equitable to under-resourced, socially disadvantaged, and ethnically diverse groups; provide services that are culturally and linguistically appropriate; collect demographic information, to the extent practicable; and engage in partnerships with other public or private providers to eliminate health disparities and improve the health of all people.

8. **General Provisions.**

A. **Amendments.** Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed by all parties to this Agreement.

B. **Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Agreement as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.

C. **Assignment Prohibited and Agreement Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Agreement without the prior written consent of the other party. The County shall not use this Agreement, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.

D. **Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the County which are pertinent to this Agreement. The County shall immediately, upon receiving written instruction from the Agency, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the County which are pertinent to this Agreement. The County shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Agency.

E. **Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Agreement, the Agreement may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the County at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.

F. **Award of Related Agreements.** The Agency may award supplemental or successor Agreements for work related to this Agreement or may award Agreements to other recipients for work related to this Agreement. The County shall cooperate fully with other recipients and the Agency in all such cases.

G. **Compliance with Laws.** The County shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Agreement.

H. **Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the County in the performance of this Agreement shall be kept confidential by the County unless written permission is granted by the Agency for its release. If and when County receives a request for information subject to this Agreement, County shall notify Agency within ten (10) days of such request and shall not release such information to a third party unless directed to do so by Agency.

I. **Entirety of Agreement.** This Agreement, consisting of twelve (12) pages; Attachment A, Maternal and Child Health Statement of Work, consisting of nine (9) pages; and Attachment B, Business Associate Agreement, consisting of six (6) pages, represent the entire and integrated Agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Agreement and the language of any attachment or document incorporated by reference, the language of this Agreement shall control, with the exception of that contained in Attachment B, Business Associate Agreement.

J. **Ethics.** County shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing County's profession.

K. **Extensions.** Nothing in this Agreement shall be interpreted or deemed to create an expectation that this Agreement will be extended beyond the term described herein. Any extension of this Agreement shall be initiated by the Agency and shall be accomplished through a written amendment between the parties entered into before the expiration of the original Agreement or any valid amendment thereto, and shall be effective only after it is reduced to writing and executed by all parties to the Agreement.

L. **Force Majeure.** Neither party shall be liable for failure to perform under this Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

M. **Indemnification.** Each party to this Agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.

N. **Independent Contractor.** The County shall function as an independent contractor for the purposes of this Agreement. Consistent with the express terms of this Agreement, the County shall be free from control or direction over the details of the performance of services under this Agreement. The County shall assume sole responsibility for any debts or liabilities that may be incurred by the County in fulfilling the terms of this Agreement and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Agreement. Nothing in this Agreement shall be interpreted as authorizing the County or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any

kind on behalf of the State of Wyoming or the Agency except as authorized by this Agreement. The County agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance or similar benefits available to State of Wyoming employees will inure to the benefit of the County or the County's agents or employees as a result of this Agreement. Nothing in this Agreement shall be deemed to change, modify or increase such benefits to either party or its employees.

O. **Notices.** All notices arising out of, or from, the provisions of this Agreement shall be in writing either by regular mail or delivery in person at the addresses provided under this Agreement.

P. **Ownership and Return of Documents and Information.** Agency is the official custodian and owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the County in the performance of this Agreement. County is the official custodian and owns all data produced in the performance of any work outside the scope of this Agreement. Agency is not responsible for maintaining the privacy or security of County data produced and maintained in the performance of any work outside the scope of this Agreement. Upon termination of services, for any reason, County agrees to return all original and derivative information and documents owned by the Agency to the Agency in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers.

Q. **Patent or Copyright Protection.** The County recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the County or its subcontractors will violate any such restriction. The County shall defend and indemnify the Agency for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.

R. **Prior Approval.** This Agreement shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Agreement has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).

S. **Insurance Requirements.**

(i) During the term of this Agreement, the County shall obtain and maintain, and ensure that each subcontractor obtains and maintains, each type of insurance coverage specified in Insurance Coverage, below.

(ii) All policies shall be primary over any insurance or self-insurance program carried by the County or the State of Wyoming. All policies shall include clauses stating that each insurance carrier shall waive all rights of recovery

under subrogation or otherwise against County or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

(iii) The County shall provide Certificates of Insurance to the Agency verifying each type of coverage required herein. If the policy is a "claims made" policy instead of an "occurrence" policy, the information provided shall include, but is not limited to, retroactive dates and extended reporting periods or tails.

(iv) All policies shall be endorsed to provide at least thirty (30) days advance written notice of cancellation to the Agency. A copy of the policy endorsement shall be provided with the Certificate of Insurance.

(v) In case of a breach of any provision relating to Insurance Requirements or Insurance Coverage, the Agency may, at the Agency's option, obtain and maintain, at the expense of the County, such insurance in the name of the County, or subcontractor, as the Agency may deem proper and may deduct the cost of obtaining and maintaining such insurance from any sums which may be due or become due to the County under this Agreement.

(vi) All policies required by this Agreement shall be issued by an insurance company with an A.M. Best rating of A- VIII or better.

(vii) The Agency reserves the right to reject any policy issued by an insurance company that does not meet these requirements.

T. Insurance Coverage. The County shall obtain and maintain the following insurance in accordance with the Insurance Requirements set forth above:

(i) Commercial General Liability Insurance. Commercial general liability insurance (CGL) coverage, occurrence form, covering liability claims for bodily injury and property damage arising out of premises, operations, products and completed operations, and personal and advertising injury, with minimum limits as follows:

(a) $1,000,000.00 each occurrence;
(b) $1,000,000.00 personal injury and advertising injury;
(c) $2,000,000.00 general aggregate; and
(d) $2,000,000.00 products and completed operations.

The CGL policy shall include coverage for Explosion, Collapse and Underground property damage. This coverage may not be excluded by endorsement.

(ii) Workers' Compensation and Employer's Liability Insurance. Employees hired in Wyoming to perform work under this Agreement shall be covered by workers' compensation coverage obtained through the Wyoming

Department of Workforce Services' workers' compensation program, if statutorily required. Employees brought into Wyoming from County's home state to perform work under this Agreement shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program or other state or private workers' compensation insurance approved by the Wyoming Department of Workforce Services, if statutorily required. The County shall provide the Agency with a Certificate of Good Standing or other proof of workers' compensation coverage for all of its employees who are to perform work under this Agreement, if such coverage is required by law. If workers' compensation coverage is obtained by County through the Wyoming Department of Workforce Services' workers' compensation program, County shall also obtain Employer's Liability "Stop Gap" coverage through an endorsement to the Commercial General Liability (CGL) policy required by this Agreement, with minimum limits as follows:

(a) Bodily Injury by Accident: $1,000,000.00 each accident;
(b) Bodily Injury by Disease: $1,000,000.00 each employee; and
(c) Bodily Injury by Disease: $1,000,000.00 policy limit.

(iii) Unemployment Insurance. The County shall be duly registered with the Department of Workforce Services and obtain such unemployment insurance coverage as required. The County shall supply Agency with a Certificate of Good Standing or other proof of unemployment insurance coverage.

(iv) Automobile Liability Insurance. Automobile liability insurance covering any auto (including owned, hired, and non-owned) with minimum limits of $1,000,000.00 each accident combined single limit.

(v) Professional Liability or Errors and Omissions Liability Insurance. Professional liability insurance or errors and omissions liability insurance protecting against any and all claims arising from the County's alleged or real professional errors, omissions, or mistakes in the performance of professional duties under this Agreement, with minimum limits as follows:
(a) $1,000,000.00 each occurrence; and
(b) $1,000,000.00 general aggregate.

The policy shall have an extended reporting period of two (2) years.

U. Severability. Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.

V. Sovereign Immunity and Limitations. Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Agreement and the County expressly reserves governmental immunity.

Each of them specifically retains all immunities and defenses available to them as sovereign or governmental entities pursuant to Wyo. Stat. § 1-39-101, et seq., and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. The parties further acknowledge that there are constitutional and statutory limitations on the authority of the State of Wyoming and its agencies or instrumentalities to agree to certain terms and conditions supplied by the County, including, but not limited to, the following: liability for damages; choice of law; conflicts of law; venue and forum-selection clauses; defense or control of litigation or settlement; liability for acts or omissions of third parties; payment of attorneys' fees or costs; additional insured provisions; dispute resolution, including, but not limited to, arbitration; indemnification of another party; and confidentiality. Any such provisions in the Agreement, or in any attachments or documents incorporated by reference, will not be binding on the State of Wyoming. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

W. **Taxes.** The County shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.

X. **Termination of Agreement.** This Agreement may be terminated a) by either party at any time for failure of the other party to comply with the terms and conditions of this Agreement; b) by either party, without cause, upon thirty (30) days prior written notice to the other party; or c) upon mutual written agreement by the parties.

(i) In the event of a material breach that is susceptible of cure or remedy, a party may not terminate the Agreement for cause unless, 1) the party seeking to terminate the Agreement first provides the other party with written notice of the intended termination, including a description of the material breach committed by the other party; and 2) a period of thirty (30) days elapses between the delivery of the notice and the termination of this Agreement without the breaching party having, in the opinion of the party alleging the breach, effectively cured or remedied the material breach.

(ii) Effect of Termination. Upon termination of this Agreement for any reason, the County shall provide to the Agency all Protected Health Information and Electronic Protected Health Information resulting from performance of this Agreement. This shall include all copies of such information regardless of form so that the County retains no copies of Protected Health Information or Electronic Protected Health Information received or created on behalf of the Agency. If return of all Protected Health Information and Electronic Protected Health Information is not feasible, County shall notify the Agency of the conditions that make return infeasible. Upon agreement between the

parties that the return of the Protected Health Information or Electronic Protected Health Information is infeasible, the County shall, for so long as the County maintains the information, a) continue to maintain the information according to the confidentiality requirements of Section 8.H. of this Agreement; b) continue to provide the Agency access to the information according to Section 8.D. of this Agreement; and c) otherwise limit the use and disclosure of such information only to those purposes that make its return infeasible. This provision shall also apply to Protected Health Information and Electronic Protected Health Information that is in the possession of subcontractors or agents of the County.

Y. **Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between the parties to this Agreement and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement.

Z. **Time is of the Essence.** Time is of the essence in all provisions of this Agreement.

AA. **Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Agreement.

BB. **Waiver.** The waiver of any breach of any term or condition in this Agreement shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.

CC. **Counterparts.** This Agreement may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Agreement. Delivery by the County of an originally signed counterpart of this Agreement by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency. The County's failure to deliver, either personally or via US Mail, postage prepaid, the originally signed counterpart to the Agency within five (5) business days shall be considered a material breach and may result in immediate termination of this Agreement by the Agency.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

9. **Signatures.** The parties to this Agreement, either personally or through their duly authorized representatives, have executed this Agreement on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement.

The Effective Date of this Agreement is the date of the signature last affixed to this page.

AGENCY: WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION

Michael A. Ceballos, Director — Date

Stephanie Pyle, MBA — Date
Senior Administrator, Public Health Division

COUNTY: CAMPBELL COUNTY

Chairman, Campbell County Board of Commissioners — Date

COUNTY ATTORNEY: APPROVAL AS TO FORM

Campbell County Attorney — Date

COUNTY CLERK'S ATTESTATION

Campbell County Clerk — Date

CAMBELL COUNTY HEALTH DEPARTMENT

Jane Glaser, MSH, RN, APHN-BC, Director — Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Tyler M. Renner #207532, Senior Assistant Attorney General — 05-04-2021 Date

9. **Signatures.** The parties to this Agreement, either personally or through their duly authorized representatives, have executed this Agreement on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement.

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Michael A. Ceballos, Director — Date

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Senior Administrator, Public Health Division

COUNTY: CAMPBELL COUNTY

Chairman, Campbell County Board of Commissioners — Date

COUNTY ATTORNEY: APPROVAL AS TO FORM

Campbell County Attorney — Date

COUNTY CLERK'S ATTESTATION

Campbell County Clerk — Date

CAMBELL COUNTY HEALTH DEPARTMENT

Jane Glaser, MSH, RN, APHN-BC, Director — Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Tyler M. Renner, Senior Assistant Attorney General — 05-04-2021 Date

ATTACHMENT B
BUSINESS ASSOCIATE AGREEMENT BETWEEN
THE WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION
AND CAMPBELL COUNTY

1. **Purpose.** The Parties to this Contract agree that Contractor, Campbell County, is a Business Associate of the Wyoming Department of Health, Public Health Division (Agency), as defined by 45 CFR § 160.103; therefore, this attachment is mandatory for purposes of this Contract. This attachment seeks to satisfy the requirements for the privacy and security and transmission of protected health information found in 45 CFR Parts 160, 162, and 164 as well as applicable Wyoming state law. Applicable Wyoming state law may include, but is not limited to, Wyo. Stat. Ann. §§ 35-2-605 et seq., 9-2-125 et seq., and applicable rules and regulations. These statutes, rules, and regulations are collectively referred to as the "Privacy and Security Rules."

2. **Definitions.** The Parties agree that the definitions in 45 CFR Parts 160, 162, and 164 shall apply to the terms used in this attachment. For the purpose of this attachment, Contractor shall be known as the "Business Associate."

3. **Responsibilities of Business Associate Pursuant to this Attachment.** Except as otherwise permitted or required by this attachment, the Business Associate may only create, receive, maintain, or transmit protected health information received from or on behalf of the Agency as necessary to provide home visitation services, Children's Special Health (CSH) Program services, and other Maternal and Child Health (MCH) services that support Title V priorities as set forth in the Contract, as required by law, or to carry out the proper management and administration or legal responsibilities of the Business Associate. Further, the Business Associate agrees:

   A. To not create, receive, maintain, or transmit protected health information in a manner that would violate any provision of the Privacy and Security Rules, or other applicable federal, state, or local law.

   B. To establish, use, and maintain administrative, physical, and technical safeguards to protect the confidentiality, integrity, and availability of all protected health information that the Business Associate creates, receives, maintains, or transmits on behalf of the Agency and to prevent any use or disclosure of protected health information as provided by this attachment.

   C. To comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information. The Business Associate shall provide notice of its designated

security officer to the Agency within thirty (30) days following execution of this attachment.

D. To limit its use, disclosure, or requests for protected health information to the extent practicable to the minimum necessary to accomplish the intended purpose of such use, disclosure, or request.

E. To secure all protected health information in its possession in accordance with the most current standards established by the Secretary of Health and Human Services under 13402(h)(2) of Public Law 111–5 on the Health and Human Services website.

F. To notify the Agency of any use or disclosure of protected health information not provided for by this attachment, any security incident, or any breach of unsecured protected health information of which the Business Associate becomes aware.

i. Such notice shall include the identification of each individual whose protected health information has been, or is reasonably believed to have been subject to such use, disclosure, incident, or breach, a statement indicating whether the protected health information was secured or unsecured, and a description of any security measures used.

ii. A disclosure, incident, or breach shall be treated as discovered by the Business Associate as of the first day on which such breach is known to the Business Associate, or, by exercising reasonable diligence, would have been known to the Business Associate. The Business Associate shall be deemed to have knowledge of a disclosure, incident, or breach if the same is known, or, by exercising reasonable diligence, would have been known to any person (other than the person committing the disclosure, incident, or breach) who is an employee, officer, or other agent (determined in accordance with the federal common law of agency) of the Business Associate.

iii. All reports of breach involving unsecured protected health information by the Business Associate shall also include the most current contact information available for each individual whose protected health information has been, or is reasonably believed to have been accessed, acquired, or disclosed, and any other information required by 45 CFR § 164.404 for the notification of individuals.

G. In accordance with 45 CFR §§ 164.502(e)(1)(ii) and 164.308(b)(2), to ensure that any subcontractor that the Business Associate uses to create, receive, maintain, or

transmit protected health information on its behalf agrees to the same restrictions, conditions, and requirements that apply to the Business Associate under the terms of this attachment.

H. To conduct electronic transactions covered by 45 CFR Part 162 as a standard transaction as required by 45 CFR Part 162, and ensure that any agents, including subcontractors, also process electronic transactions as required therein.

I. To make all protected health information received from the Agency or otherwise created, maintained, or transmitted on behalf of the Agency available to the Agency as necessary for the Agency to comply with an individual's request for access to protected health information under 45 CFR § 164.524, a public records request under Wyo. Stat. Ann. §§ 16-4-201 through 16-4-205, or any other request that may be required by law. If the Business Associate receives such request for protected health information directly, it shall notify the Agency within three (3) business days following its receipt of such request. Thereafter, the Parties agree to meet to promptly discuss and jointly resolve the request for protected health information. The Parties' failure to reach an agreement regarding any such request prior to the timeframes specified in 45 CFR § 164.524 and Wyo. Stat. Ann. §§ 16-4-201 through 16-4-205 shall be cause to terminate this Contract and all other contracts between the Parties.

J. To make any amendments to protected health information in a designated record set held by the Business Associate or by any subcontractor or agent pursuant to 45 CFR § 164.526. Should the Business Associate receive such request directly, it shall notify the Agency prior to providing any response to the person requesting amendment. Thereafter, the Parties agree to meet to promptly discuss and jointly resolve the request for amendment to the protected health information. The Parties' failure to reach an agreement regarding any amendment prior to the timeframes specified in 45 CFR § 164.526 shall be cause to terminate this Contract and all other contracts between the Parties.

K. To make internal practices, books and records relating to the use and disclosure of protected health information received from or created or received by the Business Associate on behalf of the Agency available to the Agency or to the Secretary of Health and Human Services for purposes of determining the Agency's or Business Associate's compliance with the Privacy and Security Rules. The Business Associate shall notify the Agency if it provides such information to the Secretary.

L. To document such disclosures of protected health information and information related to such disclosures as would be required for the Agency to respond to a

request by an individual for an accounting of disclosures under 45 CFR § 164.528. The Business Associate shall comply with the Agency's request for such information within seven (7) business days following the Agency's request. Should the Business Associate receive such request directly, it will notify the Agency. Thereafter, the Parties agree to meet to promptly discuss and jointly resolve the request for an accounting of disclosures. The Parties' failure to reach an agreement regarding any accounting of disclosures prior to the timeframes specified in 45 CFR § 164.528 shall be cause to terminate this Contract and all other contracts between the Parties.

M. Unless otherwise provided, to provide notice within seven (7) business days of any event that triggers the Business Associate's obligation to notify the Agency.

N. That Business Associate may be subject to civil and criminal penalties enumerated at sections 1176 and 1177 of the Social Security Act (42 U.S.C. 1320d-5, 1320-6) with respect to violations of this attachment or the Privacy and Security Rules.

O. To assume sole responsibility for its own compliance and the compliance of its workforce with the provisions of this section.

4. **Responsibilities of Agency Pursuant to this Attachment.** The Agency shall inform the Business Associate of the Agency's notice of privacy practices and restrictions on protected health information. The first such notice and restrictions shall be given to the Business Associate no later than the date of the last signature to the Contract. In addition, the Agency agrees to the following:

A. To provide the Business Associate with the notice of privacy practices the Agency produces in accordance with 45 CFR § 164.520, as well as any changes to such notice.

B. To provide the Business Associate with any changes in, or revocation of, permission by an individual to use or disclose protected health information, if such changes affect the Business Associate's permitted or required uses and disclosures.

C. To notify the Business Associate of any restriction to the use or disclosure of protected health information to which the Agency has agreed and which are applicable to the Business Associate, in accordance with 45 CFR § 164.522 and section 13405(a) of Public Law 111–5.

D. To not request that the Business Associate use or disclose protected health information in any manner that would not be permissible under the Privacy and Security Rules if done by the Agency.

E. To timely notify the Business Associate of any material violation of this attachment or material Privacy or Security violation by the Business Associate of which the Agency becomes aware. The Agency shall specify a time for the Business Associate, within which the Business Associate must cure the violation, if cure is possible, or within which the Business Associate must end the violation.

5. Special Business Associate Provisions

A. **Amendments.** If the Contract must be amended to ensure compliance with the Privacy and Security Rules, the Parties shall meet in good faith to agree upon such amendments. If the Parties cannot agree upon such amendments, then either party may terminate the Contract upon thirty (30) days' prior written notice to the other party.

B. **Interpretation.** Any ambiguity in this attachment shall be resolved in favor of a meaning that permits the Parties to comply with the Privacy and Security Rules. Nothing in the Contract shall be construed to allow or require either Party to violate such rules.

C. **Notices.** In addition to the notice provisions set forth in the Contract, notices arising out of or from the provisions of this attachment shall be in writing and shall be deemed provided to each respective party if by personal delivery or by, at least, first class United States mail, postage prepaid. Written notices to the Agency shall be provided to the attention of the Agency's designated representative for this Contract and, by separate mailing, to the WDH Compliance Office, 401 Hathaway Building, Cheyenne, Wyoming 82002.

D. **Termination.** In addition to the termination provisions in the General Provisions section of this Contract, the Contract may be terminated for cause if the Business Associate materially violates the terms of this attachment.

i. Material Violation of Attachment. Any violation by the Business Associate of any provision of this attachment or any other contract with the Agency which involves the use or disclosure of protected health information, as determined by the Agency, shall constitute a material violation and shall entitle the Agency to terminate this Contract immediately, seek related remedies, and to terminate all other contracts which involve the Business Associate in the use or disclosure of protected health information, by notifying the Business Associate of such termination.

ii. Cure. If the Agency receives evidence of a material violation of the obligations set forth herein, or of the Business Associate's primary contracts

with the Agency, and the Agency does not terminate this Contract pursuant to subsection "i" above, then the Agency may provide an opportunity to cure or end such violation, as applicable, within a reasonable timeframe specified by the Agency. If the Business Associate's efforts to cure or end such violation are unsuccessful within the time specified, the Agency may terminate this Contract, where feasible, or if termination is not feasible, may report the Business Associate's violation to the Secretary of Health and Human Services or his designee.

iii. Effect of Termination. Upon termination of this Contract for any reason, the Business Associate shall return or destroy all protected health information, regardless of form so that the Business Associate retains no copies of protected health information received or created on behalf of the Agency. If return or destruction of all protected health information is not feasible, the Business Associate shall notify the Agency of the conditions that make return or destruction infeasible. Upon agreement between the parties that the return or destruction of the protected health information is infeasible, the Business Associate shall extend the protections of this attachment to such information, and further limit the use and disclosure of such information only to those purposes that make its return or destruction infeasible, for so long as the Business Associate maintains the information.

iv. This provision applies equally to the Business Associate and any of its agents or subcontractors in possession or control of protected health information subject to this attachment.

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ATTACHMENT A:
MATERNAL AND CHILD HEALTH STATEMENT OF WORK

GENERAL DESCRIPTION

This document is a Maternal and Child Health (MCH) Statement of Work (SOW) to identify and describe deliverables required to be completed by the County related to the provision of:

1. Home visitation services;
2. Children's Special Health (CSH) Program services; and
3. MCH services that improve outcomes prioritized by Title V.

I. PAYMENT AND FISCAL REQUIREMENTS

The maximum amount of federal funds provided under CFDA# 93.558 shall not exceed one hundred thousand dollars ($100,000.00).

The maximum amount of state general funds provided shall not exceed seventy-three thousand, two hundred twenty-nine dollars ($73,229.00).

The County agrees to continue all services referenced in this SOW through the term of the Agreement even if reimbursement of total Agreement amount is received before the expiration date.

Agency will systematically review County spending data throughout the Agreement period. If a County has significantly under spent at the time of review, the Agency will notify the County to discuss the circumstances surrounding the spending status, as well as options for proposed reallocation of funds.

If a County is underspent by twenty-five percent (25%) or more by the start of the third (3rd) quarter of each Agreement year (January 1st), funds may be reallocated at the discretion of the Agency. Counties will be invited to submit a plan for spending funds for Agency consideration before final determination, occurring no later than March 1st of each Agreement year.

A final spending assessment will be conducted by the Agency at the end of each Agreement period. If a County is underspent by ten percent (10%) or more and this represents a year-to-year trend, subsequent awards may be reduced.

Fiscal and Performance Reporting Requirements

A. The County will report expenditures based on actual costs (e.g. salary, supplies, etc.) incurred during the service month. The County must obtain written Agency approval to invoice for expenditures incurred outside of the service month.

B. The County will not request reimbursement that exceeds the contractual amount. The purpose of the Agreement is to provide funding to assist with the provision of home visitation, CSH and MCH services, as defined in Sections II - V below.

C. The County will submit monthly MCH invoices via email to the MCH State Nurse Consultant no later than the fifteenth (15th) day of the month following the service month on an approved invoice template provided by the Agency. The County will verify completeness and accuracy of the data and figures included in the invoice before submission.

   a. Invoices must include approved State General Funds (SGF) and Temporary Assistance for Needy Families (TANF) expenditures necessary to provide required deliverables. If expenditures include salary and benefits, the County will use Agency-approved time and task reports to determine the percentage of time each nurse devotes to SGF-approved activities and TANF-approved activities. Reimbursed SGF or TANF funds must be used as direct reimbursement for the expenditures listed in the MCH invoice.

D. The County will submit quarterly MCH/Public Health Nursing (PHN) performance reports no later than the last day of the month following the service quarter via a survey link provided by the Agency. The performance report for MCH services will be combined with the performance report required by PHN generally.

E. All payments are contingent upon timely (no later than the fifteenth (15th) day of the month following the service month) receipt of required monthly MCH invoices, quarterly MCH/PHN performance reports and delivery of required deliverables.

Funding Requirements

A. The County will adhere to the following TANF funding requirements:

   a. The County will complete a TANF Eligibility Form for each client served to confirm client eligibility. The form must be updated annually, or when a client's eligibility (e.g. financial eligibility, Medicaid status) changes.

   b. The County will complete time and task reporting in an Agency-approved system. The County will only use TANF codes when both the client served and the services provided to the client are eligible for TANF funding.

   c. The Agency and the Department of Family Services (DFS) will determine a service's eligibility for TANF based on the following TANF goals:

      (i) Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives,

(ii) End the dependence of needy parents on government benefits by promoting job preparation, work and marriage,
(iii) Prevent and reduce out-of-wedlock pregnancies, and
(iv) Encourage the formation and maintenance of two parent families.

d. The County will not use TANF funds for the following:
(i) The County's thirty-five percent (35%) portion of State nurse salaries,
(ii) Capital construction/remodeling,
(iii) Endowment funds,
(iv) Religious purposes,
(v) Grants to individuals,
(vi) Deficits or retirement of debt,
(vii) Lease or purchase of equipment, unless previously approved by Agency,
(viii) Rent, unless approval is granted by Agency,
(ix) Food, or
(x) Cash Incentives.

B. The County will adhere to the following SGF requirements. The purpose of SGF is to supplement County resources to provide home visitation, CSH, and MCH services. SGF counts toward the required match and maintenance of effort for the Agency's Title V MCH Services Block Grant. Therefore, SGF may also be used to address Title V priority needs.

a. The County will not use SGF for the following:
(i) Capital construction/remodeling,
(ii) Endowment funds,
(iii) Religious purposes,
(iv) Grants to individuals,
(v) Deficits or retirement of debt,
(vi) Lease or purchase of equipment, unless previously approved by Agency,
(vii) Rent, unless approval is granted by Agency,
(viii) Food, unless approval is granted by Agency, or
(ix) Cash Incentives.

C. The County must obtain prior approval of new (e.g. not previously approved) SGF and TANF expenditure requests from MCH State Nurse Consultant.

D. The County will refer to coding instructions for Public Health Nursing Informatics (PHNI), which are incorporated into the Agreement by this reference, including future revisions, or comparable Agency-approved time and task data system for information on the types of services approved for each funding source (e.g. TANF and SGF).

II. GENERAL HOME VISITATION REQUIREMENTS

A. The County will contact all eligible women as legislated in Wyoming Statute: Title 35, Chapter 27 Public Health Nursing Infant Home Visitation Services (Wyo. Stat. Ann §§ 35-27-101, -104) to offer home visitation services. Public Health Nursing within the County

will provide contacts with eligible pregnant women and following pregnancy with eligible women not contacted prenatally.

B. For each referral received, the County must make three (3) attempts to contact the referred individual, using the definition of a contact as described:
   a. A contact includes a phone call, or hospital, home, or office visit that consists of a two-way communication where information about available services is exchanged between the nurse and the client.
      (i) The goal for contacting the County resident birth referrals is seventy-five percent (75%) of referrals received.
      (ii) The goal for contacting the County resident Medicaid births is ninety-five percent (95%) of referrals received.
   b. The County will collaborate with community partners to develop or update an existing list of MCH client resources available. This list is to be used to support MCH client needs and referrals and educate MCH home visiting nurses on available community services.
   c. The County will update MCH services and resources on the Wyoming 211 website at least annually, or as services/resources change.

C. The County will use the following list, as cited in Wyo. Stat. Ann §§ 35-27-101, -104, to prioritize delivery of home visitation services.
   a. First-time pregnant women under the age of twenty (20) years who are on or eligible for Medicaid or Women, Infants, and Children (WIC), or both,
   b. Any pregnant woman or family in need of home visitation services who is referred by an attending physician,
   c. First-time births to women who, regardless of age, are on, or eligible for, Medicaid or WIC, or both,
   d. Preterm births,
   e. Victims of domestic violence,
   f. Pregnant women or mothers presenting with a mental illness or substance abuse problem or both who is an inpatient at the Wyoming State Hospital, a psychiatric hospital, or an inpatient treatment facility, or is referred for services by a community health center,
   g. Pregnant women or mothers confined to a county jail, the Wyoming Women's Center or other correctional facility in-state, on probation or parole, as a result of a conviction of a criminal offense, or
   h. Subsequent pregnancy or births where the woman or family is on, or eligible for, Medicaid or WIC, or both.

D. The County will provide home visitation services, with fidelity, according to the models listed below.
   a. The County will continue to provide Best Beginnings home visitation services, in accordance with Agency Home Visitation Guidelines, which are incorporated into the Agreement by this reference, including future revision, until the Agency transitions to the Maternal Early Childhood Sustained Home Visiting (MECSH)

home visitation model, or no later than sixty (60) days following receipt of in-person training on the MECSH model.

b. The County will provide home visitation services, in accordance with the MECSH Program Manual, Family Partnership Model Guidelines, and most current MECSH Program Addendum. The County will begin implementation of the MECSH home visitation model no later than sixty (60) days following receipt of in-person training.

E. The County will monitor home visitation program data entry into all relevant data systems including but not limited to PHNI, or comparable Agency-approved time and task data system, and MCH Data System(s), or comparable data systems. All data must be entered within seventy-two (72) hours of visit or contact excluding holidays and weekends, as required by PHN Documentation Standard 369. Data entered must be accurate and complete.

F. The County will complete all required trainings, including, but not limited to:
   a. Trainings included as part of MCH Mentorship and Orientation Plan,
   b. Partners for a Healthy Baby curriculum training,
   c. Happy Moms Healthy Babies curriculum training (Intimate Partner Violence training), and
   d. MECSH training.

G. The County will include the MCH State Nurse Consultant and the MCH State Regional Coordinator in hiring activities, including personnel interviews, for all MCH positions or positions whose duties include MCH activities.

III. MECSH HOME VISITATION REQUIREMENTS

A. The County will adhere to the following staffing and training requirements.
   a. All MECSH program staff have adequate workspace, telecommunications and computer capabilities to fulfill program requirements.
   b. In consultation with the Agency, the County will determine a full-time equivalent (FTE) or a percent (%) of a FTE devoted to implementation of the MECSH model based on the county's birth cohort and staff capacity. Counties must dedicate at least 0.5 FTE to implementation of the MECSH model unless approval of a lower FTE is granted by the Agency prior to MECSH implementation. All FTE determinations must be approved and documented by the Agency prior to MECSH implementation.
   c. The MCH State Nurse Consultant will be consulted prior to any changes in FTE status. The MCH State Nurse Consultant will be notified of any resignations of MECSH staff within two (2) business days of the change.
   d. The MECSH model is a nurse-delivered model. Therefore, staff implementing the MECSH model shall have Registered Nurse credentials.

e. All MECSH staff will participate in all training mandated by the Agency in the identified time frames.

f. The County will ensure that no home visitor, a public health nurse who is assigned the duty of home visiting under the MCH program locally, is assigned a caseload or makes a client visit until Agency assigned training is completed.

g. MECSH staff trained as MECSH Trained Trainers will participate in the facilitation of at least one (1) statewide MECSH training per Agreement year.

B. The County will adhere to the following MECSH home visiting implementation requirements.

a. The MECSH program will be implemented in accordance with the MECSH program manual, Family Partnership Model guidelines, and most current Wyoming MECSH Program Addendum, which are incorporated into the Agreement by this reference, including any future revisions.

b. Enrollment in MECSH home visiting services spans pregnancy through the child's second (2^{nd}) birthday.

c. Variations in enrollment and discharge are defined in the Wyoming MECSH Program Addendum.

d. The County will begin implementation of the MECSH home visitation model no later than sixty (60) days following receipt of in-person training. Until this time, counties shall continue to provide the Best Beginnings program.

e. Upon completion of the MECSH training, each 1.0 FTE MECSH home visitor will accept new referrals up to a caseload of twenty-five to thirty (25-30) active clients, unless otherwise approved by the Agency.

f. All clients will, at a minimum, be offered twenty-five (25) home visits according to the MECSH model for frequency of visits.

g. Counties are expected to provide routine and consistent community outreach to ensure adequate referrals sources in order to maintain required caseload. Examples include conducting hospital rounds, meeting with primary care providers, WIC, etc.

C. For each referral received, the County must make three (3) attempts to contact the client to offer MECSH.

D. The County will ensure that home visitors collect required data during client visits. The County will enter required data into the web-based database system, which will be used to report model fidelity. Data will be entered into the data system completely and accurately within seventy-two (72) hours, excluding weekend/holiday, after each client visit.

E. In addition to the MECSH program materials, the County will only use Agency-approved educational materials, such as the Florida State University's Partners for a Healthy Baby curriculum.

F. The County will keep the MCH State Nurse Consultant informed of implementation issues that arise.

G. The County will ensure that home visitors participate in MCH monthly team meetings, clinical case reviews and reflective supervision. If unable to attend the team meeting the home visitor is responsible for reviewing the team meeting/ case review recording.

H. The County will identify and participate in local and statewide Continuous Quality Improvement (CQI) activities related to MECSH. This will include such actions as reviewing agency CQI-related data on a quarterly basis with Agency staff and performing appropriate follow-up, presenting CQI related data for discussion to relevant stakeholders, and Agency participation in the annual Health Stat review meetings.
   a. The County will use an evidence based CQI method of their choosing such as; Plan Do Study Act (PDSA) cycle, LEAN/Six Sigma, etc.
   b. The County may contact Agency Performance Management/Quality Improvement (PM/QI) Council for assistance in performing CQI.

IV. CHILDREN'S SPECIAL HEALTH (CSH) PROGRAM REQUIREMENTS

The CSH Program provides care coordination services for eligible high-risk pregnant women, newborns, and children and youth with special health care needs. The purpose of the program is to identify clients, assure diagnosis and treatment, and provide care coordination, and if applicable gap-filling financial assistance using a family-centered, community-based approach. All families are eligible for care coordination services at the local level even if they are not eligible for gap-filling financial assistance.

A. The County will conduct outreach to inform potential clients, providers, and stakeholders about the CSH Program which will be recorded on the MCH/PHN quarterly performance report. Outreach will include distribution of CSH brochures and other programmatic resources approved by the Agency to private providers, clinics, hospitals, child development centers, and other local agencies at least annually.

B. The County will complete all required CSH training prior to beginning CSH duties or client visits. When possible, training will be made available on train.org/Wyoming.

C. For each referral received, the County must make three (3) attempts to contact the referred individual to assess if a CSH, Maternal High Risk (MHR), or Newborn Intensive Care (NBIC) application is appropriate and if care coordination services are needed. The County will respond to the appropriate regional CSH Benefits and Eligibility Specialist in writing within thirty (30) days of the referral. The response will include the result of the referral (e.g. submission of CSH application, referral to community resources, not eligible, declined services, or unable to contact).

D. The County will meet with families in person to complete CSH applications and annual updates.

E. The County will document CSH client assessments on the CSH Pathway document, or another assessment template approved by the Agency. The County will reference the most current Bright Futures guidelines, which are incorporated into the Agreement by this reference, including future revisions, to educate the family on recommended well visits.

F. The County will provide tier-based care coordination for high-risk pregnant women, high-risk newborns, and children and youth with special health care needs regardless of eligibility for the CSH gap-filling financial assistance program. The County will refer to the Care Coordination Manual for further details regarding base activities and contacts per tier level.

V. GENERAL MATERNAL AND CHILD HEALTH SERVICES

A. The County will perform activities that support improvement on the MCH State Priorities as described in the Title V State Action Plan. Agency staff, including MCH Program Managers, will provide technical assistance and support to the County to assist with addressing state priorities.

B. In addition to providing evidence-based home visitation services described in Section II and III and high-quality care coordination services for children and youth with special health care needs, high risk pregnant women, and high risk infants as described in Section IV, the County may receive reimbursement for time related to delivering the following approved MCH services. The Agency will provide thirty (30) day notice to the County before any changes are made to the list of approved MCH services below. For more information on approved services, please refer to coding instructions for PHNI or comparable Agency-approved time and task data system.

a. Family planning office visits for non-Title X offices,
b. Group prenatal and/or parenting classes in the clinic setting,
c. Breastfeeding consultations in the clinic setting,
d. Classroom-based sexual education approved by MCH Youth and Young Adult Health Program (YAYA) Manager in consultation with MCH State Nurse Consultant,
e. Child safety education in the clinic setting,
f. Presumptive Eligibility enrollment,
g. Planning of and participation in community baby showers for the purpose of informing the public about available MCH services,
h. Support of state-funded genetics clinics, if applicable,
i. MCH orientation and required trainings,
j. Agency approved education such as conferences and webinars, to support MCH services,
k. Multi-disciplinary Team (MDT) and Child Protection Team (CPT) meetings to support MECSH enrolled DFS clients, and
l. Community Advisory Board (CAB) meetings that support MECSH fidelity.

C. The County will track the activities described above in Section V.B. in PHNI or comparable Agency-approved time and task data system. This system will determine the County's reimbursable time and tasks each month.

D. The County will ensure all MCH staff nurses complete required MCH orientation and additional training as recommended or required by the Agency. Agency staff, including MCH Program Managers, will assure availability of relevant MCH training courses.

E. The County will include the MCH State Nurse Consultant and the MCH State Regional Coordinator in hiring activities, including personnel interviews, for all MCH positions or positions whose duties include MCH activities.

F. The County may provide other MCH services not directly reimbursed through the Agreement in order to meet identified community needs. However, the County will need to pay for these services through another mechanism (e.g. Medicaid, private insurance). Funding from the Agreement will only reimburse for MCH-approved activities referenced in Section V. B. above. Examples of services not approved under the Agreement include:
   a. Short term prenatal/postnatal visits for non-MECSH-enrolled clients (e.g. Welcome Home Visits),
   b. Child/maternal exams (e.g. infant weight checks, maternal blood pressure checks),
   c. DFS Joint Visits,
   d. Screening, Brief Intervention and Referral to Treatment (SBIRT) Assessments,
   e. Tobacco Cessation,
   f. Health fairs, and
   g. Routine County staff meetings.

G. Contractor will process health record requests using the process and forms established by the Agency, including immunization records from the Wyoming Immunization Registry (WyIR).

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The following page(s) contain the backup material for Agenda Item: 9:25 Early Head Start American Rescue Plan Funding Application

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

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500 South Gillette Avenue
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Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: Application for Early Head Start American Rescue Plan One-Time Funds

DATE: 05/11/2021

Attached you will find an application for the Children's Developmental Services Early Head Start program. These funds will be used to reach more families and for recruitment and enrollment in the Head Start program. They will also support staff in professional development. These funds are federal funds (93.600) direct from Head Start. The application amount is $43,074 with no match funds required.

A representative from the Children's Center will present this application.

Thank you!

Grant Application Summary Request Form

Please submit this form completed with your Grant Application to the Grants Specialist, no later than seven business days prior to the intended scheduled Commissioners meeting.

Commissioner Meeting Date Preferred: 5/18/2021

Grant Fiscal Year: 2021 Period of Performance: 4/1/2021-3/31/2023

Grant Project Name: Early Head Start- American Rescue Plan One-Time Funds

Funding Agency: ACF- Office of Head Start

CFDA #: 93.600 Circle One: FEDERAL/ STATE/ LOCAL/ OTHER Funding: Federal

Application Due Date to Funding Agency: May 18, 2021

Campbell County Department Applying for Grant: Children's Developmental Services

Grant Amount Request: $43,074 Business Unit where Grant is Budgeted: _____

Match Amount Request: $0 Match Sources: _____

Please describe the purpose of this grant and how this project relates to the departments mission and how this project will benefit Campbell County: These funds will support one-time investments to support the long and short term needs of staff, chidren, and families. Uses of funding may include efforts to reach more families for recruitment and enrollment, facility improvements for increased health and safety, and supporting Early Head Start staff through professional development and wellness opportunities.

Describe your proposed project. What are your goals and outcomes and how they will be achieved? How will the project be sustained after the grant is over? _____

Office Use Only:

Grants Specialist Review: Becki Kaas

Revisions Required? none

Revisions Received: _____

Commissioner Approval Date: _____ Date Returned to Department: _____

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. HSSCO Operations: Operations	93.600	$	$	$ 43,074	$ 0	$ 43,074
2.						
3.						
4.						
5. Totals		$ 0	$ 0	$ 43,074	$ 0	$ 43,074

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1)	(2)	(3)	(4)	Total (5)
	HSSCO Operations: Operations				
a. Personnel	$	$	$	$	$ 0
b. Fringe Benefits					0
c. Travel					0
d. Equipment					0
e. Supplies					0
f. Contractual					0
g. Construction					0
h. Other	43,074				43,074
i. Total Direct Charges (sum of 6a-6h)	43,074				$ 43,074
j. Indirect Charges					$ 0
k. TOTALS (sum of 6i and 6j)	$ 43,074	$	$	$	$ 43,074
7. Program Income	$	$	$	$	$

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. HSSCO Operations: Operations	$ 0	$ 0	$ 0	$ 0
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	$ 0	$ 0	$ 0	$ 0

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ 43,074	$ 10,769	$ 10,769	$ 10,768	$ 10,768
14. Non-Federal	$ 0				
15. TOTAL (sum of lines 13 and 14)	$ 43,074	$ 10,769	$ 10,769	$ 10,768	$ 10,768

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS) (b)First	(c) Second	(d) Third	(e) Fourth
16.	$	$	$	$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:

22. Indirect Charges:

23. Remarks:

OMB Number: 4040-0004
Expiration Date: 10/31/2019

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [ ] New
- [ ] Continuation
- [x] Revision

* If Revision, select appropriate letter(s): Other

* Other (Specify): American Rescue Plan

* 3. Date Received:

4. Applicant Identifier: 08HET001826

5a. Federal Entity Identifier: N/A

5b. Federal Award Identifier: 08HET001826

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: CAMPBELL, COUNTY OF

* b. Employer/Taxpayer Identification Number (EIN/TIN): 836000103

* c. Organizational DUNS: 071413140

d. Address:

* Street1: 1801 S 4J Rd
Street2:
* City: Gillette
County/Parish: Campbell County
* State: WY: Wyoming
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 82718-5201

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.
* First Name: Robert
Middle Name:
* Last Name: Tranas
Suffix:

Title: Executive Director

Organizational Affiliation:

* Telephone Number: (307) 682-2392
Fax Number:

* Email: RJT70@ccgov.net

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

ACF-Head Start

11. Catalog of Federal Domestic Assistance Number:

93.600

CFDA Title:

Head Start

*** 12. Funding Opportunity Number:**

eGrants-N/A

* Title:

N/A

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

Campbell County, Wyoming- including the cit

*** 15. Descriptive Title of Applicant's Project:**

Early Head Start

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: WY-001

b. Program/Project: WY-001

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date: 04/01/2021

* b. End Date: 03/31/2023

18. Estimated Funding ($):

* a. Federal	43,074
* b. Applicant	0
* c. State	0
* d. Local	
* e. Other	0
* f. Program Income	
* g. TOTAL	43,074

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application 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 the State for review.

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

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *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.

Authorized Representative:

Prefix: Mr.

* First Name: Robert

Middle Name:

* Last Name: Maul

Suffix:

* Title: CDS County Commissioner, Chairman

* Telephone Number: (307) 682-7283

Fax Number:

* Email: RLM01@ccgov.net

* Signature of Authorized Representative:

* Date Signed:

The following page(s) contain the backup material for Agenda Item: 9:30 Early Head Start Continuation Grant Application

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

OFFICE
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: Application for funds- Early Head Start

DATE: 05/12/2021

Attached you will find the Early Head Start Continuation Grant application. These funds will be utilized by the Children's Center for their Early Head Start program, to support 36 children and their families. These are federal funds (93.600) and a match is required, which Children's Center has budgeted.

A representative from the Children's Center will be presenting this agreement.

Thank you!

Grant Application Summary Request Form

Please submit this form completed with your Grant Application to the Grants Specialist, no later than seven business days prior to the intended scheduled Commissioners meeting.

Commissioner Meeting Date Preferred: May 18, 2021

Grant Fiscal Year: 2022 Period of Performance: 9/1/2021-8/31/2022

Grant Project Name: Early Head Start- Continuation Grant

Funding Agency: ACF-Office of Head Start

CFDA #: 93.600 Circle One: FEDERAL/ STATE/ LOCAL/ OTHER Funding: Federal

Application Due Date to Funding Agency: 6/1/2021

Campbell County Department Applying for Grant: Children's Developmental Services

Grant Amount Request: $375,663 Business Unit where Grant is Budgeted: _____

Match Amount Request: $93, 916 Match Sources: Campbell County

Please describe the purpose of this grant and how this project relates to the departments mission and how this project will benefit Campbell County:

This non--competing continuation grant application is to fund year 3 of a 5 year grant cycle. Early Head Start is a home-based program serving children under age 3 and pregnant women in Campbell County. The program consists of weekly home visits lasting a minimum of 90 minutes, and twice monthly group socialization opportunities. Early Head Start staff work closely with families to support individual child development and increase self-sufficiency within the family. Early Head Start is funded to serve 36 families.

Describe your proposed project. What are your goals and outcomes and how they will be achieved? How will the project be sustained after the grant is over?

Early Head Start is designed to nurture healthy attachments between parent and child. The goal of Early Head Start is to provide family-centered services for low-income and at-risk pregnant women and families with very young children. Early Head Start services promote child development by supporting parents in their role as their children's primary caregivers and teachers. Early Head Start also helps families in moving towards self-sufficiency in areas such as housing stability, continued education, and financial security. Partnerships with local agencies are utilized to provide the resources necessary to ensure comprehensive services and supports for children and families.

Office Use Only:

Grants Specialist Review: _____

Revisions Required: _____

Revisions Received: _____

Commissioner Approval Date: _____ Date Returned to Department: _____

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Project Summary

Children's Developmental Services of Campbell County (CDS-CC) has established the Early Head Start (EHS) Program in Campbell County Wyoming for 36 low-income/at-risk infants, toddlers and pregnant women to build strong families and a foundation for School Readiness. Through the Community Assessment, poverty, accessible and affordable health and mental health care, substance abuse, family violence, child neglect, and isolation are characteristics of the at-risk population that have been identified in Campbell County. These characteristics substantiate the need for this program that started in September 1999. Long range goals, short term objectives, and expected outcomes have been developed for this program. Beginning with pregnancy and continuing until age three, the CDS-CC Early Head Start Program will provide a home-based program option. Families will receive weekly one and one half (1-1/2) hour home visits a minimum of 48 times a year. Group socializations are offered a minimum of 24 times a year for two-hour sessions. Group socializations provide support, information, and "hands on" parent/child interactive activities. Home visits support the family as the child's primary teacher and will be facilitated in their provision of an optimal environment.

Special emphasis will be placed on assisting parents as they work towards self-sufficiency, fostering parental and extended family member's involvement, assuring family wellness through emotional security and safety, and ensuring children are ready for school.

Five full-time personnel conduct the EHS program. Current CDS-CC personnel will contribute time and resources in supporting the program's staff and families. Community awareness and collaboration will be emphasized throughout the project.

OMB Number: 4040-0004
Expiration Date: 10/31/2019

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [ ] New
- [x] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier: 08CH011225

5a. Federal Entity Identifier: N/A

5b. Federal Award Identifier: 08CH011225

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: CAMPBELL, COUNTY OF

* b. Employer/Taxpayer Identification Number (EIN/TIN): 836000103

* c. Organizational DUNS: 071413140

d. Address:

* Street1: 1801 S 4J Rd
Street2:
* City: Gillette
County/Parish: Campbell County
* State: WY: Wyoming
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 82718-5201

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.
* First Name: Robert
Middle Name:
* Last Name: Tranas
Suffix:

Title: Executive Director

Organizational Affiliation:

* Telephone Number: (307) 682-2392
Fax Number:

* Email: RJT70@ccgov.net

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

ACF-Head Start

11. Catalog of Federal Domestic Assistance Number:

93.600

CFDA Title:

Head Start

*** 12. Funding Opportunity Number:**

eGrants-N/A

*** Title:**

N/A

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

Campbell County- WY including the cities of

*** 15. Descriptive Title of Applicant's Project:**

Early Head Start

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: WY-001 | b. Program/Project: WY-001

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date: 09/01/2021 | * b. End Date: 08/31/2022

18. Estimated Funding ($):

* a. Federal	375,663
* b. Applicant	93,916
* c. State	
* d. Local	
* e. Other	0
* f. Program Income	
* g. TOTAL	469,579

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application 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 the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *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.

Authorized Representative:

Prefix:	Mr.
* First Name:	Robert
Middle Name:	
* Last Name:	Maul
Suffix:	
* Title:	CDS County Comissioner, Chairman
* Telephone Number:	(307) 682-7283
Fax Number:	
* Email:	rlm01@ccgov.net
* Signature of Authorized Representative:	
* Date Signed:	

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Early Head Start: Program Operations	93.600	$	$	$ 365,663	$ 93,916	$ 459,579
2. Early Head Start: TTA	93.600			10,000	0	10,000
3.						
4.						
5. Totals		$ 0	$ 0	$ 375,663	$ 93,916	$ 469,579

Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1) Early Head Start: Program Operations	(2) Early Head Start: TTA	(3)	(4)	Total (5)
a. Personnel	$ 226,778	$ 0	$	$	$ 226,778
b. Fringe Benefits	100,050	0			100,050
c. Travel	0	3,000			3,000
d. Equipment	0	0			0
e. Supplies	3,275	0			3,275
f. Contractual	0	0			0
g. Construction	0	0			0
h. Other	35,560	7,000			42,560
i. Total Direct Charges (sum of 6a-6h)	365,663	10,000			$ 375,663
j. Indirect Charges	0	0			$ 0
k. TOTALS (sum of 6i and 6j)	$ 365,663	$ 10,000	$	$	$ 375,663
7. Program Income	$	$	$	$	$

SECTION C - NON-FEDERAL RESOURCES

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	Early Head Start: Program Operations	$ 93,916	$	$	$ 93,916
9.	Early Head Start: TTA				0
10.					
11.					
12.	TOTAL (sum of lines 8-11)	$ 93,916	$ 0	$ 0	$ 93,916

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ 375,663	$ 93,916	$ 93,916	$ 93,916	$ 93,915
14. Non-Federal	$ 93,916	0	0	0	93,916
15. TOTAL (sum of lines 13 and 14)	$ 469,579	$ 93,916	$ 93,916	$ 93,916	$ 187,831

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

	(a) Grant Program	FUTURE FUNDING PERIODS (YEARS) (b)First	(c) Second	(d) Third	(e) Fourth
16.		$	$	$	$
17.					
18.					
19.					
20.	TOTAL (sum of lines 16 - 19)	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:

22. Indirect Charges:

23. Remarks:

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES

Office of Head Start

Updated July 29, 2014

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

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U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

SF424B Assurances – Non-Construction Programs

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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.

Regarding Compliance with Compensation Cap (Level II of the Executive Schedule)

Federal funds will not be used to pay any part of the compensation of an individual employed by a Head Start and/or Early Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

Certification of Filing and Payment of Federal Taxes

As required by the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriation Act, 2008 (Public Law 110-161, Division G, Title V, section 523), as a prospective financial assistance recipient entering into a grant or cooperative agreement of more than $5,000,000, I, as the duly authorized representative of the applicant, do hereby certify to the best of my knowledge and belief, that:

1. The applicant has filed all Federal tax returns required during the three years preceding this certification
2. The applicant has not been convicted of a criminal offense pursuant to the Internal Revenue Code of 1986 (U.S. Code - Title 26, Internal Revenue Code)
3. The applicant has not, more than 90 days prior to this certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

Submission Statement

21. *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.

Authorized Representative:

Prefix:	Mr.	* First Name:	Robert
Middle Name:			
* Last Name:	Maul		
Suffix:			
* Title:	CDS County Comissioner, Chairman		
* Telephone Number:	(307) 682-7283	Fax Number:	
* Email:	rlm01@ccgov.net		
* Signature of Authorized Representative:		* Date Signed:	
* Submitted by:		Date Submitted:	

SECTION I - Program Design and Approach to Service Delivery

Sub-Section A: Program Goals, Measurable Objectives, and Expected Outcomes

There are no proposed updates or changes to the program goals, objectives or expected outcomes which were established through strategic planning, on-going analysis of program data and Community Assessment results. The program goals were developed to complement and support the School Readiness Goals, Head Start Program Performance Standards and the Office of Head Start/Early Head Start priorities.

Program Goal 1: School Readiness – Early Head Start will promote the value of every child by providing comprehensive, quality services to all children and families in order for them to achieve their fullest potential.

Objective 1a: All enrolled children will make progress towards School Readiness Goals with a minimum of 85% of children meeting or exceeding age level expectations in each area of development as demonstrated by improved child outcomes in all five domains of the Head Start Early Learning Outcomes Framework (Approaches to Learning; Social and Emotional Development; Language and Literacy; Cognition, Perceptual, Motor, and Physical Development).

Progress, Outcomes, and Challenges

Year 1

Percent of EHS Children meeting or exceeding Teaching Strategies Gold Widely Held Expectations	
Domain	**Spring 2019/2020**
Social-Emotional	97%
Motor	97%
Language	88%
Cognitive	91%
Literacy	94%
Mathematics	82%

Year 2

Percent of EHS Children meeting or exceeding Teaching Strategies Gold Widely Held Expectations	
Domain	**Spring 2020/2021**
Social-Emotional	88%
Motor	88%
Language	82%
Cognitive	94%
Literacy	85%
Mathematics	82%

Challenges:

- COVID-19 required in-person visits to be suspended for an extended period
- Parental mental health issues and access to appropriate treatment
- Consistent attendance at socializations

Action Steps:

- Home visits and socializations were offered virtually through zoom and/or phone conferencing
- School Readiness Goals aligned with Early Head Start Early Learning Outcomes Framework
- HSELOF is used with families to develop individual child goals and provide age appropriate developmental information
- Teaching Strategies Gold is the ongoing assessment used by all programs at CDS-CC to monitor developmental progress
- Individualized support provided to parents to encourage increased awareness of mental health needs and the impact on child development as well as assist in coordinating health care providers and counselors for medication and therapy as appropriate
- Parent input is gathered regarding interests, community resources needed, most convenient times for scheduling, and potential barriers to attendance at Discovery Time (socializations)

Objective 1b: All families will support their child's learning by engaging in home visits, socializations, and the goal setting process throughout the program year.
Progress, Outcomes, and Challenges
Year 1
• **34** families returned in-kind documentation during the first half of the 2019-2020 program year, demonstrating that they were actively engaged in supporting their child's development
Year 2
• **32** families returned in-kind documentation during the first half of the 2020-2021 program year. • Discovery Time attendance increased 11% from September 2020 to March 2021
Challenges: • In-person services were suspended for an extended period due to COVID-19 health emergency
Action Steps: • Home visits and socializations were offered virtually through zoom and/or telephone visits. • Home visitors and families plan in-kind activities for parent-child interactions between visits • HSELOF utilized with parents to develop and update individual goals • Parent feedback is sought for planning socializations • Community partners are invited to socializations based on the interests and needs identified by parents • Developed Discovery Time expectation agreement to review with families during enrollment and as needed
Objective 1c: EHS staff will coordinate the transition process to ensure schools are prepared for children by developing a communication system and building relationships with Head Start and other Preschools EHS children will transition to.
Progress, Outcomes, and Challenges
Year 1
• Reviewed current transition practices • Reviewed/revised transition checklist • Developed transition interview guide to assist in transition planning • Created template for transition plans to ensure that families have written summary of options discussed and next steps
Year 2
• Collaborated with Campbell County Head Start staff to facilitate the transition process from Early Head Start to the Head Start preschool program

Challenges: • COVID-19 closures created barriers to developing relationships with new staff in partner programs.
Action Steps: • Ongoing communication with receiving preschools • Revise guidance document to align with the transition process discussed at meeting with EHS and Head Start staff • Transition planning meeting with Head Start preschool staff related to individual child and family needs.
Program Goal 2: Health and Wellness: - CDS-CC will create a culture that values and promotes comprehensive health and wellness of families and staff.
Objective 2a: EHS will educate all families about health literacy and support each family to understand their health information and role in the health of their children.
Progress, Outcomes, and Challenges
Year 1
• Developed a community resource guide • EHS Home Visitors help families access local transportation options and provide transportation to visits for well-child care and immunizations • Established a reminder system for upcoming health and dental needs to support parents in scheduling appointments in advance.
Year 2
• Established partnership with a local dentist to provide access to dental care for enrolled pregnant women • Nutrition intern presented at Discovery Time regarding healthy meals on a budget • Home Visitors worked with families to understand, identify, and respond appropriately to various symptoms of illness (COVID health screening)
Challenges: • Families often have limited experience with self-advocacy • Receiving requested medical and dental records in an efficient manner
Action steps: • Educate families regarding recommended schedules for immunizations, well-child checks, and dental examinations • Coach families in self-advocacy when at doctor and dental visits, to include requesting/accepting after visit summary • Coordinate with local providers to establish a more efficient system for obtaining records related to EHS requirements

Objective 2b: Early Head Start will promote a healthy lifestyle, including nutrition, physical activity, and rest, to all families enrolled in the program.
Progress, Outcomes, and Challenges
Year 1
• EHS staff received training on the Healthy Kids, Healthy Futures model • Cent$ible Nutrition- education on budget friendly cooking and nutrition information • Nutrition Task Force at CDS-CC working to improve overall quality and nutrition of food served • Blessings in a Backpack • Partners for a Healthy Baby curriculum includes information related to physical activity, self-care, routines, and quality sleep for children and families.
Year 2
• Nutrition interns provided nutrition education at Discovery Time as well as consultation to individual families • Extension office presented to families regarding budget and finances. • Edible Prairie Project provided seasonal fresh produce and pantry ingredients to families throughout the summer • Blessings in a Backpack provides food to EHS families each weekend • Assisted families with accessing food boxes through Salvation Army and Council of Community Services when available • Refer to Kiwanis for assistance with winter clothing • Assisted families who receive SNAP benefits in obtaining free recreation center pass • Home visits and socializations are conducted outdoors and at age appropriate parks when available
Challenges: • COVID closures impacted many community partners • Perceived convenience of less nutrient dense foods
Action Steps: • Establish contact with new Cent$ible Nutrition staff • Continue to promote easy, budget friendly, and nutritious foods and recipes

Objective 2c: EHS will educate staff on mental health issues, including trauma, resiliency, social-emotional wellness and behavioral concerns to help improve staff's capacity to identify, refer, and provide services to children and families in need of support or behavioral health services.

Progress, Outcomes, and Challenges

Year 1

- Mental Health contract with the YES House
- Mental Health consultation available to staff and through monthly educational group for parents facilitated by YES House staff
- Love and Logic for Early Childhood offered to parents free of charge

Year 2

- EHS staff completed 4-day training on Trust Based Relational Intervention (TBRI). Additionally, staff from Children's Developmental Services preschool and early intervention programs, Campbell County Head Start preschool, and the YES House were invited to attend.
- TBRI implementation support for EHS home visitors is ongoing on a bi-monthly basis
- Expanded mental health contract to increase access to individual consultation
- Obtained Love and Logic Trauma Informed Care curriculum
- EHS home visitor utilized TBRI principles to support a parent in learning self-regulation strategies in order to maintain self-control during power struggles. This family was referred through DFS due to abuse and neglect concerns in the home. Initial home visits were completed during supervised visitation. Once the parent was able to self-regulate, TBRI strategies were taught to assist the parent in connecting with their child. This parent was later able to teach their child calming strategies and now parent and child use them together to reset. The parent reports that they are now able to deal with most situations calmly and feel confident in when and how to utilize strategies to help with their own and their child's emotional control and regulation. Their DFS case has been closed and there have been no new concerns observed or reported in the home.

Challenges:

- Family access to resources. Limited resources in the community for mental health referrals
- COVID-19 restricted in-person services

Action Steps:

- EHS staff will complete Love and Logic Trauma curriculum
- Offer Love and Logic trauma informed care curriculum to families

Objective 2d: EHS will provide training to staff and families on how to work with families impacted by opioid/drug addiction.
Progress, Outcomes, and Challenges
Year 1
• Attended Regional Head Start Conference • Ongoing work to establish and maintain partnerships with the hospital and other mental health providers in the community • Individualized plans are established with families to address challenging situations • With support from their home visitor, a parent addressed mental health issues with their physician and reported elimination of self-medication with illegal substances after beginning prescription medication • EHS home visitor supported a parent with history of addiction in proactively discussing concerns about opioid pain medication with her physician prior to surgery and avoiding relapse.
Year 2
• Regularly scheduled meetings with mental health consultant to provide training related to working with individuals experiencing substance abuse and addiction issues • Mental health consultant facilitates monthly educational group for parents related to various mental health topics including substance abuse and addiction • The mental health consultant is available for consultation services with individual home visitors and families as-needed • EHS staff receive ongoing implementation support for TBRI on a bi-monthly basis • A home visitor supported a parent with an extensive history of drug addiction in building support networks, understanding their child's needs, and connecting with community resources. This parent was formerly incarcerated for possession and distribution of drugs and released shortly before enrolling in Early Head Start when their child was 2 weeks old. The parent relapsed several times in their first year in the program, resulting in family foster placement for the child. The EHS home visitor continued to support the family during this time to make positive changes in order to make healthy choices to keep their child safe. This parent has maintained sobriety for 10 months and has their child back in the home. The parent reports that Early Head Start has been an invaluable support in their success.
Challenges: • COVID- 19 restrictions • Inability to conduct in-person visits for several months • Ability to identify red flags for drug use
Action Steps: • Complete drug/self-defense with Sheriff's department • Further mental health consultation/training • Ongoing TBRI implementation support, including setting healthy boundaries

Program Goal 3: Engagement - EHS will empower families to understand the importance of and prioritize family engagement within their home and community.
Objective 3a: EHS will educate families on the importance of limiting the amount of time infants are in containers (car seats, strollers, bumbo seats, bouncy swings, rockers, bouncer seats, nursing cushions, vibrating chairs, jumpers, exersaucers, activity gyms/centers).
Progress, Outcomes, and Challenges
Year 1
• EHS Home Visitors provide ongoing education from the curriculum and other resources about the benefits of tummy time, holding your baby, and floor time • EHS Home Visitors have begun to collaborate with the local interagency coordinating council to develop an educational campaign related to Container Baby Syndrome prevention
Year 2
• EHS staff continues to provide developmentally appropriate resources from the curriculum and other sources • CDS-CC physical and occupational therapists are available for consultation and education as needed regarding the impact of containers on typical motor development • Services were provided virtually during COVID restrictions and resumed in person as soon as feasible
Challenges: • Due to COVID-19 restrictions, ICC has not met in person
Action Steps: • Continue to collaborate with ICC regarding container baby initiative
Objective 3b: EHS will introduce and implement strategies with families during home visits to impact parent engagement with their child during and in between the visits.
Progress, Outcomes, and Challenges
Year 1
• Child goals developed with parents to support each child's individual learning • Child goals aligned with in-kind activities to increase engagement between visits • Home visitors emphasize the importance of establishing consistent routines and ways to embed learning experiences within daily routines • Monthly attendance reports completed and analyzed by the EHS Coordinator and EHS home visitor

Year 2
• EHS staff completed TBRI training. Implementation support has focused on TBRI principles, which include connection. Home visitors support parents in learning to connect with their children. • Coaches completed training in the TLC model • Implementation of TLC model with new staff and EHS team
Challenges: • COVID-19 restricted in-person visits for an extended period
Action Steps: • Continued implementation of TLC coaching process to increase intentional use of specific home visiting practices
Objective 3c: EHS will implement strategies to increase parent, parent-child, and child engagement during socializations.
Progress, Outcomes, and Challenges
Year 1
• Parent input is used to identify best times, topics of interest, and community partners to invite as presenters. • Home visitors share information from Discovery Time during home visits with families who did not attend • Parent groups facilitated by the mental health consultant have been regularly attended by 3-5 families • During Discovery Time, home visitors maintain a consistent routine, plan age appropriate activities, and update the environment to increase engagement.
Year 2
• Staff offered virtual socializations when unable to meet in person due to COVID-19 • Expectations for Discovery Time were developed and will be reviewed with families at enrollment and as needed throughout the program year to encourage attendance at monthly Discovery Times • Reimbursement available to parents for sibling childcare to allow parents to attend Discovery Time and other program activities with their enrolled child
Challenges: • COVID-19 restricted the ability to offer in-person Discovery Times • Due to COVID-19, sibling care is unable to be provided at Discovery Time • New staff are less familiar with PIWI model
Action Steps: • Complete PIWI training with EHS staff • Continue efforts to re-engage families in face-to-face socialization opportunities as COVID restrictions continue to lessen in our community

a. *If additions, deletions, or revisions were made to your programs* ***School Readiness Goals*** *since last year's application, then describe how the revised goals align with the* ***Head Start Early Learning Outcomes Framework: Ages Birth to Five,*** *state and tribal early learning guidelines, as appropriate, and requirements and expectations of the local schools where children will transition.*

There have been no additions, deletions, or revisions to the School Readiness Goals. These goals were developed by committee which included CDS staff, Policy Council members, Head Start representatives with support from Regional T.TA and are aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five, Wyoming's Birth to Three Early Learning Guidelines, and the expectations of the Head Start and Children's Developmental Services of Campbell County preschool programs. The color bands are aligned with the HSELOF for easy reference for both staff and families.

As an agency, we have also aligned our goals with Campbell County School District.

CDS –CC Goals Aligned with School District Goals

CDS-CC Goals	Campbell County School District Goals
• Promote skills of attention, memory, problem solving, creativity, language, and literacy • Gain skills to appropriately regulate and express emotions	• Improve student achievement
• Provide opportunities for wellness to allow children to live a healthy active lifestyle	• Improve wellness of students and staff
• Partner with families to provide supports, services, information, and resources • Partner with community resources to advocate in meeting the needs of children and families	• Ensure efficient and effective operations

b. *If additions, deletions, or revisions were made to your* ***Program Goals*** *since last year's application, then include information on how parents and the governing body were involved in those changes.*

There were no additions, deletions, or revisions made to the Program Goals since last year's application.

Sub-Section B: Service Delivery

1. Service and Recruitment Area

The proposed **Service and Recruitment Area** continues to be Campbell County. There are no proposed changes to the service area.

2. Needs of Children and Families

The **Needs of Children and Families** in Campbell County have remained consistent from last year's findings; therefore, no updates or changes have occurred.

3. Chosen Program Option and Funded Enrollment Slots

The **home-based program option and proposed funded enrollment** will remain unchanged for the next year. The **Early Head Start program option** will continue to be the home-based model for all 36 enrollment slots. Through the home-based option all enrolled children and their families will be offered a minimum of 48 home visits a year, each visit lasting a minimum of one and one-half hours (1-1/2). Each family will also be offered a minimum of 24 socializations distributed over the course of the program year, lasting a minimum of two hours each. There are no proposed changes to the program option or funded enrollment.

4. Centers and Facilities

There are no additions, deletions, or changes to service locations. Early Head Start will continue to be a home-based model. The physical location of the Early Head Start program is 416 Juniper Lane, Gillette, WY. The facility has an occupancy license through the City of Gillette. Safety checks are completed regularly.

5. Eligibility, Recruitment, Selection, Enrollment, and Attendance

There are no proposed changes in this area. Recruitment and selection will continue to focus on reaching the population who meet the need for EHS services, as determined by community assessments and Federal eligibility requirements. A waitlist is maintained, and families are enrolled based upon a criterion ranking system. Regular attendance at home visits and socializations will be promoted by each home visitor. Attendance data will continue to be analyzed monthly and an individualized plan to increase attendance will be developed as needed.

6. Education and Child Development

There are no updates or proposed changes to the Early Head Start program's approach to education and child development from the previous year.

The EHS program will continue to address the educational and developmental needs of each individual child through a variety of learning opportunities while focusing on the individual child's development in all developmental domains. Each family is offered 48 weekly home visits per year, lasting a minimum of 1.5 hours each. The home-based curriculum used by Early Head Start is *FSU Partners for a Healthy Baby, Prenatal to Three (Partners).*

Each enrolled child and family are offered 24 group socializations per year, each lasting a minimum of 2 hours. Socializations are planned jointly with families with a focus on parent education and enhancing parent-child relationships. *Parents Interacting with Infants* is used to plan group socializations.

7. Health

There are no proposed changes to health services. Comprehensive **health services,** including preventative health, oral health, nutrition, mental health, and prenatal health care will continue to be addressed as during the previous program year.

8. Family and Community Engagement

There are no proposed changes in this area. Early Head Start continues to use a family growth tracking tool, Life Skills Progression (LSP), along with our Family Partnership Plans to support families in their efforts to become self-sufficient. Families develop a Family Partnership Agreement with the home visitor and are provided with the framework needed to complete their individual goals to obtain self-sufficiency. The family goals/outcomes are aligned with the Parent, Family, and Community Engagement Framework.

9. Services for Children with Disabilities

There are no proposed changes in disability services. CDS-CC is committed to providing a fully inclusive program for children, which means that children with disabilities will be educated within the regular education environment, in the home for home-based programming, and during socializations. Early Head Start and the Part C program are both a part of Children's Developmental Services. These programs are housed together and collaborate to meet the needs of any Early Head Start children in need of disability services.

10. Transition

There are no proposed changes in this area. Transitions will continue to be a priority of the program, as they are necessary to support successful experiences for the families participating in EHS. Early Head Start is working closely with Head Start staff to ensure a smooth transition process to the local Head Start preschool program.

11. Services to Enrolled Pregnant Women

There are no proposed changes. Services for pregnant women are focused on identified needs and subsequent goals. Pregnant women will typically be seen on a weekly basis for 1.5 hours and they are invited to attend the infant socialization.

12. Transportation

There are no proposed changes in this area. The transportation needs of Early Head Start children and families will be addressed on an individualized basis dependent on family needs. Public transportation is limited in the community. Transportation will be provided in county owned vehicles as necessary to ensure parent participation in the program, including Policy Council meetings, Parent Meetings, and Socializations as well as transportation to and from appointments as needed.

Sub-Section C: Governance, Organizational and Management Structures

1. Governance

The program is proposing no changes to the roles and responsibilities of the Board of Directors or Policy Council. The **Governing Body structure** will continue to consist of the Board of County Commissioners, an elected board who has legal and fiduciary responsibilities. The **Board of Directors** membership is a political appointment by the County Commissioners and consists of five individuals interested in early childhood education and early intervention services. Board Members are exempt from the requirements of the Head Start Act, as they are political appointments. Although the Board is exempt from Section 642(c)(B-D) of the Head Start Act, the Board does have expertise in each of the required areas.

The Board of Directors meet monthly. During these monthly meetings, they communicate with the Executive Director, program staff and the Policy Council Liaison. Most of the key-program information and on-going monitoring occurs during these monthly meetings. The Board receives monthly reports on finances, statistics, nutrition, and other programmatic topics which allow them to monitor services on an on-going basis. They receive ongoing monitoring results and data on school readiness goals as the information is available. Policy

Council meets prior to the Board meeting, so decisions made by the Policy Council are available and shared with the Board by either the Executive Director, EHS Coordinator, and/or the Policy Council Liaison.

The Policy Council meets monthly and consists of five members and two alternate members. Policy Council Members are elected annually by the Parent Committee through an application process and Policy members can serve up to five, consecutive one-year terms. Three of the members are parents in the EHS program, one from each of the home visitor's caseload and two members are from the community, also elected by the Parent Committee. Efforts are made to involve community members who have a passion or interest for serving the families in our community. There are two alternate members, one representing the Community who is the Board of Directors Liaison and one parent, elected by the Parent Committee. The alternate members attend all meetings and can vote when there is an absence of a full-time member. Responsibilities include the following: approving policies concerning ERSEA, school readiness goals, selection of curriculum, program goals, grant applications, budget, Policy Council By-Laws, and policy for electing members to Policy Council. Policy Council receives and reviews monthly reports on finances, statistics, nutrition, and other programmatic topics which allow them to monitor services on an on-going basis. An EHS Policy Council member participates in the CDS-CC Board of Directors meeting and a CDS-CC Board of Director Member participates in the EHS Policy Council meeting.

2. Human Resources Management

There are no proposed changes to the management and staffing structure. The Organizational Structure for the EHS program is fully integrated into the entire CDS-CC organization. The structure establishes clear lines of communication, supervision, and positions.

Prior to employment, all EHS staff, consultants, and contracted individuals must complete and receive a clean criminal background check report from the Department of Family Services and Division of Criminal Investigations, as written in CDS-CC Policy.

CDS-CC provides intensive pre-service training, in-services, and out of area training opportunities to all staff. Staff development occurs in several phases including orientation, ongoing training, and evaluation for further training. Training occurs in a myriad of methods including practice-based coaching, group training onsite, group technical assistance, individual technical assistance, workshops, peer training, visitation to sites for observation, research and article reviews, and mentorships. A training plan is developed annually to reflect staff needs, results of the annual-self assessment, annual staff performance appraisals, OHS priorities, School Readiness data, annual Community Assessment, Board of Directors Annual Strategic Plan, on-going monitoring and annual PIR data. Training hours are tracked to ensure that each staff member completes a minimum of 15 hours of professional development per year and meets the requirements in the Performance Standards. There are no proposed changes to the program's approach to staff training and professional development. The proposed plan for the upcoming fiscal year addresses currently identified training needs.

3. Program Management and Quality Improvement

Children's Developmental Services has a system in place which ensures on-going monitoring, accountability, efficiency, and leadership are occurring simultaneously. CDS-CC has implemented an organizational structure focused on systems and on the patterns of interrelationships among key components of the system which include organizational workflow, process, attitudes, perceptions, quality of work, decision making process and other factors. The systems and services are interrelated, and the cause and effect are closely identified by self-

assessment/monitoring, planning, strategic planning, addressing the identified needs for continuous improvement and quality of services.

There are no previously identified areas of non-compliance/deficiency, safety incidents, or audit findings.

The EHS Coordinator reviews ERSEA data, financial reports, statistical reports, on-going child and family data, lesson plans, socialization plans, and progress towards meeting individual goals on a monthly basis. This data is discussed during reflective supervision meetings with home visitors and during twice monthly EHS team meetings. Through these meetings, areas in need of improvement and opportunities for professional development are identified.

Staff training hours are tracked and monitored to ensure each staff member completes a minimum of 15 hours of professional development per year in accordance with the requirements in the Performance Standards.

Early Head Start staff receive a competitive salary, excellent benefits, opportunities for staff to identify areas for professional growth and incorporate individual interests and needs into their annual performance appraisal. As an organization we strive to promote a positive work environment with low staff turnover which allows the development of long-term relationships between families and home visitors.

Section II. Budget and Budget Justification Narrative/Early Head Start Line-Item Budget

Object Class Categories	A EHS Costs for Program Operations	B EHS T/TA CANG 084121	C Non-Federal Contribution	D Number of Persons FT	PT
a) PERSONNEL					
Administrative					
Executive Director (Administrative-100%)			$5,793		.05
Financial Specialist (Administrative- 100%)			$7,101		.10
Coordination					
EHS Coordinator (Administrative-20%)	$45,178		$11,054	.9	
Early Intervention Coordinator			$4,655		.05
Early Childhood Coordinator			$3,625		.05
Administrative Assistant/Family Services Technician (Administrative-25%)	$30,851		$3,781	.9	
Education					
Home Visitor (3)	$150,749		$2,639	3	
Total Personnel	**$226,778**		$38,648	**4.8**	**.65**

Early Head Start Line-Item Budget

	A EHS Program Operations Budget	B EHS T/TA CANG 084121	C Non-Federal Contribution
b) FRINGE BENEFITS			
Social Security	$11,473		$7,117
Worker's Compensation	$3,531		$0
Health/Dental/Life Insurance	$58,505		$40,762
Retirement	$26,011		$19,469
Flexible Benefits	$530		$2,130
Total Fringe Benefits	**$100,050**		**$69,478**
d) EQUIPMENT $ -0-			
e) SUPPLIES			
Office Supplies	$1,300		
Child and Family Service Supplies	$1,775		
Other Supplies Program/Copying/Postage	$200		
Total Supplies	**$3,275**		
f) CONTRACTUAL $ -0-			
g) CONSTRUCTION $ -0-			
h) OTHER			
Utilities	$6,393		
Child Liability Insurance	$171		
Total Occupancy	**$6,564**		

Early Head Start Line-Item Budget

	A EHS Program Operations Budget	B EHS T/TA CAN 084121	C Non-Federal Contribution
Local Travel			
Vehicle Maintenance/ Repair	$1,200		
Vehicle Operating Expenses	$2,500		
Total Local Travel	**$3,700**		
Nutrition Services			
Children's food (80% reimbursed USDA)	$95		
Adult food	$1,405		
Consultation	$300		
Total Nutrition and Food	**$1,800**		
Child Services – Consultants			
Child Care/Translation	$2,852		
Health Services	$3,000		
Family Enrichment (Counseling)	$15,092		
Total Child Services- Consultants	**$20,944**		
OTHER PARENT SERVICES			
Parent Activities/Parent Travel	$250		
Parent In-Kind			$13,056
Parent Books and Resources	$150		
Total Parent Services	**$400**		$13,056
Publications/Advertising/Printing			
Program Printing	$600		
Advertising	0		

Early Head Start Line-Item Budget

	A EHS Costs for Program Operations	B EHS T/TA CAN 084121	C Non-Federal Contribution
Training/Travel or Staff Development			
Training/Travel and Staff Development		$10,000	
Other			
Association Dues	$1,552		
Total Other (h)	**$35,560**		**$13,056**
TOTAL DIRECT CHARGES	**$365,663**	**$10,000**	**$121,182**
INDIRECT COSTS	**-0-**	**-0-**	**-0-**
TOTALS - ALL BUDGET CATEGORIES	**$365,663**	**$10,000**	**$121,182**
TOTAL BUDGET **A. Program Funds $365,663** **B. T& TA Funds $10,000** **C. TOTAL FEDERAL SHARE $375,663** **(Columns A+B+C below)** **TOTAL NON-FEDERAL $121,182** **TOTAL $496,845**			

Budget Justification of "Federal Resources"

CDS-CC has been operating and serving the children and families of Campbell County, Wyoming for 52 years. The agency provides a variety of programs utilizing local, state and federal funds for the benefit of children and families. It is the belief of this agency that when resources can be combined, yet allocated appropriately, it is a more cost efficient and people efficient way of doing business. CDS-CC fulfills the function of being able to provide an array of services through one provider, utilizing a team of professionals. This is collaboration in its truest sense. CDS-CC currently operates programs which complement the EHS program with personnel, facility, playground, kitchen, equipment and supplies already in place. Thus, the EHS

program is not the sole support of all the operational costs. CDS-CC operates on sound budget principles, including equitable allocations to all funding sources. CDS-CC will collaborate and access funds from USDA, local government, CDS-CC Foundation, and others when necessary. Justification of each expenditure category follows:

Personnel

Staff compensation levels are fair and appropriate as determined by the Campbell County Personnel Committee and County Policy. Each position is evaluated on a schedule to establish a consistent basis for measuring and ranking the relative work and job requirements of each job. Each of the positions for the EHS program have been evaluated as well, the last wage comparability study completed by Campbell County was completed in September 2019. All staff receive comparable wages with others in the community and region. The Wage Comparability Study completed by Campbell County Human Resources office compared staff from the Children's Developmental Services to other staff in the community and geographic region. The three criteria used to determine the labor market survey included employer size, geographic proximity, and nature of services provided.

Early Head Start Staff were compared with others in our community who are required to have comparable education levels, work experience, and job-related duties. The following is a breakdown with requirements for each position in Early Head Start:

All staff who are in management level positions at Children's Developmental Services are required to have five to six years of work experience in early childhood programs with progressively responsible supervisory experience and a bachelor's or master's degree in Early Childhood Education or closely related field.

The Early Head Start Home Visitor requires three to four years of experience in early

childhood and a bachelor's or master's degree in Early Childhood Education or closely related field.

It remains our program goal to ensure the Early Head Start program can retain well trained, qualified staff to maintain high quality comprehensive services.

The compensation levels are fair and appropriate and ensure the continuity of staff who meet the needs of families in this program. Staff compensation is fair and equitable based on the Campbell County Pay Scale, which places all staff in a "Range and Band". The Range and Band **does not allow for a staff person to receive compensation more than Level II of the Executive Schedule**. Staff compensation levels, including salary and benefits, **will not be more than $187,100.** EHS Staff members include five full-time employees; these positions are employed 12 months a year:

EHS Coordinator – The Coordinator coordinates services provided by the EHS program, this is a full-time position of 40 hours per week, 36 hours or 90% of time is dedicated to EHS while the remaining four hours are used to supervise the Part C Early Interventionists. Federal funds, in the amount of **$45,178** are used to pay for coordinating Early Head Start. The total salary and benefits for the Early Head Start Coordinator total $95,712. The federal dollars used to support the EHS Coordinator position equal **$65,104** or 68% of the total salary and benefits.

EHS Home Visitors (3) - These full-time positions, 40 hours/week, provide home-based services for 36 families, totaling **$150,749** of Federal ACF funds.

Administrative Assistant/Family Services - This position provides 90% or 36 hours a week to the EHS program for administrative support and family services totaling **$30,851** of Federal ACF funds.

Total Personnel: $226,778

Fringe Benefits

All full-time employees are provided with Social Security (FICA at 7.65%), Workers Compensation at 1.39% and Wyoming Retirement at 18.62%. Health, Life, and Dental Insurance is provided to full-time employees, at an individual rate of $2,600 a month. Beginning in January 2022, health insurance premiums will increase by 12%. A prorated amount equal to the number of hours per employee is reflected in this budget.

Fringe Benefits total: $100,050

Equipment - There are no costs for equipment.

Supplies - Included in this budget category are costs for program office supplies ($1,300) as well as copying, postage, and other supplies ($200) for a total of **$1,500**. Supplies for Home Visit and Discovery Times total $1,175, and Teaching Strategies Gold online tracking system slots are at $600, for a total of **$1,775.** A per child cost is determined for these expenditures. These costs are reasonable and appropriate. Total for **supplies is $3,275**

Contractual

There is no contractual cost reflected in this category.

Construction

There is no construction cost reflected in this category.

Other

Occupancy - Costs included are utility costs, telephone, child liability insurance, and maintenance/custodial. Included in the utilities cost category are electric, water, sewer, gas, and garbage costs based on per square footage use. Approximately 3,000 square feet are dedicated towards the EHS program, representing 30% of total square footage. The total estimated cost of utilities is $21,310 with **$6,393** allocated for utilities for the EHS program, amounting to $533

per month. This is a reasonable expense for utilities. Child Liability Insurance reflects the cost of pre-school accident insurance for 36 children in the EHS program totaling **$171**, for a total "Occupancy" Cost of: **$6,564.**

Local Travel - Included in this category are vehicle operating expenses and vehicle maintenance expenses. Vehicle operating expenses consist of staff transportation for home visits. Each Home Visitor (3) is allocated $69.50 per month for travel expenses to and from home visits for a total of **$2,500**. Vehicle maintenance/repair reflects the cost of vehicle maintenance expenses for the vehicles operated by EHS Home Visitors, including repairs and general maintenance as needed, **$1,200**. The total for local travel is **$3,700.**

Nutrition and Food- Included in this category are costs attributed to providing children and their families snacks and family style meals during Discovery Times, a minimum of 24 times per year for each family. Eighty percent of the total costs for the children's food category have been calculated and are **paid by USDA;** the 20% not paid is estimated at **$95** for children's food. Adult food for Discovery Times is budgeted at **$1405**. **Consultation** for the review of USDA menus by a Registered Dietician is **$300.** The total budgeted for nutrition and food is **$1,800.**

Child Services - Included in this category are health services, mental health consultation, translation services, and childcare. Childcare expenses are budgeted for parents attending Parent Meetings, Policy Council meetings, Discovery Times and Health Services Advisory Committee meetings. Parents are reimbursed $2.50 an hour for their first child and $1.50 an hour for each additional child. Translation services are budgeted and provided through this line item, at $40.00/hour, for our non-English speaking families. Educational support provided by an Instructional Assistant or other qualified CDS staff member may include preparation prior to home visits and socializations as well as care for siblings during socializations, parent group, and

other program activities. Substitute staff may provide support for sibling engagement during challenging home visits to allow home visitors to focus on interactions between the parent and enrolled child. A substitute may also be utilized to ensure adequate staffing to more effectively allow for transportation support to be provided to those families in need. This cost is calculated at the substitute pay rate of $15.12/hour. Budgeted amount for these services totals: **$2,852.** The **Health Services** line item is a contract with a Registered Nurse. The RN's responsibilities include monitoring and tracking each enrolled child's and pregnant woman's health care. This is calculated at $30.00/hour for two (2.0) hours per week. Total not to exceed **$3,000. Mental Health consultation** services are provided for the program in the **Family Enrichment** line item, through a contract with the Y.E.S. House. The agreement provides consistent on-site mental health services for enrolled families and consultation with EHS staff. This contract is paid based on three (3) hours per month X $67.50/hour with individualized consultation scheduled as needed. Trauma informed approaches are supported through ongoing implementation support for Trust Based Relational Intervention (TBRI) which includes TBRI specific coaching and regular follow up with staff to ensure that TBRI principles continue to be implemented with fidelity. TBRI implementation support is provided by a licensed mental health professional trained in the TBRI model. These services are budgeted at four (4) hours per month X $155/hour. Total for this line item is **$15,092.** The total budgeted for child services is **$20,944.**

Parent Services include funding for activities/travel and books and resources. **Parent Activities and Travel-** Parents are encouraged to transport themselves and their children in private vehicles for the group interactions and to attend parent meetings, Policy Council and Parent Committee meetings. They will be reimbursed at the standard mileage rate $0.56 per mile totaling **$250**. There is also **$150** for the program to purchase books and resources to be shared

with families throughout home visits and socialization. Total line item for Parent Services is **$400.**

Publications/Advertising/Printing include the costs for Program Printing and Program Advertising. **Program Printing** - This category reflects cost for printing EHS forms, brochures, and public awareness materials for a total of **$600.** The total for this line is **$600**

Training/Travel and Technical Assistance- These funds are used for training to address the needs for staff, parents, and volunteers, including travel costs for out of town training opportunities and meetings. Travel costs include meals, lodging, and transportation and are actual costs. The cost of the Training and Technical Assistance totals **$10,000.**

Association Dues - These funds will be used to pay program dues to Regional and State Head Start Associations, totaling **$552.** Child Plus will be used for tracking program data at a budgeted cost of $1,000. The total budgeted amount for this line item is **$1,552.**

Total for "Other"= **$35,560**

Total T&TA Funds = **$10,000**

Total Direct Charges= $375,663

4. Internal Controls

Management and fiscal staff receive training on federal rules and regulations in regard to allowable expenditures. CDS-CC has established policies to ensure internal controls are in place to allow for the safeguarding of federal funds, these policies are approved by the board of directors. Inventory is conducted annually to maintain accountability of equipment purchases made with federal funds.

NON-FEDERAL RESOURCES

Item descriptions included in the Non-Federal In-Kind Budget are described below:

PERSONNEL

Administrative

Executive Director – Robert Tranas dedicates 5% of time directly to administering the EHS program and budget totaling $5,793. The total salary and benefits for the Executive Director total **$180,146. There are no Federal dollars allocated to this position.**

Administrative Specialist - Carol Curtis dedicates 10% of time directly to perform accounting procedures and fiscal management of the EHS program totaling **$7,101.**

Coordination

Early Intervention Coordinator - Trena Bauder dedicates 5% of her time to assure coordination between the EHS program and the Part C and Part B programs totaling **$4,655.**

Early Childhood Coordinator – Tausha Edmonds dedicates 5% of time coordinating required training for EHS staff, parents, and care givers totaling **$3,625.**

Early Head Start Coordinator – Stephanie Stevens coordinates services provided by the EHS Program. Campbell County provides **$11,054** towards this salary, which is considered in-kind. The supervision of Part C Services total 10% or $6,248.

Administrative Assistant/Family Services – This position provides administrative support and works on family involvement activities for EHS. In-kind donations of **$3,781** are provided by Campbell County towards this salary.

Education

Home Visitor - These three positions provide home visits to EHS enrolled families. These three positions receive a total of **$2,638** from Campbell County because of salary market adjustments put into effect by Campbell County Board of Commissioners.

FRINGE BENEFITS

This includes fringe benefits and related payroll cost for the staff positions described above, based on the applicable percentages to the wages discussed above.

Social Security - calculated at .0765 (federal rate)	**$ 7,117**
Health/Dental/Life Insurance-calculated at $16.28/hr.	**$40,762**
Retirement - calculated at .1862	**$19,469**
Health Savings Account	**$ 2,130**
Total personnel and fringe Benefits-Non-Federal	**$69,478**

OTHER

Volunteers - Parent/Volunteer Time for Meetings - This includes the cost of time for parents to attend monthly policy council meetings (3 parent member @ 2 hrs./mo.), and parent meetings (8 parents at 1 hour per month) at $16.00/hour. These costs total **$2,688.** Parent's volunteer time working with their children on individual child goals (36 parents at one and one-half hours per month) at Instructional Assistant rate of $16.00 for a total of **$10,368**.

Total Parent In-kind is $13,056

TOTAL NON-FEDERAL BUDGET - $121,182

Administrative Costs incurred through personnel and fringe benefits include twenty percent (20%) of the EHS Coordinator duties and twenty-five percent (25%) of the Administrative Assistant/Family Services Technician duties, which are administrative in nature. The in-kind positions of the Executive Director and Administrative Specialist are 100% administrative.

Following is a breakdown of the salary and fringe benefit costs of administrative positions:

Administrative Costs							
	Social Security .0765	Workers Comp 1.39	Health/ Dental $2,600/mo	Retire-ment .1862	Salaries	HSA Benefit	Total
EHS Coordinator (.20)	$860	$156	$5,616	$1,826	$2,094	$180	$20,152
Administrative Assistant (.25)	$662	$120	$7,020	$1,612	$8,658	$180	$18,252
Executive Director (.5)	$443	$81	$1,560	$1,079	$5,793	0	$8,956
Financial Specialist (.10)	$543	$99	$3,120	$1,322	$7,101	0	$12,185
Totals	$2,508	$456	$17,316	$6,107	$32,798	$360	$59,545

EHS Paid Positions:

EHS Coordinator (20%) - **$20,152**

EHS Administrative Assistant/Family Services (25%) - **$18,252**

In-Kind Administrative Positions:

Executive Director (5%) - **$8,956**

Administrative Specialist (10%) - **$12,185**

Percent of Administrative Personnel to Total EHS Program Budget is 11.9% of the total program cost.

Children's Developmental Services of Campbell County

Early Head Start Self-Assessment Report

2019-2020 Program Year

Introduction

Program Description

Children's Developmental Services of Campbell County/Early Head Start (CDS-CC/EHS) began providing EHS Home Based Services to 36 pregnant women and children birth to three years of age in September 1999. CDS-CC also provides disability services for children from birth until public school, childcare for children 3 years until they enter public school, as well as parenting classes for the community. All programs are supported by numerous funding sources which include Federal, State, and local governments.

Program Goals

The Early Head Start program has established three program goals for the 5-Year project period ending August 31, 2024. These include:

- **Goal 1:** School Readiness – Early Head Start will promote the value of every child by providing comprehensive, quality services to all children and families in order for them to achieve their fullest potential.
- **Goal 2:** Health and Wellness: - CDS-CC will create a culture that values and promotes comprehensive health and wellness of families and staff.
- **Goal 3:** Engagement - EHS will empower families to understand the importance of and prioritize family engagement within their home and community.

Context for Self-Assessment

The self-assessment process began with a review of the previous year's self-assessment report. A review of data indicated sufficient progress was made on the following goals for program improvement which were included in last year's self-assessment:

Goal 1: Early Head Start will develop an ongoing file review system to ensure that all paperwork is up to date, included in the file, and completed within the required timelines.

Goal 2: Increase the number of enrolled pregnant women who receive required dental screenings and treatment and establish a dental home.

The data review identified that the following goal is an ongoing area of need and will continue to be addressed in the upcoming year:

Goal 3: Increase the number of children receiving required lead screening at 12 and 24 months.

At an initial planning meeting, the team elected to use the Focus Area 2 monitoring protocol as a guide to review overall compliance with the Head Start Program Performance Standards. Additionally, the team decided to take a closer look at Health Services, Education and Child Development, and Family and Community Engagement. Team members were assigned areas to review, and a timeline was established.

Methodology

Self-Assessment Team Members

Program Design Management and Quality Improvement

Stephanie Stevens and Bob Tranas

Monitoring and Implementing Quality Education and Child Development Services

Kristina Tyler and Cassie Sapp

Designing Quality Health Services

Stephanie Stevens, Kristina Tyler, Ashley Salmon

Monitoring and Implementing Quality Family and Community Engagement Services

Heather Zahn, Cassie Sapp, Ashley Salmon

Monitoring and Implementing Fiscal Infrastructure

Stephanie Stevens, Bob Tranas, Carol Curtis

Monitoring ERSEA: Eligibility, Recruitment Selection, Enrollment, and Attendance

Heather Zahn, Stephanie Stevens, Ashley Salmon

Home Visit/Discovery Observations

Observations of home visits were not completed during the self-assessment timeframe due to COVID-19 restrictions. Socializations were not being held due to COVID-19 health orders. Observations will be completed throughout the program year as part of ongoing program assessment and as allowed by current health orders.

Timeframe and data collection tools

The annual self-assessment was conducted from August 1 to September 30, 2020. File reviews were completed throughout August. Individual teams scheduled meeting times to review assigned areas.

The following data sources were utilized during this review:

- FY 2020 Focus Area Two Monitoring Protocol
- 2018-2019 Annual Self-Assessment
- OHS Monitoring Report (FA1)
- Individual Files
- Program goals
- Community Assessment
- Financial reports
- Policies and Procedures
- Head Start Early Learning Outcomes Framework
- Parent, Family, and Community Engagement Framework
- School Readiness Goals
- Health tracking logs
- Discovery lesson plans
- CACFP logs
- Emergency preparedness plans
- Enrollment forms

Key Insights

Program Strengths

Program Management and Quality Improvement

- The management team includes the executive director, EHS Coordinator, Early Intervention Coordinator, Early Childhood Coordinator, Early Intervention Inclusion Supervisor, and the Financial Specialist. This team meets weekly and is responsible for ensuring that the system of services at CDS meets the needs of all programming including maintaining high quality services and supports as well as ensuring all rules and regulations are followed.
- Training and technical assistance plan is developed annually with consideration of individual staff needs identified through coaching, reflective supervision, and regular meetings with the Early Head Start team.
- EHS Coordinator reports monthly to both the Board of Directors and Policy Council both verbally and through presentation of written reports.
- Shared governance among County Commissioners and Board of Directors. Executive Director maintains communication with the commissioners to request that they seek appointments for the Board of Directors that fulfill all required areas.
- Open communication between CDS-CC staff and board of directors through the management team reporting on respective programs at each monthly meeting.

Fiscal Infrastructure

- Senior Financial Specialist with 35 years of experience
- Policy Council and the Board of Directors review monthly financial reports
- Policy Council and the Board of Directors participate in development and approval of the budget
- 95% of the budget goes to personnel, with the remaining 5% to operating expenses
- Competitive wages and benefits

ERSEA: Eligibility, Recruitment Selection, Enrollment, and Attendance

- Community Assessment data is used to guide recruitment efforts, criteria ranking and selection
- Eligibility interviews are completed in person. When unable to complete in person, the reason is clearly documented.
- Eligibility is verified through review of applications and verification documents by 3 staff members who have been trained in ERSEA requirements
- Program maintained full enrollment and an active waiting list throughout the program year.
- Over 10% of enrolled children were also eligible for and receiving services through the Part C program
- Monthly reports generated and shared with Policy Council and Board of Directors. These reports include information on enrollment and attendance. Attendance data is reviewed with home visitors during reflective supervision and strategies to increase family engagement and attendance are discussed.
- All EHS staff completed professional development training on ERSEA requirements.

Education and Child Development Services

- School Readiness Goals are aligned with the HSELOF. Parent input was used to align school readiness goals with the ELOF.
- Transitions begin at age 2 ½. Supporting the child and family through preschool transitions becomes a family goal if desired. Parents and home visitors discuss all options and develop alternate plans if the parent's first choice is not available.
- Ongoing assessment data is reviewed regularly and used to track continued child development as well as make appropriate referrals.
- All EHS staff have been trained in implementing the Partners for a Healthy Baby curriculum with fidelity
- Translators are utilized when working with Spanish speaking families.
- Collaboration with Part C and Part B service providers for additional family support and ease of transitions between programs
- EHS home visitors completed online certificate program for partnering with families
- During Discovery Time, activities are planned in each area of development. Parent input is used to plan home visits and socializations.
- Bagless visits- families, together with their home visitor, plan activities for visits and ways to incorporate learning opportunities into daily routines. Home visitors and parents use the ELOF as a tool during the goal setting process.

Health Services

- Supporting families in establishing a medical home and insurance begins during the application process with attempts to identify barriers and provide resources.
- Child Health related information is tracked in a database and home visitors are made aware of upcoming medical and dental requirements
- Families receive individualized support to ensure that children attend well child visits, regular dental examinations, and receive immunizations.

- Mental health consultant facilitates a monthly group for parents and meets with staff monthly to provide education on various topics related to mental health, substance use/misuse, addiction, and trauma.
- Mental health consultation to individual families can be scheduled on an as needed basis
- Follow CACFP guidelines for Discovery meals and accommodate feeding needs for each child.
- Checklists are used to continuously monitor safety. Good emergency preparedness plans. Basic 8 training yearly for all staff.
- Defensive driving completed before transporting clients. Car seat safety/installation training.

Family and Community Engagement

- Multiple tools including a needs assessment, ecomap, and LSP data are used to identify and prioritize the needs of enrolled families
- Family goal tracking form is aligned with the PFCE framework
- Love and Logic Parenting classes offered free to families. Staff members are also able to complete the course so that they are better able to support families.
- Curriculum resources are utilized during visits and Discovery Time to enhance parents' abilities to support their children's learning and development
- EHS maintains relationships with community agencies through presentations, referrals, and MOUs.

Areas for Program Improvement

Health Services- Completion of required lead screenings at 12 and 24 months continues to be a challenge and continued efforts will be made to increase partnerships with providers in the community in order to meet these requirements.

The current system for tracking health requirements is no longer efficient. We will be examining this process and developing an updated system for gathering documentation and tracking requirements in a more efficient manner.

Education and Child Development- An issue identified in this area is that of transitions from Early Head Start to the local Head Start preschool program. Communication between the two programs can be a challenge and we would like to work to improve the process for families and staff. Another area of improvement identified was in coaching. EHS staff are not comfortable with the coaching process and TLC model. We determined that further training is needed in order to increase the effectiveness of coaching within our program

Progress in meeting goals and objectives

Goal 1: Early Head Start will develop an ongoing file review system to ensure that all paperwork is up to date, included in the file, and completed within the required timelines.

Progress: A system was developed to ensure that peer file reviews are completed upon enrollment and annually thereafter. The EHS Administrative Assistant distributes file review forms to EHS staff. The review form is organized according to 30 and 45-day requirements as well as ongoing documentation. Once completed, the EHS home visitor and EHS manager receive a list of

documentation currently missing. The EHS Home Visitor is responsible for ensuring that any missing information is obtained and filed as soon as possible.

Goal 2: Increase the number of enrolled pregnant women who receive required dental screenings and treatment and establish a dental home.

Progress: Currently, there are no dental providers in Campbell County accepting Medicaid for adults. This issue was shared with the Wyoming Head Start state collaboration office. We consulted with the dentist on the HSAC regarding access to dental care for pregnant mothers. A partnership was established with this dental provider, who volunteered to donate dental examinations for enrolled pregnant women who were unable to access dental care. This partnership has the potential to include dental cleaning and basic treatment in addition to examination.

Goal 3: Increase the number of children receiving required lead screening at 12 and 24 months.

Progress: The COVID-19 health emergency created many barriers to progress on this goal. The EHS program has reached out to several local providers with attempts to share information about EHS health requirements. Home Visitors are working closely with families to educate them on the EHS requirements and help them communicate this information with their provider at well child visits.

Recommendations for program improvement

Goal 1: Early Head Start will develop an updated health tracking system to obtain and track medical and dental requirements in a timely and efficient manner.

Action Steps:

- Review current system
  Person responsible/time frame: EHS staff
  Fall 2020

- Develop tracking/communication form for documenting well child and dental visits.
  Person responsible/time frame: EHS Administrative Assistant and EHS Manager
  Fall 2020

- Request feedback from providers regarding the proposed tracking form and effective systems of communication
  Person responsible/time frame: EHS Manager and EHS Administrative Assistant
  Winter/Spring 2020-2021

Goal 2: Early Head Start will strengthen our relationship with the Head Start program in Campbell County and collaborate to establish an effective transition process between programs.

Action Steps:

- Contact Campbell County Head Start State center coordinator
  Person responsible/Timeframe: EHS Coordinator
  Fall 2020

- Meet with Campbell County Head Start staff to discuss transition process and needs
  Person responsible/Timeframe: EHS Staff
  Winter 2020-2021

- Ongoing communication between Early Head Start and Campbell County Head Start regarding upcoming transitions
  Person responsible/Timeframe: EHS Coordinator, EHS Home Visitors
  Spring 2021; ongoing

Goal 3: Improve implementation of the TLC coaching model

Action Steps:

- Contact T/TA for additional TLC training resources
  Person responsible/Timeframe: EHS Coordinator
  Fall 2020

- Attend TLC facilitator training
  Person responsible/Timeframe: EHS Coordinator
  Winter/Spring 2020-2021

- Implement TLC model from the beginning to increase staff understanding and comfort with the TLC process
  Person responsible/Timeframe: EHS Coordinator
  Ongoing

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
Region XIII PDDS/Early Childhood Child Care/Early Head Start
Organizational Structure

COUNTY COMMISSIONERS

BOARD OF DIRECTORS

CDS-CC Foundation Board

Early Head Start: Policy Council, Health Services Advisory Committee, Parent Committee

*1. Executive Director: Bob Tranas

***3.Early Childhood Manager:**
Tausha Edmonds

Early Childhood Instructors (8)
Instructional Assistants

***2.Early Childhood Special Education Manager:**
Trena Bauder

Speech Language Pathologists (3)
Occupational Therapist (2)
Physical Therapist
Early Childhood Special Education Supervisor
Early Childhood Special Education Instructors (8)

Bus Driver
Bus Assistant

***4.Early Head Start Coordinator**
Stephanie Stevens

Early Head Start Home Visitors (3)
EHS Administrative Assistant

Part C
Infant Education Instructors (2)

Financial Analysis Office Manager:
Carol Curtis

Administrative Assistant
Senior Administrative Assistant

Food Service Supervisor
Food Service Worker

Contract: Nurse & Mental Health Consultant

Early Intervention/Early Childhood/Full Day Preschool

Pandas		*Otters*		*Rascals*		*Honeybees*	
Early Childhood Instructor	Early Childhood Special Education Instructor	Early Childhood Instructor	Early Childhood Special Education Instructor	Early Childhood Instructor	Early Childhood Special Education Instructor	Early Childhood Instructor	Early Childhood Special Education Instructor
Instructional Asst. (2)		Instructional Asst. (2)		Instructional Asst. (2)		Instructional Asst. (2)	

Early Intervention/Early Childhood/Half Day Preschool

Amazon	*Meadow*	*Arctic*	*Outback*
Early Childhood Instructor	Early Childhood Instructor	Early Childhood Instructor	Early Childhood Instructor
Early Childhood Special Education Instructor	Early Childhood Special Education Instructor	Early Childhood Special Education Instructor	Early Childhood Special Education Instructor (M/W)
Instructional Asst. (2)	Instructional Asst. (2)	Instructional Asst. (2)	Instructional Asst. (2)

Instructional Assistant DD

Instructional Assistant DD

Nurse: Contracted with Public Health

*Chain of Command

EHS Training and Technical Assistance Plan

	A	B	C	D	E	F	G	H
1	**Training Need (Justification)**	**T/TA Resources**	**Target Audience**	**Expected Outcomes**	**Responsible Staff**	**Timeline**	**Estimated Cost Allocation**	
2	Creating a workplace culture for learning where all staff and programs collaboratively work towards a commitment to learning.	CC4L Committee	CDS Staff	Participants will focus on data and using data to inform instruction, scaffold learning, and plan for professional development.	CC4L Staff Members	Monthly meetings throughout the 2020-2021 year	EHS:	$ -
3							EI:	$ -
4							Childcare:	$ -
5							Admin:	$ -
6	Orientation for Board of Directors and Policy Council members on their responsibilities. This need is a program requirement and OHS initiative.	CDS Staff	Members of Policy Council and Board of Directors	Members will gain knowledge of Shared Governance, the requirements of the HS Act 2007, and on their responsibilities in Governance and Management of Early Childhood programming.	Executive Director and EHS Manager	Fall 2021	EHS:	$ -
7							EI:	$ -
8							Childcare:	$ -
9							Admin:	$ -
10	OHS regulations on Early Head Start Eligibility will be reviewed with participants in order to stay compliant.	EHS Policies/Procedures and OHS Webinar	All staff who determines eligibility and all members of governing bodies	Participants will understand the eligibility determination process and the ramifications for not abiding by those procedures.	EHS Manager	October 2021	EHS:	$ -
11							EI:	$ -
12							Childcare:	$ -
13							Admin:	$ -
14	Region 8 Head Start Conference	Regional TTA Network	EHS Staff	Participants will attend the annual Regional Conference to learn about Performance Standards, Best Practice, how to improve socilization, etc.	EHS Manager	Fall or Spring 2021	EHS:	$ 1,500.00
15							EI:	$ -
16							Childcare:	$ -
17							Admin:	$ -

	A	B	C	D	E	F	G	H
18	**Training Need (Justification)**	**T/TA Resources**	**Target Audience**	**Expected Outcomes**	**Responsible Staff**	**Timeline**	**Estimated Cost Allocation**	
19	Pedestrian Safety training is a Performance Standard requirement for enrolled families.	EHS Staff	EHS enrolled families	Participants will learn safe riding practices, boarding and leaving the vehicle, crossing the street, and danger zones around the vehicle.	EHS Home Visitors	October 2021	EHS:	
20							EI:	$ -
21							Childcare:	$ -
22							Admin:	$ -
23	Practice Based Coaching/ TLC	ECKLC Resources/Coaching Corner Regional T. TA Staff	EHS Manager	Participants will be provided support as we continue to implement the PBC model. Participants will receive further training in the TLC model.	EHS Manager	Throughout the 2021-2022 program year.	EHS:	$ -
24							EI:	$ -
25							Childcare:	$ -
26							Admin:	$ -
27	Supporting families and children through transitions	ECLKC Resources/Teacher Time	EHS Manager	Participants will learn what they need to know to make transitions successful for children and families.	EHS Manager	Fall 2021	EHS:	$ -
28							EI:	$ -
29							Childcare:	$ -
30							Admin:	$ -
31	WHSA	Regional Office, Regional T.TA Staff, WHSA Members	EHS Managers	Opportunity to network and collaborate with other Head Start Organizations in the state and participate in trainings provided by Regional T.A. and Region 8 Staff, based on needs of members.	EHS Manager	Meet 4 times a year	EHS:	$ 600.00
32							EI:	$ -
33							Childcare:	$ -
34							Admin:	$ -

	A	B	C	D	E	F	G	H
35	**Training Need (Justification)**	**T/TA Resources**	**Target Audience**	**Expected Outcomes**	**Responsible Staff**	**Timeline**	**Estimated Cost Allocation**	
36	Region 8 Leadership Institute	Regional T.TA Network	EHS Manager/ Executive Director/ Fiscal	Regional training focusing on data, leadership, oversight, etc.	EHS Manager	Summer 2022	EHS: $	800.00
37							EI: $	-
38							Childcare: $	-
39							Admin: $	-
40	CPR/First Aid Recertification	Red Cross Material, Ready Reference Cards & Website Access	EHS Home visitors who's CPR/First Aid certification expires this year	To maintain CPR/First Aid certification required by state licensing and NAEYC.	CDS-CC Red Cross Instructors	January 2022	EHS: $	112.00
41							EI: $	-
42							Childcare: $	-
43							Admin: $	-
44	Annual required DFS training	Early Childhood Coordinator	EHS Home Visitors	To maintain knowledge in the following areas: Safety and Health of Children, Fire Safety, Sanitation Procedures, Medication Administration, Sudden Infant Death Syndrome (SIDS), Safe Sleep Practices, Blood Borne Pathogens, Recognition and Reporting of Suspected Child Abuse or Neglect, Shaken Baby Syndrome, Nutrition, Transportation of Children.	Early Childhood Coordinator	August 2022	EHS:	
45							EI:	
46							Childcare: $	-
47							Admin: $	-
48	Container Baby Syndrome Training	Physical Therapist	EHS Home Visitors	Participants will be provided with information on Container Baby Syndrome, what it is and how to prevent it as well as the benefits of tummy time, holding your baby and floor time.	EHS Manager	Fall 2021	EHS:	
49							EI: $	-
50							Childcare: $	-
51							Admin:	

	A	B	C	D	E	F	G	H
52	**Training Need (Justification)**	**T/TA Resources**	**Target Audience**	**Expected Outcomes**	**Responsible Staff**	**Timeline**	**Estimated Cost Allocation**	
53	Hearing Screening Training: Obtaining, Interpreting, Referring, and Following-up on Hearing Screening Results for Infants, Toddlers, and Preschoolers	EHDI-Wyoming/CDS-CC Audiologist	EHS and Part C Home Visitors, EI's, and Classroom Staff	Participants will be trained on how to use the the Otoacoustic Emissions (OAE) and pure tone hearing screening.	Early Intervention Inclusion Supervisor/EHS Manager	Fall 2021	EHS:	
54							EI: $	-
55							Childcare: $	-
56							Admin: $	-
57	Volunteer Training	EHS	Volunteers	Training to ensure volunteers are trained on the program including: goals/program philosophy, safety, and program operations.	EHS Manager	As needed	EHS:	
58							EI: $	-
59							Childcare: $	-
60							Admin: $	-
61	Parent Training: Topics include: School Readiness, health, engagement, discipline, behaviors, etc.	Florida State University: Center for Prevention and Early Intervention Policy	EHS Parents and families	Prepare parents with the knowledge and skills needed to become their child's first teacher. Provide information and activities to parents/caregivers support all aspects of their childs development, including school readiness.	EHS Home Visitors	Throughout the 2021-22 program year.	EHS: $	1,200.00
62							EI: $	-
63							Childcare: $	-
64							Admin: $	-
65	Recognizing and Addressing Trauma in Infants, Young Children, and their Families	Center for Early Childhood Mental Health Consultation	EHS Home Visitors	Home Visitors will understand and recognize trauma and it's impact on development in early childhood. Knowledge will be expanded for intervention through consultation.	EHS Manager	Fall 2021	EHS: $	-
66							EI: $	-
67							Childcare: $	-
68							Admin: $	-

	A	B	C	D	E	F	G	H
69	**Training Need (Justification)**	**T/TA Resources**	**Target Audience**	**Expected Outcomes**	**Responsible Staff**	**Timeline**	**Estimated Cost Allocation**	
70	ERSEA	EHS Manager	EHS Home Visitors, EHS	Annual training on Eligibility, Recruitment, Selection, Enrollment, and Attendance.	EHS Manager	September 2021	EHS: $	-
71			Administrative Assistant, Board				EI: $	-
72			and Policy Council				Childcare: $	-
73							Admin: $	-
74	HOVRS/Developmental Parenting	Utah State University	EHS Home Visitors	Home Visitors will recognize parenting behaviors which support children's early development and which strategies can effectively faciliatate those behaviors	EHS Manager	Winter 2021	EHS: $	2,000.00
75			EHS Manager				EI: $	-
76							Childcare: $	-
77							Admin: $	-
78	ChildPlus University	Child Plus	EHS Staff	EHS staff will become competent in navigating and utilizing the features of ChildPlus software to full potential.	EHS Manager	Throughout 2021-2022 program year	EHS: $	1,536.00
79							EI: $	-
80							Childcare: $	-
81							Admin: $	-
82	Fiscal Training	WIPFLI	Fiscal Specialist; EHS Manager	Ensure compliance with Uniform Guidance regulations for federal awards including adminstirative requiremens, standards for financial management systems and internal controls, cost principles, cost allocation, and procurement	EHS Manager	Fall 2021	EHS: $	1,252.00
83							EI: $	-
84							Childcare: $	-
85							Admin: $	-

	A	B	C	D	E	F	G	H
86	**Training Need (Justification)**	**T/TA Resources**	**Target Audience**	**Expected Outcomes**	**Responsible Staff**	**Timeline**	**Estimated Cost Allocation**	
87	Transportation/Defensive Driving Training	Campbell County Human Resources	CDS-CC Staff	To become a safe and educated driver.	EHS Manager	Within the first year of employment (before driving a county vehicle) and every three years thereafter	EHS:	
88							EI: $	-
89							Childcare: $	-
90							Admin: $	-
91	FERPA and Confidentiality	Annual confidentiality and FERPA Training at CDS-CC	CDS-CC Staff	Awareness and understanding of FERPA Law and the responsibility of each staff member to follow strict confidentiality requirements.	Early Intervention Coordinator	Spring 2021	EHS: $	-
92							EI: $	-
93							Childcare: $	-
94							Admin: $	-
95	Drug and Alcohol Awareness Training to meet Campbell County requirement	Campbell County Human Resources	All CDS-CC Staff	To become aware of the signs and symptoms of drug and alcohol addictions and how to address them appropriately.	EHS Manager and Safety Coordinator	Spring 2022	EHS:	
96							EI: $	-
97							Childcare: $	-
98							Admin: $	-
99	CDS-CC New Staff Orientation	CDS-CC Staff Orientation	All new staff	To gain basic understanding of CDS-CC policies, procedures, and the organizational structure.	EHS Manager	Within the first three months of hire	EHS: $	-
100							EI: $	-
101							Childcare: $	-
102							Admin: $	-
103								

	A	B	C	D	E	F	G	H
104	Family Service Credential Direct Service Provider Training	Portage Project Family Service Credential	EHS Home Visitors who do not have a Family Services credential	To refine skills and strategies for partnering with parents and families of infants and toddlers. Meets the requirments of HSPPS §1302.91 (e) (7) Family services staff who work directly with families on the family partnership process.	EHS Manager	Fall 2021	EHS:	$ 1,000.00
105							EI:	$ -
106							Childcare:	$ -
107							Admin:	$ -
108							EHS:	$ 10,000.00

Children's Developmental Services of Campbell County Cost Allocation Plan

Direct Charging of Shared Costs

Purpose/General Statements

The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that Children's Developmental Services of Campbell County (CDS-CC) will use to allocate costs to various programs, grants, contracts and agreements.

All goods and services purchased solely and specifically for any program shall be direct charged to that program.

CDS-CC has the internal policy of using all monies funded to this program in a responsible and ethical manner, as stated in CDS-CC's Vision, Mission, Goals and Value Statement, within the realms of Head Start, County, State and Federal guidelines.

General Approach

The general approach of CDS-CC in allocating costs to particular grants and contracts is as follows:

- All goods and services purchased solely and specifically for any program shall be direct charged to that program.

- Allowable direct costs that can be identified to more than one program are prorated individually as direct costs using a base most appropriate to the particular cost being prorated.

- All other allowable general and administrative costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, etc. using a base that results in an equitable distribution.

Allocation of Costs

- The expenses of Children's Developmental Services of Campbell County are shared by the following cost centers/programs: Administrative, Early Intervention, Early Childhood, and Early Head Start, all funded by: private pay, reimbursement funding (Medicaid and DFS reimbursement) county government and/or state and federal grants. CDS-CC may receive other supplemental funding from other sources at various times. These restricted supplemental funds may be granted for a specific project or expense and will only reflect costs which are allowable and approved by each specific grant.

- CDS-CC organizational projected budgets are prepared to reflect all funding sources, goods and services to be purchased, personnel costs based on all employed staff, and the projected percentage of time or actual hours and fringe benefits to be paid by each program for the program period. The projected budget shall be based on the relative benefits received by each program. Documentation will include multi program cost allocation spreadsheets, automated financial reports, and Personnel Action Reports (Kronos). (See Methodology 1)

- Compensation for Personal Services – Documented in each individual's calendar, showing time distribution based on time spent on each program. Salaries and wages are charged directly to the program for which work has been done.

    - Fringe benefits (FICA, Wyoming Retirement and Worker's Compensation) are allocated in the same manner as salaries and wages. Health, life, and dental insurance are allocated in the same manner as salaries and wages.
    - Vacation, holiday, and sick pay are allocated in the same manner as salaries and wages.

- Travel Costs – Allocated based on purpose of travel. All travel costs (local and out-of-town) are charged directly to the program for which the travel has incurred. Travel costs that benefit more than one program will be allocated to those programs based on the ratio of each program's salaries to the total of such salaries. Travel costs that benefit all programs will be allocated based on the ratio of each program's salaries to total salaries.

- Professional Services Costs (such as consultants)- Allocated to the program benefiting from the service. All professional services costs are charged directly to the program for which the service was incurred. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program's expenses to the total of such expenses. Costs that benefit all programs will be allocated based on the ratio of each program's expenses to total expenses.

- Office Expense and Supplies (including office supplies and postage) – Allocated based on usage as well as a monthly expense to rent and maintain the postage machine. Expenses used for a specific program will be charged directly to the cost center. Postage expenses are charged directly to cost centers. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program's expenses to the total of such expenses. Costs that benefit all programs will be allocated based on the ratio of each program's expenses to total expenses. (See Methodology 2)

- Equipment – CDS-CC depreciates equipment when the initial acquisition cost exceeds $1,000. Depreciation is recorded at ½ the annual calculated straight-line amount. Items below $1,000 are reflected in the supplies category and expensed in the current year. Unless allowed by the awarding agency, equipment purchases are recovered through depreciation. Depreciation costs for allowable equipment used solely by one program are charged directly to the program using the equipment. If more than one program uses the equipment, then an allocation of the depreciation costs will be based on the ratio of each program's expenses to the total of such expenses. Costs that benefit all programs will be allocated based on use.

- Printing (including supplies, maintenance and repair) – Expenses are charged directly to programs that benefit from the service. Expenses that benefit more than one program are allocated based on the ratio of the costs to total expenses. Costs that benefit more than one program will be allocated to those programs based on use.

- Insurance – Insurance needed for a particular program is charged directly to the program requiring the coverage.

- Telephone/Communications – Cell phone usage is charged directly to program using them.

- Facilities Expenses – Allocated based upon usable square footage. The ratio of total square footage used by all personnel to total square footage is calculated. Facilities costs related to general and administrative activities are allocated to program based on the ratio of program square footage to total square footage. (See Methodology 3)

- Training/Conferences/Seminars – Allocated to the program benefiting from the training, conferences or seminars. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program's salaries to the total of such salaries. Costs that benefit all programs will be allocated based on the ratio of each program's salaries to total salaries.

- Other costs (including dues, license, fees, etc.) – Dues, fees, or other expenses are charged directly to the programs with the needed reimbursable requirements.

Allocation Methodology

Methodology 1

EHS Coordinator coordinates services provided by the EHS program, this is a full-time position of 40 hours per week, 36 hours or 90% of time is dedicated to EHS while the remaining four hours are used to supervise the Part C Early Interventionists. Federal funds, in the amount of **$48,543**, are used to pay for coordinating Early Head Start. The total salary and benefits for the Early Head Start Coordinator total $110,922. **Administrative Assistant/Family Services** - This position provides 90% or 36 hours a week to the EHS program for administrative support and family services totaling **$28,881** of Federal ACF funds. These percentages are documented on individual calendars.

	Shared Personnel Costs	**%**	**Amount Allocated EHS**	**%**	**Amount Allocated Part C**	**Total**
EHS Coord	$ 111,507.32	90%	$100,356.59	10	$11,150.73	$111,507.32
EHS Admin	$ 72,106.41	90%	$64,895.26	10	$7,211.15	$72,106.41
Total	$183,613.73	100%	$165,251.85		$ 18,361.88	$183,613.73

Methodology 2

Paper, office supplies, postage, and child accident insurance- a per child cost is used to determine Early Head Start 36 children 7%, Part C 83 children 16%, Part B 217 children 42% and Paying Preschool 180 children 35%.

Grant	Shared Costs benefiting all programs	%
EHS	$ 7,000	7%
Part B	$42,000	42%
Part C	$16,000	16%
Paying Preschool	$35,000	35%
Total	$100,000	100%

Methodology 3

Facilities Expense Amount = $10,000
Utility costs are allocated based on square footage. Square footage for each program and general and administrative activity is considered in the analysis.

Program	Square Footage	%	Amount Allocated
EHS	300	30%	$ 5,359
EIEP	700	70%	$ 12,502
Total	10,000	100%	$17,861

CRITERIA RANKING CHECKLIST

Date: _____

Client's Name: _____

Birth Date: _____

Pregnant Woman	3
Birth to 12 months	2
13 Months to 24 Months	1
25 Months to 36 Months	0

INCOME

75 % of poverty or less	4
At or below income guidelines, being a foster child, or homeless	4
Slightly over income guidelines, up to 130% of guideline	2
130% to 185% of income guidelines	1
Over 185% of income guidelines	0

Number of Family Household Members _____
Yearly Income:
$_____

FAMILY COMPOSITION

First Child in Family	2
Under 21, More Than One Child	2
Minor With Spouse/Significant Other	2
Minor Living Alone	2
Foster Family	2
Single Parent	1
Single Parent w/Significant Other	1
Multi-Generational Family	1
Two Parents	0
Other: _____	(0 - 2) ___

FAMILY EDUCATION

Father Did Not Complete High School	3
Mother Did Not Complete High School	3
Father/Mother unknown education level	3
Father Completed GED	2
Mother Completed GED	2
Father Completed High School	1
Mother Completed High School	1
Father Completed College	0
Mother Completed College	0

Revised 2019

SPECIAL NEEDS

IFSP in 1 or more areas	2
Suspected Disability/at risk	1

FAMILY SERVICES

Family Receiving No Services at this Time	2
Family Receiving Services from One or Two Agencies	1
Family Receiving Services from Three or More Agencies	0

OTHER NEEDS

Homeless	2
Isolation (lives in a rural area of Campbell County)	1
Isolation (new in town)	1
English as a Second Language	1
Referred by Other Agency Reason: _____	1

FAMILY BACKGROUND

Please award one point for each box checked

Family Stress	(1-9) ___
Social Service Needs	(1-5) ___
Environmental Concerns	(1-4) ___
Health Concerns	(1-4) ___

Criteria Checklist Total _____

COMMENTS:

Staff Initials: _____ Date: _____

Staff Initials: _____ Date: _____

Staff Initials: _____ Date: _____

Revised 2019

Policies for the Early Head Start Criteria Ranking Checklist
CFR. 1305.6

Procedures

1. After the Waiting List is filled out, staff should complete the Criteria Ranking Checklist. It is very important to have more than one person complete the ranking to help insure objectivity and fair consideration of all relevant factors. This will be completed by the EHS Coordinator, Administrative Assistant, and a Home Visitor.

2. Information used to award points must be able to be documented and not based on something you "know". Please document the source and/or the concern on the Waiting List (weighing your words carefully) and on the Criteria Ranking (being more specific).

3. Points are then totaled. Additional comments can be written in the "comment" section. It is important to initial the form, date and site where indicated. Rankings can be updated as appropriate, such as if a family moves to another center or additional information is obtained.

4. Although family dynamics are included in the ranking, each child needs to be ranked individually. CDS-CC prioritizes by the individual child's ranking, not by the family ranking. Therefore, siblings may end up with different rankings. A sibling of an enrolled child will only be enrolled if he/she is the next child on the waiting list.

5. Use the comment section to note any additional pertinent information, or any program preference indicated by the family.

6. The Criteria Ranking on each client, on the waiting list, needs to be updated every six months to ensure that the information is accurate and reflects the family's current status. Update the form in a different color of ink and re-date the form.

SPECIFIC CRITERIA

Income A family's income is determined at enrollment, although we do ask for an accurate report at this time. Acceptable forms used to determine income include: Individual Income Tax Form 1040, W-2 forms, pay stubs, pay envelopes, written statements from employers, child support receipt, or documentation showing current status as recipients of public assistance. Children, who are categorically eligible, regardless of income, include foster children, homeless children, and those receiving Public Assistance (TANF or SSI). Appropriate documentation

shall be collected and documented by the staff person verifying eligibility.

A child's whose family's income is below poverty line or who is categorically eligible would automatically have priority over an over-income child to be served under the new 130% authority regardless of the child's age (provided that they are age eligible) or score on an agency's priority point system. However, CDS-CC/EHS can still serve up to 10% of children from incomes above the poverty line.

Family Composition (Points may be awarded for more than one category)

*First Child in Family - if this is the first child in the family.

*Minor Living Alone - if person is not living with parents or spouse/significant other.

*Multi-Generational Family - if there is more than one generation living under the same roof.

*Foster/Other - if the primary guardian is anyone other than the biological/adoptive parents, such as the grandparents, aunt/uncle, sibling, and the State.

*Two Parents - both in home.

Family Education

*Select the highest level of education for both parents. In the event that the education is unknown – select father/mother unknown educational level

Special Needs

*IFSP in 1 or more areas: This indicates that a child has an active IFSP. This area would be the one marked if the child was being served for articulation concerns and was referred for assessment in another area. As long as there is an active IFSP, regardless of other concerns or referrals, this item is marked.

*Suspected Disability/At Risk: This indicates that the child has been referred for testing or there is a concern about a disability that has not been diagnosed. This child is not on an IFSP in any area.

DO NOT MARK BOTH DISABILITY SUSPECTED AND IFSP IN ONE OR MORE AREAS!

Other Needs

*Homeless - if the parent/guardian is of legal age and doesn't have a permanent address of his/her own and is dependent upon others to meet their ***temporary*** housing needs or is living out of a car, box, etc.

*Isolation - if the child or family lives in a rural area of Campbell County or family is new to area.

*Referred by Other Agency - if the child is referred to EHS by another agency such as DFS, Public Health, CDS-CC, etc. The type of referral should be noted, and points given accordingly.

Family Background

*Maternal Depression - Documented from a mental health provider or medical doctor, if possible.

*Serious/Chronic Health Concerns - A condition that affects the child's or parent's ability to participate in the program or regular activity, such as severe asthma, cancer, seizures, diabetes, lead poisoning, heart conditions, severe allergies, etc., not already noted under disability.

*Family Stress - A terminal illness or death of an immediate family member, parent incarcerated, job loss (primary income), change in number of children in the home, divorce, marriage, etc.

*Social Service Needs - Includes disabled parent, mental illness in immediate family, prenatal drug or alcohol exposure, parent in rehab/addiction program, child abuse, family violence, court mandated services, drug and alcohol abuse, etc.

*Environmental Concerns - Includes chaotic home environment, inconsistent and/or numerous adults in the home, neglect, lack of adequate housing or safety issues, lack of proper supervision, lack of appropriate nutrition, lack of affordable licensed child care, etc.

Points are awarded for each at-risk factor identified **one (1) point per checked box.*

Children's Developmental Services of CAMPBELL COUNTY

Children's Developmental Services of Campbell County
· Early Childhood
· Region XIII PDDS
· Early Head Start
1801 South 4-J Road
Gillette, WY 82718
phone 307.682.2392
fax 307.682.8463
http://www.ccgov.net/cds

CDS-CC BOARD OF DIRECTORS SIGN OFF SHEET

FOR:	**EARLY HEAD START GRANT APPLICATION 2020-2021**
GRANTEE NAME:	**CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY**
MAILING ADDRESS:	**1801 S. 4-J ROAD, GILLETTE, WY 82718**
DATE:	**April 28, 2021**
AMOUNT:	**$ 469,579**

I, BERTINE BAHIGE **, CDS-CC Board of Directors Chairperson, along with the CDS-CC Board of Directors members participated in the development of this application through discussion during the monthly Board of Directors Meetings, participation on the budget committee, and Community Assessment review. The final review and approval of the Early Head Start Grant Application for the Program Year beginning on September 1, 2021 through August 31, 2022 was completed on this day.**

Bertine Bahige — CDS-CC BOD Chairperson

04/28/2021 — Date

Promoting the value of every child

Children's Developmental Services of CAMPBELL COUNTY

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· Early Childhood
· Region XIII PDDS
· Early Head Start
1801 South 4-J Road
Gillette, WY 82718
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fax 307.682.8463
http://www.ccgov.net/cds

POLICY COUNCIL SIGN OFF SHEET

FOR:	**EARLY HEAD START GRANT APPLICATION 2021-2022**
GRANTEE NAME:	**CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY**
MAILING ADDRESS:	**1801 S. 4-J ROAD, GILLETTE, WY 82718**
DATE:	**April 22, 2021**
AMOUNT:	**$469, 579**

I, Jessica Meade **, Policy Council Chairperson, along with the Policy Council members participated in the development of this application through discussion during the monthly Policy Council Meetings, participation on the budget committee, and Community Assessment review. The final review and approval of the Early Head Start Grant Application for the Program Year beginning on September 1, 2020 through August 31, 2021 was completed on this day.**

Jessi J. Meade — Policy Council Chairperson

5-5-21 — Date

Promoting the value of every child

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CERTIFICATION OF EARLY HEAD START ADMINISTRATIVE COSTS

We, Children's Developmental Services of Campbell County, have reviewed 45 CFR Part 1303.5, and certify that the development and administration costs to administer the Children's Developmental Services of Campbell County Early Head Start Program for the program year September 1, 2021 through August 31, 2022 will not exceed 15 percent of $469,579.

Documents substantiating administrative costs are available in our files for review by auditor and Office of Human Development Services/Health and Human Services Personnel.

Robert Tranas
Executive Director

4/28/2021
Date

Promoting the value of every child

Streamlined Sales and Use Tax Agreement

Certificate of Exemption

This is a multistate form. Not all states allow all exemptions listed on this form. Purchasers are responsible for knowing if they qualify to claim exemption from tax in the state that would otherwise be due tax on this sale. The seller may be required to provide this exemption certificate (or the data elements required on the form) to a state that would otherwise be due tax on this sale.

The purchaser will be held liable for any tax and interest and possibly civil and criminal penalties imposed by the member state, if the purchaser is not eligible to claim this exemption. A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state, if the state does not allow such an entity-based exemption.

1 ☐ Check if you are attaching the Multistate Supplemental form.

W Y If not enter the two-letter postal abbreviation for the state under whose laws you are claiming exemption

2 ☐ Check if this certificate is for a single purchase and enter the related invoice/purchase order# _____

3

Please Print

Name of purchaser

CAMPBELL COUNTY GOVERNMENT (Various Departments-see attached)

Business Address | City | State | Zip code

500 S GILLETTE AVE | GILLETTE | WY | 82716

Purchasers tax ID number | State of issue | Country of issue

83-6000103

If no tax ID number | FEIN | Driver's license number/State issued ID number | Foreign diplomat number

Enter one of the following: | | state of issue number |

Name of seller from whom you are purchasing, leasing or renting

Seller's address | City | State | Zip code

4 Type of business. Circle the number that describes your business.

01 Accommodation and food services
02 Agriculture, forestry, fishing, hunting
03 Construction
04 Finance and insurance
05 Information, publishing and communications
06 Manufacturing
07 Mining
08 Real Estate
09 Rental and leasing
10 Retail trade
11 Transportation and warehousing
12 Utilities
13 Wholesale trade
14 Business services
15 Professional services
16 Education and health-care services
17 Nonprofit organization
(18) Government
19 Not a business
20 Other (explain)_____

5 Reason for exemption. Circle the letter that identifies the reason for the exemption.

A Federal government (department) _____
(B) State or local government (name) CAMPBELL COUNTY
C Tribal Government (name) _____
D Foreign diplomat#_____
F Religious or educational organization#_____
G Resale #_____
H Agriculture production#_____
I Industrial production/manufaoturing#_____
J Direct pay permit#_____
K Multiple points of use (services, digital goods, or computer software delivered electronically)
L Direct mail #_____
M Other (explain)_____

6 Sign here. I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.

Signature of authorized purchaser | Print name here | Title | Date

Lucinda L. Ewing | Lucinda L. Ewing | Accounts Payable Clerk

ADDRESS INFORMATION FORM

GRANT NUMBER: 08CH011225
GRANT NAME: Children's Developmental Services of Campbell County

1. **HEAD START DIRECTOR:** Stephanie Stevens
1801 South 4-J Road
Gillette, WY 82718
Telephone Number: (307)682-2392
Fax Number: (307)682-8463
Email: sss70@ccgov.net
Website: https://www.ccgov.net/139/Childrens-Developmental-Services

2. **EXECUTIVE DIRECTOR:** Bob Tranas
1801 South 4-J Road
Gillette, WY 82718
Telephone Number: (307)682-2392
Fax Number: (307)682-8463
Email: rjt70@ccgov.net
Website: https://www.ccgov.net/139/Childrens-Developmental-Services

3. **BOARD CHAIRPERSON:** Bertine Bahige
1203 Muscovy Dr.
Gillette, WY 82718
Telephone Number: (443)858-7684
Email: bbahige@ccsd.k12.wy.us

4. **POLICY COUNCIL CHAIRPERSON**
Jessica Meade
325 Sunflower Lane
Gillette, WY 82716
Telephone Number: (307)299-3400
Email: jessicameade1414@gmail.com

5. **FISCAL OFFICER:** Carol Curtis
1801 South 4-J Road
Gillette, WY 82718
Telephone Number: (307)682-2392
Fax Number: (307)682-8463
Email: clc70@ccgov.net
Website: https://www.ccgov.net/139/Childrens-Developmental-Services

The following page(s) contain the backup material for Agenda Item: 9:35 Baylor University Agreement, Children's Developmental Services

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

SPEECH PATHOLOGY FIELD PLACEMENT AGREEMENT BETWEEN BAYLOR UNIVERSITY AND CAMPBELL COUNTY – CHILDREN'S DEVELOPMENTAL SERVICES

The following agreement is mutually agreed upon in order to clarify the joint and separate responsibilities between Campbell County – Children's Developmental Services hereinafter referred to as the "Agency," and Baylor University, a Texas non-profit corporation, hereinafter referred to as the "University," by which the parties will provide field instruction in Speech Pathology for selected students of the University. This contract supersedes any previous contract or agreement, verbal or written, entered into between the University and Agency for the purpose of Speech Pathology field placement.

SECTION I

It is mutually agreed that:

1. The purpose of Speech Pathology field placement with the Agency is to provide opportunities for learning and to enable the students to meet the objectives of field instruction.

2. The Agency will have the right to interview students selected by the University.

3. The Agency will have the right to reject any student who, in the Agency's judgment, does not meet its criteria for acceptance and to set the total number of students the Agency is willing to accept for placement.

4. The Agency through its relevant staff will provide input to the University's Speech Pathology curriculum and the University is responsible for maintaining adequate structure to consider the utilization of such input.

5. In the interest of quality clinical care, the Agency will provide supervision and instruction regarding individual cases seen by the student.

6. The number of students which the Agency will receive will be mutually agreed upon at least 4 weeks prior to the students' field experience.

7. The Agency will plan and administer all aspects of the clinical care program and shall provide qualified supervision of all clinical care activities.

8. Any provision of this agreement to the contrary notwithstanding, the Agency personnel may, at any time, relieve a student of any specific assignment, or may request that a student leave the clinical care area or the hospital premises, for any reason that the Agency personnel deem necessary for the quality of clinical care.

9. Any provision of this agreement to the contrary notwithstanding, a student may request that they not be a teaching student and such request will be honored by Agency and University. In addition, the Agency may, on its sole authority, designate one of its students as a non-teaching student.

10. Students and faculty of the University may not be deemed employees of the Agency nor shall employees of the Agency be deemed to be employees of the University for purposes of compensation or benefits or within the terms of any workmen's compensation, unemployment compensation, or the withholding of income and social security taxes. This provision shall not be deemed to prohibit the employment of a student or faculty member of the University by the Agency under a separate employment agreement or prohibit the employment of an employee of the Agency by the University under separate employment agreement.

11. If Agency is a Covered Entity under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, then for purposes of compliance with HIPAA, student of University shall function as part of the Facility's "workforce", limited to the definition of 45 CFR §160.103 and shall be subject to the HIPAA policies and procedures of the Facility. University shall inform the assigned Student of the HIPAA requirements prior to their assignment to the Agency. However, University shall not be considered to be a Business Associate of the Facility, as that term is defined in 45 CFR §160.103.

12. Each party is separately responsible for compliance with applicable laws, including anti-discrimination laws that are applicable to their respective activities under the program.

13. The Agency is not responsible for providing a student with life insurance, workmen's compensation insurance, or hospitalization insurance. The Agency will not provide free medical care to the student.

14. Indemnity Provision – University agrees to indemnify, defend, and hold harmless the Agency from and against any and all liability for personal injury, including injury resulting in death, or damage to property, or both, resulting from the negligent acts and/or omissions of students. University has the authority to investigate liability claims or discrimination claims made by or against University, its faculty or students.

SECTION II

The Agency agrees to:

1. Accept students for field instruction in Speech Pathology including participation in the overall Agency program and activities as appropriate to the objectives of field instruction. The Agency will provide students such cases, student contacts, access to records and other information within the Agency to meet the objectives of field instruction, including both a variety of direct service experiences and experiences with the organizational functioning of the Agency as are available and appropriate.

2. Appoint a professional Speech Pathologist(s) who demonstrate(s) commitment to practice and to education to assume a day-to-day working relationship with the University's Field Coordinator and to act as Field Instructor(s) for the student(s) and will allot said staff member(s) sufficient time for planning, supervision, evaluation, and to gain familiarity with the University's program.

3. Furnish in writing to the University any exceptional criteria it considers necessary for the selection of students placed with the Agency.

4. Inform the University of any difficulties a student is having that might result in termination of the placement or a failing grade. The Agency will be responsible for documenting any student difficulties and efforts to deal with them.

5. Prohibit the disclosure of personally identifiable information, as defined by the Family Educational Rights and Privacy Act, of a student without the prior consent of the student, and to limit Agency's use of such information only for the purpose for which it obtained such information.

6. Provide the use of existing office space, including privacy for interviewing, and such equipment, supplies, and clerical assistance as are necessary to the accomplishment of the learning task and the student's responsibilities in the Agency.

7. Inform the University of any change in policies, procedures, or staffing that might affect the quality of nature of field instruction.

8. Provide the University with a written summary of student performance at the termination of the field experience.

9. Provide the University with the Agency's standards and regulations for personnel. Students will be subject to such rules and regulations of the Agency as are congruent with the educational objectives of field experience.

10. Retain responsibility for Speech Pathology services to its students.

11. Maintain appropriate general liability insurance coverage in the amounts of at least $1,000,000 per occurrence and $3,000,000 in the aggregate, with insurance carriers or self-insurance programs approved by University. A copy of the certificate of insurance shall be provided to the University.

SECTION III

The University agrees to:

1. Assume responsibility for the selection of students to be interviewed by the Agency, and provide the Agency, prior to the interview, information about the student's academic achievement, previous work experience, and a brief autobiography. The University agrees to endeavor to meet the exceptional criteria specified by the Agency.

2. Honor a written request by the Agency, detailing the reason or cause, to relieve a student of his or her field placement responsibilities if such a student is found unsuitable for his or her assignment, or if unusual circumstances within the Agency dictate termination of the field experience.

3. Assume responsibility for the overall quality of the student's education in the Speech Pathology Program and for the administration of the field instruction program in relation to the educational requirements of the Speech Pathology Program and the University.

4. Be responsible for cooperation with the Agency in maintaining standards in preparing students for placement to assure the quality of services required by the Agency.

5. Maintain for itself and provide to students or require that students obtain and maintain appropriate general and professional liability insurance coverage in the amounts of at least $1,000,000 per occurrence and $3,000,000 in the aggregate, with insurance carriers or self-insurance programs approved by Agency, in accordance with Agency's bylaws, rules and regulations. A copy of the certificate of insurance shall be provided to the Agency.

6. If the student will receive non-FERPA covered Protected Health Information, as that term is defined under HIPAA, as amended, during the placement, require students to obtain training in the legal requirements and practices concerning the:

A. Confidentiality of patient information prior to assignment to the Agency, which will include privacy and security standards established by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 42 U.S.C. §§1320d et seq., and regulations adopted under that act, as modified by the Health Information Technology for Economic and Clinical Health Act (HITECH) (P.L. 111-5), and regulations adopted under that act at 45 CFR Parts 160, 162, and 164. University will also instruct students in their responsibility to obtain education in Agency specific privacy and security requirements.

B. Confidentiality of knowledge and information obtained about the Agency while participating in the field placement, including knowledge and information regarding the business and operation of the Agency; policies, procedures, and guidelines of the Agency; and information about employees, agents, representatives, and contractors of the Agency.

7. If the student may be at risk for occupational exposure to blood or other potentially infectious materials, require students, as condition for participating in this field placement to obtain:

A. Training in accordance with the Occupational Safety and Health Administration's (OSHA) Occupational Exposure to Blood-borne Pathogens

B. Training in the modes of transmission, epidemiology and symptoms of Hepatitis B virus (HBV) and Human Immunodeficiency (HIV) and other blood borne pathogens.

C. Training in the methods of control that prevent or reduce exposure including universal precautions, appropriate engineering controls, work practices, and personal protective equipment.

D. Information on the hepatitis B vaccine, its efficacy, safety, method of administration, and benefits of being vaccinated.

SECTION IV

The student will be expected to:

1. Follow the administrative and clinical policies, standards, and practices of the Agency.

2. Comply with the regulations of professional conduct as outlined by the American Speech-Language-Hearing Association.

3. Obtain prior written approval of the Agency before publishing any materials related to the clinical experience.

4. Provide the necessary and appropriate dress (uniforms, if required). Provide his or her own transportation and living arrangements and meals.

SECTION V

1. This agreement will become effective as of the date last signed below.

2. This Agreement shall remain in effect until terminated. Either party may terminate this Agreement, with or without cause, by written notice to the other party at least sixty (60) days prior to the commencement of the next academic term. Students enrolled in the course at the time notice is given shall have the opportunity to complete the course of study in progress.

3. The parties to this agreement may amend this Agreement as deemed necessary provided, however, that no amendment to this Agreement shall be valid unless in writing and signed by the duly authorized representatives of the parties. No provision of this Agreement may be waived except by a written document executed by the party entitled to the benefits of the provision. No waiver of a provision will be deemed to be or will constituted a waiver of any other provision of this Agreement. A waiver will be effective only in the specific instance and for the purpose for which it was given, and will not constitute a continuing waiver.

4. Construction, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over this Agreement and venue shall be the Sixth Judicial District, Campbell County, Wyoming. Agency does not waive governmental immunity and all defenses available to it pursuant to W.S. 1-39-101 et. al. All remedies at law, in equity, by statute or otherwise shall be cumulative and may be enforced concurrently herewith or from time to time, and the election of any one or more shall not constitute a waiver of the right to pursue other available remedies.

5. All notices under this Agreement shall be made in writing and shall be duly given if personally delivered or if mailed, by certified or registered mail, return receipt requested, first-class postage prepaid, if to University at:

_____

_____

_____

Attn: _____

And if to Agency at:

Office of Campbell County Commissioners
500 S. Gillette Ave., Ste. 1100
Gillette, WY 82716
Attn: Executive Director of Administration

6. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement. It is the intention of the parties that the counterparts of this Agreement may be executed and delivered by facsimile or via any other method of electronic signature by any of the parties to any other party, and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or other electronic means as if the original had been received. In addition, the parties intend for the execution of this Agreement and the signatures hereto to be deemed to include electronic or digital signatures or the keeping in electronic form, each of which shall be of the same effect, validity, and enforceability as manually executed signatures or a paper-based recordkeeping system, as the case may be, to the extent as provided for under applicable law, including the Electronic Signatures in Global and National Commerce Act of 2000 (15 U.S.C. § 7001 et seq.) or any other similar state laws based on the Uniform Electronic Transactions Act.

7. The parties agree that this writing constitute the entire Agreement between them and that there are no other agreements or understandings of any kind or character except those contained within this Agreement.

8. The provisions of this Agreement shall be severable, and if any provision shall be prohibited by law, invalid, or unenforceable in whole or in part for any reason, the remaining provisions shall remain in full force and effect.

9. This Agreement is binding upon and inures to the benefit of the parties and their legal representatives, successors, and assigns, as the case may be. Notwithstanding the foregoing, University shall not be entitled to assign or transfer this Agreement or any of its rights, benefits and/or obligations under this Agreement without the prior written consent of Agency, which may be granted or denied in its sole discretion.

10. University shall be liable to Agency for reasonable attorney's fees incurred by Agency in connection with the collection, or attempt to collect, any damages arising from any act or omission of University, or its agents or from University's failure to perform any aspect of the services or fulfill any obligations or responsibilities provided under this Agreement.

For the faithful performance of the terms of this agreement, the parties hereto, in their capacities as stated, affix their signatures and bind themselves.

BAYLOR UNIVERSITY

By: _____
Rodney G. Bowden
Dean, Robbins College of Health and Human Sciences

Date: _____

AGENCY: CAMPBELL COUNTY – CHILDREN'S DEVELOPMENTAL SERVICES

By: _____
Bob Maul, Chairman
Campbell County Board of Commissioners

Date: _____

The following page(s) contain the backup material for Agenda Item: 9:40 Volunteers of America (VOA) Sub Award Grant Application

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

OFFICE
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: Application for Funding Volunteers of America (VOA) OJJDP program

DATE: 05/12/2021

Attached you will find the Volunteers of America Office of Juvenile Justice and Delinquency Prevention Act application. This application is a collaborative project between the YES House- 48-Hour Hold Program and the County. The purpose of these funds is to maintain Wyoming's compliance with the Juvenile Justice and Delinquency Prevention Act. These funds are federal funds and require no matching.

A representative from the YES House will be presenting this agreement.

Thank you!

VOLUNTEERS OF AMERICA NORTHERN ROCKIES (VOA)
APPLICATION FOR 2021-2022 SUBGRANT FUNDING
FROM THE 2019 OJJDP NONPARTICIPATING STATE AWARD

1. APPLICANT AGENCY:
Campbell County, Board of Campbell County Commissioners

2. PROJECT TITLE:
48-Hour Hold Program

3. CONTACT PERSON (NAME AND TITLE):
Bethany Raab, Grants Specialist
MAILING ADDRESS: 500 S. Gillette Avenue
CITY: Gillette ZIP: 82716
PHONE: 307.682.7283 FAX: 307.687.6325
EMAIL ADDRESS: blr01@ccgov.net

4. BOARD OF COUNTY COMMISSIONERS (Chair or Designated Commissioner):
Robert Maul, Chairman
MAILING ADDRESS: 500 S. Gillette Ave.
CITY: Gillette ZIP: 82716
PHONE: 307.682.7283 FAX: 307.687.6325
EMAIL ADDRESS: bmaul@ccgov.net

5. TYPE OF APPLICATION (CHECK ONE):
☒ Initial ☐ Continuation

6. APPLICANT TYPE (CHECK ONE):
☐ Tribal Organization ☐ City
☒ County ☐ Town

7. WILL THIS AWARD (CHECK ONE):
☒ Enhance an Existing Program
☐ Initiate a New Program

8. PROPOSED GRANT PERIOD:
Start Date: 7/1/2021
End Date: 6/30/2022

9. AREA TO BE SERVED:
☐ County Only
Name of County: _____
☒ Regional or Other Area
Describe Boundaries: Campbell, Crook and Weston

10. TYPE OF AGENCY (CHECK ONE):
☐ Adjudication ☐ Prosecution
☐ Corrections ☐ Public Defense
☐ Juvenile ☐ Victim Assistance
☐ Law Enforcement ☒ Other
☐ Pretrial Services

Refer to VOA's "Request for Proposals to Attain and Maintain Compliance with the Core Requirements of the Federal Juvenile Justice and Delinquency Prevention Act (JJDPA)" while completing this application for funds. As noted in this document, Community Juvenile Services Boards can apply on behalf of their respective Board of County Commissioners.

11. BUDGET SUMMARY (Totals for each category must equal total on the Budget Form, Attachment III)

	Brief Description of Activities	Total (in dollars)
A. Personnel	A portion of salaries/benefits for the Crisis Shelter Coordinator and Youth Advocate II	$36,789.00
B. Supplies & Operating		$
C. Travel		$
D. Equipment		$
E. Contracted, Consultant and Professional Services		$
	Total:	$36,789.00

12. DEMOGRAPHICS (provide most recent data available)
Data for both juvenile population and juvenile arrests must be collected from the same 12-month period. VOA encourages applicants to provide data from 2020 (1/1/20 – 12/31/20).

Start Date for Data Collection: 1/1/2020 End Date for Data Collection: 12/31/2020

	# of Total Juveniles	# of Male Juveniles	# of Female Juveniles	# of White Juveniles	# of American Indian or Alaska Native Juveniles	# of Asian Juveniles	# of Black or African-American (non-Hispanic) Juveniles	# of Hispanic or Latino Juveniles	# of Native Hawaiian or Other Pacific Islander Juveniles
Juvenile Population in Service Area (Ages 0-17):	12,573	6,447	6,126	10,330	290	105	197	1,651	0
Juvenile Arrests in Service Area (Ages 0-17):	315	194	121	268	8	0	8	31	0

Juvenile Arrests Type of Offenses:	# Felonies	# Misdemeanor (Non-alcohol)	# Misdemeanor (Alcohol-related)	# Status
	9	230	76	27

13. SECURE HOLDING OF JUVENILES IN APPLICANT'S COUNTY JAIL

Are juveniles ever held securely in your county jail, including any cells or areas that are reserved for juveniles? ☒ No ☐ Yes

If "Yes," list all agencies, courts or referral sources for whom you securely hold juveniles for any length of time:

a. _____ b. _____

c. _____ d. _____

If "No," where are juveniles from your service area held if secure detention/incarceration is requested or ordered?

_____

14. JUVENILE JUSTICE TEAM

A local juvenile justice team or board must act in a planning, oversight, and monitoring role for this project and the overall status of the area's compliance with the core requirements of the JJDPA. This team should include representation from law enforcement, courts, probation, schools, social services, youth-serving agencies (public and private), and other interested community agencies and members. A Community Juvenile Services Board adhering to the requirements set forth in Wyo. Stat. § 14-9-105 would meet this requirement. Complete *Attachment I, Juvenile Justice Team Membership*. In addition, please attach a copy of the minutes from the most recent meeting.

Meeting frequency: ☐ Weekly ☒ Monthly ☐ Quarterly ☐ Other (please explain): _____

In the space below briefly describe this team and how it fulfills its role:

The supporting Juvenile Justice Team is the Juvenile Services Partnership ("JSP") which consists of a cooperative effort between the City of Gillette, Campbell County and also includes various other community agencies with an interest in juvenile issues. The JSP has been the applicant organization since 1998 for the JAIBG/JABG, WCCA and VOA funding.

The mission of the Juvenile Services Partnership of the City of Gillette and Campbell County is to enhance and integrate services for Campbell County children and their families in order to reduce abuse, neglect and court involvement, and to improve family relationships and social belonging through a continuum of prevention, education and intervention.
The group meets monthly, with any needed sub-committees meeting more frequently, as required. Over the years, the JSP has successfully implemented several programs to further its mission. For example, in 2012, JSP incorporated the Community Juvenile Services Board, and in 2016 implemented a new initiative of contacting juveniles that have failed to appear in court

or failed to pay tickets in order to prevent for the warrant for arrest to be issued. It has been a very successful initiative in reducing juveniles placed in detention.

Cash flow for this VOA grant will be monitored by the Campbell County Commissioners' Office, while oversight of the 48-Hour Hold Program will be monitored by the Y.E.S. House Crisis Shelter Coordinator.

15. PROCESSES AND OUTCOMES AVAILABLE FOR JUVENILES

The following table outlines basic processes and outcomes available for juveniles. Check all that apply and are available in your jurisdiction.

PROCESS	POTENTIAL OUTCOMES
Initial Intake	☒ 1. Law enforcement citation ☒ 2. Law enforcement arrest ☒ 3. Referral to county attorney ☐ 4. Referral to municipal attorney ☒ 5. Others (describe): Referral to Diversion and Early Age Intervention
Prosecuting Attorney Action (Only in event of arrest or referral)	County Attorney ☒ 1. Refer to circuit court (same sanctions as adult) ☒ 2. Refer to district juvenile court (trial as juvenile) ☐ 3. Pre-court diversion (unsupervised probation) ☒ 4. Consent decree (unsupervised or supervised probation) ☒ 5. Others (describe): Pre-court diversion (supervised probation)
Pre-court Action (Only in event of referral to district juvenile court)	☐ 1. Pre-trial disposition report ☐ 2. Multi-disciplinary team meeting ☒ 3. Others (describe): Juvenile and Family Drug Court screening
Detention/Release Action	☒ 1. Release to parent/guardian ☒ 2. Pre-trial non-secure supervision or monitoring ☒ 3. Secure detention in approved juvenile detention facility ☐ 4. Secure detention in county jail ☐ 5. Secure detention in municipal lockup ☒ 6. Others (describe): Crisis Shelter holds pending court longer than 48 hours

Court Action		Municipal	Circuit	District
	Release/dismiss case	☒	☒	☒
	Mental health evaluation	☐	☒	☒
	Deferred adjudication	☐	☒	☒
	Fines	☒	☒	☒
	Teen Court	☐	☐	☐
	Unsupervised probation	☒	☒	☒
	Community service	☒	☒	☒
	Restitution	☒	☒	☒
	Supervised probation	☒	☒	☒
	Electronic home detention	☒	☒	☒
	Group home	☐	☐	☐

	Others (describe): Substance abuse evaluations/treatment Prevention education classes	☒	☒	☐
	Referral to approved juvenile detention center	☒	☒	☒
	Confinement in county detention center	☐	☐	☒
	Referral to Boys School or Girls School	☐	☐	☒

Please provide a brief description of processes and available outcomes:

Initial Intake: Law enforcement has the discretion to issue a citation, arrest on probable cause or refer the case to the County Attorney's Office for the filing of an information (adult court), a juvenile petition or referral to diversion.

Prosecuting Attorney action: All juvenile citations and offenses are reviewed by the County Attorney's Office pursuant to W.S. §14-6-203 (Single Point of Entry). The screening process provides a review of all juvenile citations and offenses to ensure that juveniles are being diverted or filed into the appropriate court or program. Referral to municipal court requires a citation. Referral to circuit court requires a citation or misdemeanor information. Referral to juvenile court requires the filing of a juvenile petition. Pre-court diversion is supervised and generally requires that law enforcement has issued a citation, however school or self-referrals may be considered.

Pre-court Action: If a juvenile has three or more substance/alcohol related violations a referral can be made to the Campbell County Juvenile and Family Drug Court Program for screening prior to appearing in juvenile court.

Court Action: A full range of processes and outcomes are available to each court. Juvenile court has the broadest authority and most flexibility.

16. DATA COLLECTION AND REPORTING

All agencies must have the capacity and staff assigned to enter the required data on all juveniles held into the web-based "Juvenile Jail Roster" database, or they must submit the required data on monthly juvenile jail rosters.

a. Do you currently perform this required compliance activity? ☐ No ☒ Yes

If Yes, briefly describe how this is accomplished (who is responsible, how often is data entered/reports submitted, etc.):

The Campbell County Detention Center began entering the required data into the on-line "Juvenile Jail Roster" in July of 2007. The data is entered monthly by Charlene Edwards, Deputy County and Prosecuting Attorney.

If No, describe your plan to implement this activity:

n/a

b. Are you requesting funds to maintain or implement this activity? ☒ No ☐ Yes

If Yes, briefly describe what needs to be funded and how much you are requesting: ($_____)

IN ANSWERING THE FOLLOWING THREE (3) ITEMS, REFER CLOSELY TO THE VOA RFP. UPON REQUEST, VOA WILL PROVIDE COUNTIES WITH COMPLIANCE INFORMATION FOR 2020 (1/1/20 – 12/31/20) WHEN APPLICABLE.

17. THE DEINSTITUTIONALIZATION OF STATUS AND NON-OFFENDERS FROM SECURE DETENTION

AND PLACEMENT

Applicants must demonstrate how they will ensure that no accused or adjudicated status offenders (not including underage drinking and MIPs) and non-offenders will be held securely in adult jails or lockups.

a. How many violations of this requirement occurred in your jurisdiction?

0

b. If you had no violations, briefly describe what policies, procedures and/or non-secure alternatives you have in place to maintain this compliance (then skip to "d"):

Crisis Shelter operates the 48-Hour Program and that contributes to "zero" violations

c. If you had violations, please provide the following information:

Number Held by Legal Status and Offense	Males	Females	Total #
Non-Offender			
Accused Status Offender			
Adjudicated Status Offender			
TOTALS:	0	0	0

Describe your plan to implement policies, procedures and/or non-secure alternatives to attain compliance:

The Campbell County Juvenile Detention is in compliance. The Y.E.S. House Crisis Shelter and the Campbell County Juvenile Detention Center are committed to continue working closely and maintain "zero" violaitons

d. Are you requesting funds to maintain or implement this activity? ☐ No ☒ Yes

If Yes, briefly describe what needs to be funded and how much you are requesting: ($36,789)

The Crisis Shelter 48-Hour Hold Program is an alternative to jail for status offenders and encompasses a preventive approach to incarceration. This approach includes family mediation and re-unification services, individual, group and family counseling when needed as well as giving youth access to advocacy and supervision in a safe structured environment. The purpose of crisis services is to prevent a youth's incarceration, long-term out-of-home placement and to reduce family conflict. The Crisis Shelter meets federal definition of non-secure.

The Project Choice programming is operating under the Crisis Shelter to compliment the 48-Hour Hold program. The Project Choice staff provide one-on-one crisis intervention services and supervision to youth who need a safe environment, or a temporarily hold if they are involved in status offenses or low misdemeanor offenses. The Project Choice staff stays one-on-one with a juvenile 24/7.

18. THE REMOVAL OF JUVENILES FROM CONFINEMENT IN ADULT JAILS OR LOCKUPS

a. How many violations of this requirement occurred in your jurisdiction?

0

Type of Juvenile Held	Males	Females	Total
Total Status Offenders and Non-offenders noted in item, #6, above.			
Accused Delinquents held over 6 hours for processing – Underage drinking or MIP-Alcohol.			
Accused Delinquents held over 6 hours for processing – Other.			
Accused or Adjudicated Delinquents held over 6 hours **prior** to a court appearance – Underage drinking or MIP-Alcohol.			
Accused or Adjudicated Delinquents held over 6 hours **prior** to a court appearance – Other.			

Accused or Adjudicated Delinquents held over 6 hours **after** a court appearance – Underage drinking or MIP-Alcohol.			
Accused or Adjudicated Delinquents held over 6 hours **after** a court appearance – Other.			
Accused or Adjudicated Delinquents held for any period of time for reasons other than processing or related to a court appearance (e.g., punishment or sentenced as part of disposition) – Underage drinking or MIP-Alcohol.			
Accused or Adjudicated Delinquents held for any period of time for reasons other than processing or related to a court appearance (e.g., punishment or sentenced as part of disposition) – Other.			
TOTALS:	0	0	0

b. If you had no violations, briefly describe what policies, procedures and/or non-secure alternatives you have in place to maintain this compliance (then skip to "d"):

Campbell County owns and operates a 16-bed juvenile facility. This allows us to stay in compliance.

c. If you had violations, describe your plan to implement policies, procedures and/or non-secure alternatives to attain compliance for each type of juvenile held:

n/a

d. Are you requesting funds to maintain, or implement a plan to attain compliance? ☒ No ☐ Yes
If Yes, briefly describe what needs to be funded and how much you are requesting: ($_____)

19. SEPARATION OF JUVENILES FROM ADULT INMATES

Adult jails and lockups that hold juveniles securely, even if allowed, must ensure that these juveniles are sight and sound separated from incarcerated adults.

a. How many violations of this requirement occurred in your jurisdiction?

8

b. If you had no violations, briefly describe what policies, procedures and/or actions you have in place to maintain this compliance (then skip to "d"):

n/a

c. If you had violations, describe your plan to implement policies, procedures and/or actions to attain compliance for each type of juvenile held:

These violations all from Court House Security Holding. Step will be taken to reduce violations: Collaboration with the Sheriff's Department on remote court appearances when feasible.

d. Are you requesting funds to maintain, or implement a plan to attain compliance? ☒ No ☐ Yes
If Yes, briefly describe what needs to be funded and how much you are requesting: ($_____)

n/a

20. RACIAL AND ETHNIC DISPARITIES (RED)

All agencies must submit the following data on juveniles who contact the juvenile justice system. VOA encourages counties

to provide data from 2020 (1/1/20 – 12/31/20). If agencies cannot provide the information, they must develop and implement a plan to compile this data. Refer to Attachment A, the "Racial and Ethnic Disparities (RED) Information Sheet," for definitions of race and ethnicity and for definitions of the nine contact points identified in this table. Please provide the following information:

Contact Point	# of White Juveniles	# American Indian or Alaska Native Juveniles	# of Asian Juveniles	# of Black or African-American Juveniles (Non-Hispanic)	# of Hispanic or Latino Juveniles	# of Native Hawaiian or Other Pacific Islander Juveniles
1) Arrest	268	8	0	8	31	0
2) Referral	268	8	0	8	31	0
3) Diversion	68	1	0	3	10	0
4) Detention	34	4	0	1	3	0
5) Petitioned/Charges Filed	273	12	0	11	29	0
6) Delinquent Findings	215	8	0	8	25	1
7) Probation	213	8	0	8	25	1
8) Confinement in Secure Correctional Facilities	22	2	0	1	0	0
9) Transferred to Adult Court	9	0	0	0	0	0

a. Do you currently perform this required compliance activity? ☐ No ☒ Yes

If Yes, briefly describe how this is accomplished (who is responsible, how often is data entered/reports submitted, etc.):

Every contact entity collects the data above on juveniles who come into their care.

If No, describe your plan to implement this activity:

n/a

b. Are you requesting funds to maintain or implement this activity? ☒ No ☐ Yes

If Yes, briefly describe what needs to be funded and how much you are requesting: ($_____)

n/a

21. COMPLIANCE AREAS FOR WHICH YOU ARE REQUESTING FUNDS

Check all areas, from Items 16 through 20 above, for which funds are being requested:

☐	**16. DATA COLLECTION AND REPORTING**
☒	**17. DEINSTITUTIONALIZATION OF STATUS AND NON-OFFENDERS FROM SECURE HOLDING AND DETENTION**
☐	**18. REMOVAL OF JUVENILES FROM CONFINEMENT IN ADULT JAILS OR LOCKUPS**
☐	**19. SEPARATION OF JUVENILES FROM ADULT INMATES**
☐	**20. RACIAL AND ETHNIC DISPARITIES**

Total amount requested: ($36,789)

22. COMPLETE AND ATTACH ATTACHMENT II, PROJECT DESCRIPTION, AND ATTACHMENT III,

BUDGET FORM.

The activities and projects for which you are requesting funds must directly relate to the plans for maintaining or attaining compliance described in Items 12 through 16, above.

23. FINANCIAL RESPONSIBILITY OF THE COUNTY

These funds will only be released to the county government. The county is responsible for the receipt and disbursement of funds. Because these are federal dollars, they must be included in your annual county audit and should be identified as pass-through funds from VOA under CFDA#16-540.

Describe how the funds will be managed and identify who will be responsible for the grant fund management (county clerk, grant manager, etc.):

The Campbell County Grants Specialist, Bethany Raab, will be managing the grant and its funds. The county manages approximately $16 million in grant funding annually, and conducts its annual audit every year.

24. GRANT APPLICATION CERTIFICATIONS

The following assurances must be certified to by signature of the appropriate person.

a. Chair (or Designated Commissioner), Board of County Commissioners: (typed name) _____

I certify to the best of my knowledge that the information contained in this application and proposal are true and correct. If funded under this grant process, I further certify that awarded funds will be used on projects that further compliance with the core requirements of the Juvenile Justice and Delinquency Prevention Act of 2002 (JJDPA). If the proposal is approved, all reimbursement requests will be approved and signed by a County Commissioner. Nothing in this certification shall deprive the District Court, Circuit Court, or Municipal Court judge from exercising his or her full authority as set forth by law.

_____ _____

Signature Date

Chair (or Designated Commissioner), Board of County Commissioners

b. County Sheriff: (typed name) _____

I certify that my agency understands the role of law enforcement in this proposal and will participate in the projects set forth in the proposal. My agency will provide the required data on juveniles held securely in county jail and, where possible, municipal lockups within the county, provided that my agency will not release information that is prohibited from disclosure by law.

_____ _____

Signature Date

County Sheriff

c. Project Coordinator/Contact Person: (typed name) _____

I certify that my program will provide the required data on juveniles held securely in municipal lockups within the county if the data is not available through the County Sheriff. If this proposal is funded, I certify that quarterly financial and progress reports will be completed and submitted to VOA in a timely fashion.

_____ _____

Signature Date

Project Coordinator/Contact Person

ATTACHMENT I JUVENILE JUSTICE TEAM MEMBERSHIP			
NAME	**TITLE**	**AGENCY/COMPONENT REPRESENTING**	**CITY OF RESIDENT OR AGENCY LOCATION**
Scott Matheny	Sheriff	Campbell County Sheriff's Department	Gillette
Charlene Edwards	Deputy County Attorney & Legal Advisor to the Sheriff	Campbell County Sheriff's Department	Gillette
James Lyon, Jr.	Director of Juvenile Services	Campbell County Juvenile Services	Gillette
Clark Fairbanks	Assistant Director	Youth Emergency Services, Inc.	Gillette
Linda Bricker	Board Member	Campbell County School District # 1	Gillette
Kelly Peters	Clinical Supervisor of Behavioral Services	Behavioral Services of Campbell County Health	Gillette
Corinne Miller	Deputy Campbell County Attorney	Campbell County Attorney's Office	Gillette
Chuck Deaton	Chief of Police	Gillette Police Department	Gillette
Bonnie Volk	District 6 Manager	Department of Family Services	Gillette
Annie Molder	Business Representative	Gillette Workforce Center	Gillette
Bill Montgomery	Council Member	Gillette City Council	Gillette
Thomas Rumpke	District Court Judge	District/Juvenile Court	Gillette
Wendy Bartlett	Circuit Court Judge	Circuit Court	Gillette
Ashley Whisler	Community Prevention Specialist	Prevention Management for Campbell County	Gillette
Erica Wood	Senior Juvenile Diversion Officer	Campbell County Juvenile Services/Juvenile Diversion Program	Gillette
Jane Glaser	Director	Campbell County Public Health	Gillette
Darcy Acord	Youth Adult Services Manager	Campbell County Public Library	Gillette
Nate Grotrian	Director	Campbell County Boys & Girls Club	Gillette
Kip Farnum	Director	Campbell County School District #1, Students Support Services	Gillette

ATTACHMENT II
PROJECT DESCRIPTION

Refer to "IV. Eligible Project Activities" in the VOA RFP. The project description should clearly explain how the proposed activities will assist the applicant in attaining and/or maintaining compliance as described in items 16 through 20 of the grant application.

As part of the grant narrative, please provide an anticipated number of juveniles served with this funding and explain how you determined this number. If you are requesting funding for more than one activity, please provide an anticipated number of juveniles served for each activity. VOA encourages applicants to use historical data as the basis for these projections. If this application represents a continuation of previous OJJDP funding and you are including the same activities, please compare the projected numbers from your most recent application with the actual number of juveniles served. You can provide this information either in the "Output Measures" section (see below) or as a separate section.

If you are requesting funding for an activity that is also supported by other funding streams, please provide both historical numbers of juveniles served and anticipated numbers of juveniles served only with this funding. Applicants can accomplish this in one of two ways: 1) Identify both the names and amounts of all funding streams for each activity to be supported with OJJDP funding, or 2) Provide a separate count of juveniles served that does not include those served by other funding streams.

Check all of the compliance area(s) this project and/or activities will address. *(Note: An activity or project can address more than one compliance area, for example, an alternative to detention program can impact areas 17, 18, and 19.)*

- ☐ **16. DATA COLLECTION AND REPORTING**
- ☒ **17. DEINSTITUTIONALIZATION OF STATUS AND NON-OFFENDERS FROM SECURE HOLDING AND DETENTION**
- ☐ **18. REMOVAL OF JUVENILES FROM CONFINEMENT IN ADULT JAILS OR LOCKUPS**
- ☐ **19. SEPARATION OF JUVENILES FROM ADULT INMATES**
- ☐ **20. RACIAL AND ETHNIC DISPARITIES**

If you are requesting funds for more than one distinct activity or project, use the format below to describe each and attach to this application:

Project/Activity Title: **48-Hour Hold Program**

Compliance Area(s) to be Impacted:

Deinstitutionalization of status and non-offenders from secure holding and detention.

Overall Goal:

To continue the deinstitutionalization of status and non-offenders from secure holding and detention.

Project/Activity Title: **48-Hour Hold Program**

Objectives: Objectives state the precise and measurable results that the project intends to achieve during the grant period. Format for writing objectives: [Verb (e.g., increase, decrease, maintain, etc.)] [Subject (e.g., cause of a particular violation situation)] [Rate] [Time]. Example: "To decrease the number of Jail Removal violations caused by holding accused delinquent offenders in the county jail for more than 6 hours for processing or release, by 90% compared to last year's violation numbers, by the end of this grant period."

1. To decrease the use of secure detention for juvenile offenders by 10% or more compared to 2020 numbers, by the end of this grant period.

2. To sustain the number at "zero" for no accused or adjudicated status offenders and non-offenders that held securely.

Activities: Activities are what you will do to achieve the objective. There can be multiple activities implemented to achieve a single objective. Using the objective example above, activities may include establishing a non-secure processing area, transporting a youth to a local shelter care facility until parents can pick up their child, etc.

Youth Emergency Services, Inc. Crisis Shelter meets the federal definition of non-secure. The Crisis Shelter is an alternative to jail for status offenders and encompasses a preventive approach to incarceration. This approach includes family meditation and re-unification services, individual, group and family counseling when needed, crisis intervention as well as giving youth access to advocacy and supervision in a safe structured environment. The purpose of crisis services is to prevent youth's incarceration, long-term out-of-home placement and to reduce family conflict. During youth's stay at the Crisis Shelter they are never locked in secure rooms or are within a secure perimeter. At all times, youth are only prevented from leaving the premises by staff. All rooms are unlocked always allowing egress. The support from the VOA funding will allow the Crisis Shelter to provide sufficient security and coverage for at-risk youth reposed to their care.

The Crisis Shelter intervention services are designed as an alternative to incarceration of status offenders. Youth that are referred to the program receive support services, three balanced meals a day, medical/dental care and counseling when needed. At the time of intake, Youth Advocates identify goals and objectives for the youth's placement, schedule family meetings, and develop a timeline for re-unification into the home. During youth's stay at the Shelter, they receive feedback and consequences, when appropriate, for their behavior as well as guidance in developing appropriate responses and behaviors. Furthermore, throughout youth's stay at the Shelter they also get involved in constructive community-based projects and recreational programming. The Youth Advocates are responsible for the supervision and care of youth while they are at the Crisis Shelter. There is staff awake and present at all times, meeting or exceeding all staff-to-client ratio requirements. Additionally, the Shelter has a fully operational alarm system which helps assure 24-hour monitoring of resident's movement and safety.

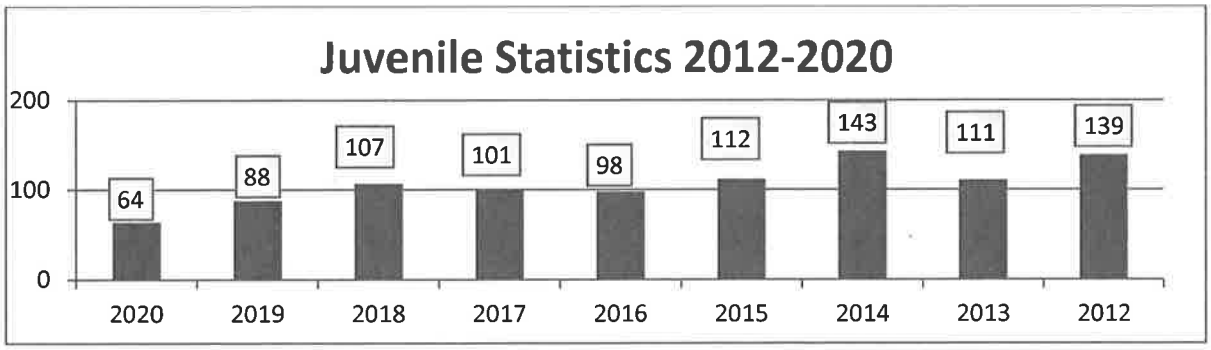
The table below represents data on the number of status and non-status offenders that the 48-Hour Hold program served during the last five years. The table shows that the number of status and non-offenders is going down for the last 2 years.

Year	Total # of youth served at the Crisis Shelter	Total # of status/non-status offenders served
2016	281	107
2017	251	107
2018	282	116
2019	289	99
2020	243	86

Although Campbell County is not currently providing data directly to the Wyoming Survey and Analysis Center, efforts have been made to collect data on recidivism. For example, the 2020 recidivism data for youth in the Diversion program in 2019 showed that students that completed Juvenile Diversion, 95% did not re-offend, 5% re-offended; and students that did not respond to a Juvenile Diversion invitation, 41% did not re-offend, 59% re-offended. The county and the Y.E.S. House are committed to continue making efforts in gathering data on recidivism.

The table below shows how much the Campbell County Detention Center and juvenile services have been working in trying to comply with the JJDP Act and reduce the number of incarcerated juveniles.

Chart below demonstrates the success of Campbell County alternative to incarceration programs.



This grant will allow the agency to provide sufficient security and coverage for at-risk youth reposed to our care, either by virtue of parental or law enforcement placement, and whether or not the law enforcement placement is informal (without arrest) or as a consequence of a direct referral from the Campbell County Detention Center after an arrest. The Crisis Shelter with 10 beds is aimed at improving the system of care as it relates to the treatment and incarceration of juveniles, and aids in moving Campbell County into Federal Compliance as it relates to Status Offenders and Juvenile Detention.

> **Output Measures: Outputs are the product of a project's activities (volume of work accomplished, numbers). Explain how you will measure these outputs. Using the example above, you might track the number of youth processed in the non-secure area compared to the total number of youth processed; and how many transportation hours were funded and how many youth were transported to the shelter care facility.**

The statistical information about the number of status offenders, racial/ethnic characteristics, and how many days of services they receive will be kept in BestNotes, an electronic database. Monthly meetings will be conducted to assess the progress of the program and if objectives have been met. At the meetings, the collected data will be analyzed, and the strategic plan for the coming month will be developed.

> **Outcome** Measures: Outcomes are benefits or changes that result from the project activities. Explain how you will measure the impact your activity(ies) will have on the compliance problem presented in the wording of your objectives. Related to the example above, you would need to collect data on the accused delinquent offenders securely held upon arrest, including time placed in a secure setting and time released, and track on monthly juvenile jail logs to determine whether there is a decrease in violations.

Youth Emergency Services, Inc. will work with the Campbell County Detention Center Deputy County/Prosecuting Attorney/Legal Advisor to the Sheriff in collecting data to show the 10% decrease in the use of secure detention for juvenile offenders, and if we are successful in maintaining the number of jail violations at "zero". The jail juvenile roster will be used to report the data. Furthermore, after-care follow-up services will reveal the status offender's legal status. Program staff will contact the youth/family via phone approximately once a week with the goal of monitoring youth's progress, providing support and follow through with the discharge plan.

> **Background of Key Project Personnel.** Provide a brief description of the experience and expertise of key project personnel.

The 48-Hour Hold Program will be managed by the full-time Crisis Shelter Coordinator, four full-time and six part-time Youth Advocates. In cases when the Crisis Shelter is full, the Group Home with 10 beds will be utilized to house status and non-offenders. Group Home is managed by the full-time Group Home Coordinator and three full-time and four part-time Youth Advocates. Youth Advocates are responsible for case management, behavior management, scheduling of activities, problem-solving and crisis management, training staff, and role modeling. The Crisis Shelter/Group Home Coordinators are responsible for hiring, supporting, training, evaluating, and supervising of employees. They direct case management and treatment plans for at-risk youth; provides assistance for programs, accountability, facility, budget and financial needs; and conducts outreach and aftercare services.

The Crisis Shelter Coordinator, Lane Keeney, has 33 years of experience working with high-risk youth through his work

at the Y.E.S. House as the case manager at first, and then as a Coordinator, and through his prior employment in a community center that focused on helping youth with a mental retardation. He is an active advocate for youth and serves on the Child Protection Team and as a volunteer at the local Soup Kitchen. Susan Glanzer, a case manager, has 15 years of experience working with special needs children. She has been a case manager at the Y.E.S. House Crisis Shelter for 13 years, and prior to that worked as a teacher. She is active on the Campbell County Prevention Council and is a certified trainer for the Question Persuade Refer (QPR) suicide prevention model. She is also a staff with lived experiences and brings a valuable insight in her work with youth that struggles.

ATTACHMENT III
BUDGET FORM

Provide, by Budget Category, the costs to be charged to this grant. Round all amounts to the nearest whole dollar. In addition, please ensure that the amounts noted below match the information provided in **#8. BUDGET SUMMARY** on page 1 of this application. A sample budget is provided on the following page for reference.

A. PERSONNEL	(1) Annual Full-time Salary	(2) Annual Fringe Benefit Cost	(3) Sub-Total	(4) % to be paid by grant funds	TOTAL
Crisis Shelter Coordinator	$61,509 +	$17,222	= $78,731	x 25.8%	$20,345
Case Manager	$35,942 +	$10,063	= $46,005	x 35.7%	$16,444
_____	$_____ +	$_____	= $_____	x _____%	$_____
A. Total PERSONNEL cost to be charged to this grant:					$36,789

B. SUPPLIES & OPERATING	Fixed Cost/Units	x	Variable in Units	TOTAL
_____	$_____ / _____	x	_____	$_____
_____	$_____ / _____	x	_____	$_____
_____	$_____ / _____	x	_____	$_____
B. Total SUPPLIES & OPERATING cost to be charged to this grant:				$0_____

C. TRAVEL (Designate specifically in-state and out-of-state travel)	Fixed Cost/Units	x	Variable in Units	TOTAL
_____	$_____ / _____	x	_____	$_____
_____	$_____ / _____	x	_____	$_____
_____	$_____ / _____	x	_____	$_____
C. Total TRAVEL cost to be charged to this grant:				$0_____

D. EQUIPMENT (Items costing $5,000 or more – contact VOA)	Fixed Cost/Units	x	Variable in Units	TOTAL
_____	$_____ / _____	x	_____	$_____
_____	$_____ / _____	x	_____	$_____
D. Total EQUIPMENT cost to be charged to this grant:				$0_____

E. CONTRACTED, CONSULTANT, AND PROFESSIONAL SERVICES	Fixed Cost/Units	x	Variable in Units	TOTAL
_____	$_____ / _____	x	_____	$_____
_____	$_____ / _____	x	_____	$_____
_____	$_____ / _____	x	_____	$_____
E. Total CONTRACTED, CONSULTANT, AND PROFESSIONAL SERVICES cost:				$0_____
F. Total of all PROJECT costs (A through E):				$36,789

BUDGET NARRATIVE:

A. Personnel

The Case Manager and the Crisis Shelter Coordinator are full-time positions working forty (40) hours per week for 12 months. This is what is reflected in the budget. These full-time positions include benefits for health/dental and worker's compensation.

Campbell County 1% tax is utilized to pay for the expenses that the VOA funding does not cover in order to provide 48-Hour Hold program.

The goal is to serve 35 status offenders within the 12-month grant cycle with the VOA OJJDP funds, and 50 status offenders total utilizing other funding sources.

SUSTAINABILITY PLAN:
Provide a plan to sustain this project or service beyond the availability of grant funds. How will long-term cost savings be demonstrated to gain future support?

The Member Agencies of the Juvenile Services Partnership are committed to the sustainability of those grant-funded programs which it sponsors and work, during the life of each grant, to demonstrate the value of each program to the key financial players in the community.

Since its commencement in 1998, the JSP has spear-headed numerous programs, via grant funding, which have become staples in the community:

Juvenile Diversion Program - The Juvenile Diversion Program commenced operation in September 1999 via JAIBG funding. The civilian Diversion Officer position became County-funded in 2003.

Community Service Supervisor - The Community Service Supervisor position began in 2000 with WCCA funding. The CSS provides services to the Municipal, Circuit, District and Juvenile & Family Drug Courts as well as the Juvenile Diversion Program. The City and County jointly assumed responsibility for this program in 2003.

Boys & Girls Club - The Steering Committee for the BGCCC grew out of the JSP in 2000-2001. The first Interim Director was hired with JAIBG funding. Since that time, the Club has continued to thrive and grow and raise the funding necessary for staff and physical expansion.

FACTS Communications Database - The FACTS system was first implemented in the Juvenile Probation Office utilizing JAIBG funds in 2000. Subsequently the County assumed all financial responsibility for the system. It continues in operation and is used by the Clerk of District Court, County Attorney, Adult Drug Court Program, Juvenile Diversion, Juvenile Probation and Juvenile & Family Drug Court. As of November 1, 2020 the county transitioned from the FACTS system to a new system called FamCare.

Strategic Planning Initiative - In 2001, a sub-committee of the JSP formed to explore secure juvenile detention and in-patient substance abuse treatment. A regional assessment was conducted by the National Center for Juvenile Justice and presented to all community stakeholders in 2004. In 2009, JSP assessed what services have been implemented and expanded based on the 2004 Master Plan. The results showed that in five years 92% of goals were met. In order to further enhance the community efforts, the Substance Abuse Advisory Council (today it is Campbell County Prevention Council) was formed in 2008 to implement evidence-based and promising strategies to address the substance abuse needs of both the adult and juvenile populations.

Corrective Thinking Curriculum - In 2001, JAIBG dollars were utilized to train Juvenile Diversion and Juvenile Probation Officers in the Truthought Corrective Thinking Curriculum. Since that time, corrective thinking has become a mainstay in the Juvenile Diversion office, with continued training incorporated in each department's County training budgets. In 2013, an additional 30 community members were trained in Corrective Thinking Curriculum. This included Juvenile Detention, School District, Juvenile Diversion, Juvenile Probation, and Crook County staff in efforts to have a similar continuum of care. Several trained providers continue to utilize the Corrective Thinking Curriculum in their programming.

Intensive Supervision Juvenile Probation - The first Intensive Supervision Juvenile Probation Officer began in 2001 via JAIBG funding. The position remained grant-funded through 2006 and was made a County position beginning July 1, 2006.

Early Age Intervention Officer - The Early Age Intervention Program is part of the Juvenile Diversion Program and works with juveniles five to twelve years of age. This position was funded with a combination of WCCA and JAIBG funding until July 1, 2006, at which time it also became a County position.

In addition, the City of Gillette Police Department has assigned an officer to the Early Age Program. Currently, this position is supported by the county.

Campbell County Juvenile & Family Drug Court - The JFDC commenced operation in 2002 with funding from the Wyoming Department of Health, Substance Abuse Division. The Program has continued to receive State funding, however, the County contributes a substantial cash match and provides many in-kind services to the Program.

21st Century Learning Centers /Statewide Incentive Grant - The JSP was the applicant for the first 21st Century Learning Centers /Statewide Incentive Grant in 2001 and subsequent cohorts. Programs implemented with this funding included: Y.E.S. House Impact Mentorship and ACE/PACE after-school programs; School District ELO tutoring and ANCHORS programs, GARF's Peer Players, Tobacco Free Schools of Excellence, Boys & Girls Club Smart Leader/Project Learn, GARF's Parenting Adolescents Wisely and Choose Dance Program. With the exception of the GARF Parenting program and ACE/PACE, each of the programs has continued in existence subsequent to the end of the grant funding.

In 2008, the Safe Schools/Healthy Students grant was supported by JSP. It paid for a County Diversion Officer, School Resource Officer, a Coordinator, and clinicians for mental health. Since that grant, continued collaboration has occurred to create and sustain a community-based Kid Clinic. The Kid Clinic has provided opportunities for juveniles to get additional mental or health care services and resources. Since then, the funding has been absorbed by the local municipality, county, the school district, and hospital.

Y.E.S. House Day Treatment Program - The Day Treatment Program came into being in the fall of 2003 through DFS and TANF dollars. The program continues today, subsequent to the end of those funding streams.

Most recently, JSP incorporated the Community Juvenile Services Board (CJSB) to further enhance juvenile services in Campbell County, and to sustain a broard range of juvenile programs that make a difference. Through the CJSB initiative new programs were implemented: (1) Project Choice to provide one-on-one de-escalation services, (2) the Juvenile Weekend Program as another alternative to incarceration; (3) contacting juveniles that have failed to appear in court or failed to pay tickets in order to prevent for the warrant for arrest to be issued. These three initiatives had an impact on reducing the number of juveniles placed in detention. CJSB has continued to provide training for the program areas of Project Choice, 48-Hour Hold, Detention Officer Training and Juvenile and Family Drug Court. In addition, all law enforcement implemented a Juvenile Detention Risk Assessment (JDRA) for when a juvenile is going to be placed in detention.

The description of the initiatives above is a solid indicator that the JSP's sustainability plan works. Each highlighted program is either sustained today as it was originally designed, or modified to meet the needs of the community.

The following page(s) contain the backup material for Agenda Item: 9:45 Community Services Block (CSBG) Grant Application

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

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Campbell County
wyoming

Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: Application for CSBG Funding FY21/22

DATE: 05/11/2021

Attached you will find the 2021-2022 Community Services Block Grant (CSBG). This request provides funding to human service agencies in Campbell County to provide specific needed resources to low-income individuals. A call for applicants was posted in the News-Record, and we received five applications. The subgrantees who applied were the Council of Community Services, Gillette Abuse Refuge Foundation, Gillette Reproductive Health, Personal Frontiers and Youth Emergency Services. These agencies will collectively provide funding to assist low-income individuals with medical/dental needs, housing/utility needs, and substance abuse counseling for adults and youth. This grant uses a formula to figure out a County-wide allocation and utilize various data sources; Campbell County was awarded $220,586.00. Of the $220,586, awards to the agencies are tentative as follows: Council- $95,507; GARF- $22,747; Gillette Reproductive Health- $29,167; Personal Frontiers- $30,207; YES House- $25,957 and Administrative- $17,001 (Needs Assessment, publishing and board member elections). These funds are federal funds (CFDA 93.569) and require no matching funds.
A representative from the Grants Department and CARE Board will present this application.

Thank you!

Grant Application Summary Request Form

Please submit this form completed with your Grant Application to the Grants Specialist, no later than seven business days prior to the intended scheduled Commissioners meeting.

Commissioner Meeting Date Preferred: May 18, 2021

Grant Fiscal Year: FY21/22 Period of Performance: 10/01/2021-09/30/2022

Grant Project Name: Community Services Block Grant

Funding Agency: Wyoming Community Services Program- State of Wyoming

CFDA #: 93.569 Circle One: FEDERAL/ STATE/ LOCAL/ OTHER Funding: _____

Application Due Date to Funding Agency: May 24, 2021

Campbell County Department Applying for Grant: Commissioners/CARE Board

Grant Amount Request: $220,586.00 Business Unit where Grant is Budgeted: 10506

Match Amount Request: $0.00 Match Sources: N/A

Please describe the purpose of this grant and how this project relates to the departments mission and how this project will benefit Campbell County: Providing funding to human service agencies to provide services to low-income population.

Describe your proposed project. What are your goals and outcomes and how they will be achieved? How will the project be sustained after the grant is over? _____

Office Use Only:

Grants Specialist Review: _____

Revisions Required: _____

Revisions Received: _____

Commissioner Approval Date: _____ Date Returned to Department: _____

WYCSP | Wyoming Community Services Program

Community Services Block Grant (CSBG)
FY2021 Grantee Application for Funds

Due: COB Monday, May 24, 2021

Program Information			
Grantee:	**Campbell County Government**	**Projected Allocation Amount:**	**$220,586.00**
Eligible Entity Type:	**Public Agency**	**Federal Tax ID #:**	**83-6000103**
Service Area *(by county)*:	**Campbell**	**DUNS #:**	**071413140**
Sub-Grantees:	☒ Yes ☐ No	**If yes, how many Sub-Grantees will receive funds?**	**5**

The CSP will not consider incomplete applications, including missing attachments or other requested documentation, for award of funds. Applications turned in for final submission must include all needed information by close of business May 24, 2021. All required attachments can be found on the CSP website, at: https://health.wyo.gov/publichealth/rural/wyoming-community-services-program/

Checklist of Required Attachments		
☒	Budget *(for Grantee and each Sub-Grantee(s))*	Section 3.B
☒	Mapping Worksheet *(for each program and Sub-Grantee(s))*	Section 4.C
☒	Community Action Plan (CAP)	Section 5.A
☒	STAR Risk Assessment	Section 6.A
☒	System for Award Management (SAM) Registration Proof	WDH Contract
☐	Secretary of State (SOS) Filing Information (private agencies only)	WDH Contract
☐	Proof of Insurance	WDH Contract
☐	Assurances *(for Grantee and Sub-Grantee(s))*	CSBG Act
☐	Federal Funding Accountability and Transparency Act (FFATA)	WDH Contract

****The Community Initiative Status Form (CISF), while it will not be included as an attachment to this application, should be started. CISFs will be submitted to CSP at the end of each fiscal year, by October 10th each year, completed to the extent of the completion of a phase. Each Program/Sub-Grantee completing community-level work should have their own CISF.****

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Grantee Application for Funds

1. GENERAL INFORMATION

A. Contract Signatory

Name:	Robert Maul	**Title:**	Chairman
Mailing Address:	500 South Gillette Avenue Suite 1100	**Phone:**	307-687-7283
City/Zip:	Gillette, WY 82716	**Email:**	RLM01@ccgov.net

B. Point of Contact

Name:	Bethany Raab	**Title:**	Grants Specialist
Mailing Address:	500 South Gillette Avenue Suite 1100	**Phone:**	307-687-6384
City/Zip:	Click here to enter text.	**Email:**	Click here to enter text.

c. Public Hearing *(required prior to submission of application)*

Date of Public Hearing:	5/10/2021	**Location:**	Campbell County Commissioners Conference Room

2. TRIPARTITE BOARD

A. Seats

Total Seats Prescribed by Bylaws:	9	**Total Current Vacant Seats:**	1
Total Number of Seats Reserved from Each Sector:	***Public***	***Private***	***Low-Income***
	3	3	3

B. Vacancies

If you have any current vacancies, please provide a narrative explaining how the Tripartite Board plans to fill those vacancies, including recruitment efforts for those members of the low-income sector (if a low-income vacancy exists).

The current vacancy is from our Public Sector. The specific position, as noted in our bylaws is to be filled by a representative or their designee by a person who resides in the Town of Wright, as Wright is part of Campbell County. The Board is working with the Town of Wright Mayor's Office to fill this position. The Board has put word out on social media that they need a representative and will continue to pursue filling this vacancy.

C. Roster

Name *(if vacant, please list as 'Vacant Seat')*	Address	Phone Number	Sector	Date Seated	Term Expiration	County Representing
VACANT	Town of Wright	Click here to enter text.	Public	Click here to enter a date.	Click here to enter text.	Click here to enter text.
Rusty Bell	500 South Gillette Avenue, Suite 1100 Gillette WY 82716	307-687-7283	Public	**1/1/2021**	01/2022	Campbell
Sandy Lenz	201 East 5th Street Gillette, WY 82716	307-686-5205	Public	**1/1/2021**	01/2025	Campbell
Alex Berger	410 Richards Ave Gillette, WY 82716	307-363-3441	Low-Income	**1/1/2020**	01/2024	Campbell
Crystal Helm	404 Timothy Gillette WY 82718	605-670-8826	Low-Income	**1/1/2019**	01/2023	Campbell
Jenna Waldner	2403 Sage Valley Drive Gillette, WY 82718	307-681-6200	Low-Income	**1/1/2020**	01/2024	Campbell
Michelle Geffre	4802 Blue Tick Drive Gillette, WY 82718	307-680-8594	Private	**1/1/2020**	01/2024	Campbell
Cris Schmidt	4304 Wigwam Drive Gillette, WY 82718	307-228-3928	Private	**1/1/2019**	01/2023	Campbell
Richard Burton	1299 Raymond Gillette WY 82717	307-670-3021	Private	**1/1/2018**	01/2022	Campbell

D. Meetings

How often is the Tripartite Board required to meet?	Monthly	Date of the next Tripartite Board meeting?	5/10/2021

3. BUDGET

A. Budget Summary Table

Revenue Provide the projected annual allocation given to you by the Wyoming CSP	
TOTAL	**$**$220,586
Expenses List budget category subtotals from your detailed budget. Total must match projected allocation	
Sub-Grantees (grants)	**$**$203,586.00
Direct Costs (administrative/board)	**$**$17,000.00
Indirect Costs (if applicable)	**$**0.00
TOTAL	**$**$220,586.00

B. Budget

Please complete a budget for the Grantee and all Sub-grantees (if applicable) as an attachment for this section.

C. Discretionary Funds

Discretionary funds are a separate allocation awarded by CSP to help offset the cost of completing a Community Needs Assessment and/or to assist in training and technical assistance, or agency capacity building activities. Based upon need and availability of funds, Grantees may request up to $5,000 to aid in the completion of the Community

Needs Assessment, and no limit on assistance for the other aforementioned activities. Discretionary awards will prioritize Community Needs Assessment funding before other activities are considered for funding.

1. Discretionary – Community Needs Assessment

Does your county/service area need to complete a Community Needs Assessment for this fiscal year?

☒Yes ☐No

If yes, what amount are you requesting (up to $5,000)?

Discretionary – CNA
$5,000.00

2. Discretionary – T/TA, Agency Capacity Building

Are you requesting discretionary funding to support training and technical assistance activities, or agency capacity building?

☐Yes ☒No

If yes, please describe in detail what activities will take place, and how discretionary funds will be used.

Click here to enter text.

If yes, what amount are you requesting?

Discretionary – T/TA, Agency Capacity Building
$0.00

D. Salaries and Wages Detail

Only complete if you are using CSBG funds to pay a portion or all of employees' salaries and wages.

Title/Position	Annual Salary	# of Months	Time Spent on CSBG (%)	CSBG Portion of Salary
Day Treatment Case Manager	$29,120	12	30%	$ 8,700.00
Therapist	$45,000	12	31%	$ 13,900.00
Food Pantry Manager	$30,000	12	100%	$ 30,000.00
Assistant Manager	$28,080	12	75%	$ 21,060.00
Emergency Assistance Clerk	$36,067	12	50%	$ $27050.00

E. Funded Projects

If you will not be funding Sub-Grantees this year, please just list your agency's information and leave the remainder of the cells blank.

Sub-Grantee/Program Name	Allocation Amount	DUNS #	Service/Project Description	Need(s) Met by Service Provision
Council of Community Services	$95,507	940382443	Food Pantry, Medical and Dental	Food, Medical and Dental
Youth Emergency Services	$25,957	106582992	Substance Abuse Counseling Youth	Substance Abuse Counseling Youth
Gillette Reproductive Health	$29167	078717275	Medial Services	Medical
Personal Frontiers, Inc.	$30207	835137266	Substance Abuse Counseling Adult	Substance Abuse Counseling Adult

Gillette Abuse Refuge Foundation	**$22,747**	**803611433**	**Housing and Utility Deposits and Payments**	**Housing and Utilities**
Click here to enter text.	$Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

4. DATA REPORTING

A. Federal Objectives

Select one or more federal objectives, as listed in Information Memorandum #152, to be addressed through the service provision of the Grantee and/or Sub-Grantee(s).

☐	**Employment**
☐	**Education and Cognitive Development**
☐	**Income, Infrastructure, and Asset Building**
☒	**Housing**
☒	**Health and Social/Behavioral Development (include Nutrition)**
☐	**Civic Engagement and Community Involvement**
☐	**Services Supporting Multiple Domains**
☐	**Linkages (e.g. partnerships that support these domains)**
☐	**Agency Capacity Building**
☐	**Other (e.g. emergency management/disaster relief)**

B. National Goals

Select one or more National Goals to be addressed through the service provision of the Grantee and/or Sub-Grantee(s).

☒	**Goal 1: Individuals and families with low-incomes are stable and achieve economic security.**
☐	**Goal 2: Communities where people with low-incomes live are healthy and offer economic opportunity.**
☐	**Goal 3: People with low-incomes are engaged and active in building opportunities in communities.**

C. National Performance Indicators

Please complete a Mapping Worksheet for all programs, including Sub-Grantees (if applicable) as an attachment(s) for this section.

5. PLANNING

A. Community Action Plan

Please complete a Community Action Plan as an attachment for this section.

B. Community-Level Initiatives

If completing one or more community-level initiatives, please begin the Community Initiative Status Form (CISF). CISFs will be submitted to CSP at the end of each fiscal year, by October 10th each year, completed to the extent of the completion of a phase.

6. RISK

A. STAR Risk Assessment

Please complete the STAR Risk Assessment as an attachment for this section.

STAR Risk Assessment Score: Click here to enter text.

7. TRAINING AND TECHNICAL ASSISTANCE

A. Needs

Select one or more areas of needed training and technical assistance. For those items not listed, please select "other" and provide a detailed description of the needed service.

☒	**Organizational Standards**
☒	**ROMA**
☐	**Reporting (targets, NPIs, service mapping)**
☐	**Sub-grantee Monitoring**
☐	**Quarterly Performance Reports**
☐	**Expenditure Reports**
☐	**Contract Requirements**
☒	**CAP60**
☐	**Self-Sufficiency/Case-Management**
☐	**Effective Board Management**
☐	**Linkages**
☐	**Community-level Initiatives**
☐	**Office of Management and Budget Guidance**
☐	**Other (please specify):** Click here to enter text.

8. SUB-GRANTEES

Only complete this section if you will be granting funds to Sub-Grantees for direct service.

A. Monitoring

Please describe the Tripartite Board's plan for monitoring each Sub-Grantee within the fiscal year, to maintain compliance with CSP Policy #3: Monitoring Policy and Procedure.

The CARE Board will perform site visits on each CSBG subgrantee once a fiscal year. Files will be reviewed and expenditures/revenues will be verified. Each subgrantee has a CARE Board member assigned to it and the CARE Board member will follow up with their agency once every couple of month to check in. Monthly invoices and programmatic reports are also reviewed by the CARE Board on a monthly basis to ensure expenditures and goals are being met.

B. Monitoring Tools

Will you be using CSP's Sub-Grantee Monitoring Tool? *(Use of CSP's Sub-Grantee Monitoring Tool is not required, but available to use)*	☒ Yes ☐ No
If no, please describe the elements or attach a copy of the Tripartite Board's Sub-Grantee Monitoring Tool.	Click here to enter text.

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Grantee Application for Funds

Official Tripartite Board Action

Submission of this form indicates official action taken by the applicant's governing Tripartite Board authorizing application for these funds.

☐I certify that CSBG funds will not be used for construction-related expenses.
☐I certify that CSBG funds will not be used for any type of political activity.
☐I certify that CSBG funds will be used in accordance to the OMB Uniform Guidance.

To the best of my knowledge and belief, statements and data in this application, including the attachments and other documentation, are true and correct and the submission of such has been duly authorized by the governing Tripartite Board of the applicant/lead jurisdiction and other participating jurisdictions, if any.

_____
Signature, Board Chair/President/Contract Signatory

_____
Printed Name, Board Chair/President/Contract Signatory

_____
Title

_____
Date

Community Services Block Grant Monthly Expenditure & Programmatic Detail Report

This compiled report is due from the Tripartite Board on or before the 10th day of the month for the preceding month

Community Services Program 6101 Yellowstone Rd. Suite 420, Cheyenne, WY 82009
Telephone: (307) 777-8940 FAX: (307) 777-3613
Tripartite Board Name: Youth Emergency Services
Contact Person: Tatyana Walker
Grant Period: 10/1/18-9/3019

COST CATEGORY	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YEAR-TO-DATE EXPENSES	% EXPENDED
PERSONNEL SERVICES:															
Salaries & Wages														$ -	
Employer Paid Benefits														$ -	
SUPPORTIVE SERVICES:															
Communications:															
Telephone														$ -	
Postage														$ -	
Travel In-State														$ -	
Travel Out-of-State														$ -	
Training/Conferences/Staff Develop.														$ -	
Supplies:															
Consumables														$ -	
Commercial Printing														$ -	
Publications														$ -	
Equipment Purchases														$ -	
Real Property Rental														$ -	
Equipment Rental														$ -	
GRANTS-IN-AID:	$ 25,957.00													$ -	
CONTRACTUAL														$ -	
SUB-TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
OTHER COSTS:															
a. Indirect														$ -	
b.														$ -	
c.														$ -	
GRAND TOTAL Expenditures	$ 25,957.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
STATE CSBG PAYMENTS (month of service)														$ -	

Reimbursement Amount	$ -

FFY 2020 (October 1, 2019 - September 30, 2020) Monthly Report Due Dates		
Monthly Report	**Date Due to CSP**	**Suggested Service Provider Due Date to Tripartite Board**
October	11/10/2019	11/5/2019
November	12/10/2019	12/5/2019
December	1/10/2020	1/5/2020
January	2/10/2020	2/5/2020
February	3/10/2020	3/5/2020
March	4/10/2020	4/5/2020
April	5/10/2020	5/5/2020
May	6/10/2020	6/5/2020
June	7/10/2020	7/5/2020
July	8/10/2020	8/5/2020
August	9/10/2020	9/5/2020
September	10/10/2020	10/5/2020
Final Report Due by November 15, 2020. This report should include a check made payable to the Wyoming Department of Health for the amount of any unexpended CSBG funds.		

FFY20 Line Adjustments

Please record all requested line adjustments in the table below. Be sure that the line adjustments are reflected in the expenditure report. If the total amounts requested are over 20% of the Grantees allocation amount, an amendment to the contract must be made.

Date Requested	Date approved by CSP Manager	Line Item requested amount is being moved FROM	Line Item requested amount is being moved TO	Amount Moved

Total Moved:	$ -
Allocation Percentage Moved:	0%

This compiled report is due from the Tripartite Board on or before the 10th day of the month for the preceding month

Community Services Program 122 W 25th St., Herschler East, Suite 102E Cheyenne, WY 82002
Telephone: (307) 777-8940
Tripartite Board Name: Campbell County CARE Board
Contact Person:
Grant Period: 10/1/21-9/30/22

COST CATEGORY	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YEAR-TO-DATE EXPENSES	% EXPENDED
PERSONNEL SERVICES:															
Salaries & Wages														$ -	
Employer Paid Benefits														$ -	
SUPPORTIVE SERVICES:															
Communications:															
Telephone														$ -	
Postage														$ -	
Travel In-State														$ -	
Travel Out-of-State														$ -	
Training/Conferences/Staff Develop.														$ -	
Supplies:															
Consumables														$ -	
Commercial Printing														$ -	
Publications														$ -	
Equipment Purchases														$ -	
Real Property Rental														$ -	
Equipment Rental														$ -	
GRANTS-IN-AID:	$ 203,585.00													$ -	
CONTRACTUAL														$ -	
DISCRETIONARY														$ -	
SUB-TOTAL	$ 203,585.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
OTHER COSTS:															
a. Indirect														$ -	
b. Needs Assessment	$ 15,000.00													$ -	
c. Administrative	$ 2,001.00													$ -	
GRAND TOTAL Expenditures	$ 220,586.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%
STATE CSBG PAYMENTS (month of service)														$ -	

Notes:

Reimbursement Amount	$ -

This compiled report is due from the Tripartite Board on or before the 10th day of the month for the preceding month

Community Services Program 6101 Yellowstone Rd. Suite 420, Cheyenne, WY 82009
Telephone: (307) 777-8940 FAX: (307) 777-3613
Tripartite Board Name: _____
Contact Person: _____
Grant Period: 10/1/19-9/30/20

COST CATEGORY	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YEAR-TO-DATE EXPENSES	% EXPENDED
PERSONNEL SERVICES:															
Salaries & Wages														$ -	
Employer Paid Benefits														$ -	
SUPPORTIVE SERVICES:															
Communications:															
Telephone														$ -	
Postage														$ -	
Travel In-State														$ -	
Travel Out-of-State														$ -	
Training/Conferences/Staff Develop.														$ -	
Supplies:															
Consumables														$ -	
Commercial Printing														$ -	
Publications														$ -	
Equipment Purchases														$ -	
Real Property Rental														$ -	
Equipment Rental														$ -	
GRANTS-IN-AID:														$ -	
CONTRACTUAL														$ -	
DISCRETIONARY														$ -	
SUB-TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
OTHER COSTS:															
a. Indirect														$ -	
Needs Assessment	$ 15,000.00													$ -	
Administrative	$ 2,001.00													$ -	
GRAND TOTAL Expenditures	$ 17,001.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%
STATE CSBG PAYMENTS (month of service)														$ -	

Notes:

Reimbursement Amount	$ -

Community Services Block Grant Monthly Expenditure & Programmatic Detail Report

This compiled report is due from the Tripartite Board on or before the 10th day of the month for the preceding month

Community Services Program 6101 Yellowstone Rd. Suite 420, Cheyenne, WY 82009
Telephone: (307) 777-8940 FAX: (307) 777-3613
Tripartite Board Name: Council of Community Services
Contact Person: Mikel Scott
Grant Period: 10/1/18-9/3019

COST CATEGORY	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YEAR-TO-DATE EXPENSES	% EXPENDED
PERSONNEL SERVICES:															
Salaries & Wages														$ -	
Employer Paid Benefits														$ -	
SUPPORTIVE SERVICES:															
Communications:															
Telephone														$ -	
Postage														$ -	
Travel In-State														$ -	
Travel Out-of-State														$ -	
Training/Conferences/Staff Develop.														$ -	
Supplies:															
Consumables														$ -	
Commercial Printing														$ -	
Publications														$ -	
Equipment Purchases														$ -	
Real Property Rental														$ -	
Equipment Rental														$ -	
GRANTS-IN-AID:	$ 95,507.00													$ -	
CONTRACTUAL														$ -	
SUB-TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
OTHER COSTS:															
a. Indirect														$ -	
b.														$ -	
c.														$ -	
GRAND TOTAL Expenditures	$ 95,507.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
STATE CSBG PAYMENTS (month of service)														$ -	

Reimbursement Amount	$ -

Community Services Block Grant Monthly Expenditure & Programmatic Detail Report

This compiled report is due from the Tripartite Board on or before the 10th day of the month for the preceding month

Community Services Program 6101 Yellowstone Rd. Suite 420, Cheyenne, WY 82009
Telephone: (307) 777-8940 FAX: (307) 777-3613
Tripartite Board Name: Gillette Abuse Refuge Foundation
Contact Person: Margie McWilliams
Grant Period: 10/1/18-9/3019

COST CATEGORY	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YEAR-TO-DATE EXPENSES	% EXPENDED
PERSONNEL SERVICES:															
Salaries & Wages														$ -	
Employer Paid Benefits														$ -	
SUPPORTIVE SERVICES:															
Communications:															
Telephone														$ -	
Postage														$ -	
Travel In-State														$ -	
Travel Out-of-State														$ -	
Training/Conferences/Staff Develop.														$ -	
Supplies:															
Consumables														$ -	
Commercial Printing														$ -	
Publications														$ -	
Equipment Purchases														$ -	
Real Property Rental														$ -	
Equipment Rental														$ -	
GRANTS-IN-AID:	$ 22,747.00													$ -	
CONTRACTUAL														$ -	
SUB-TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
OTHER COSTS:															
a. Indirect														$ -	
b.														$ -	
c.														$ -	
GRAND TOTAL Expenditures	$ 22,747.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
STATE CSBG PAYMENTS (month of service)														$ -	

Reimbursement Amount	$ -

Community Services Block Grant Monthly Expenditure & Programmatic Detail Report

This compiled report is due from the Tripartite Board on or before the 10th day of the month for the preceding month

Community Services Program 6101 Yellowstone Rd. Suite 420, Cheyenne, WY 82009
Telephone: (307) 777-8940 FAX: (307) 777-3613

Tripartite Board Name: Gillette Reproductive Health
Contact Person: Julie Price Carroll
Grant Period: 10/1/18-9/3019

COST CATEGORY	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YEAR-TO-DATE EXPENSES	% EXPENDED
PERSONNEL SERVICES:															
Salaries & Wages														$ -	
Employer Paid Benefits														$ -	
SUPPORTIVE SERVICES:															
Communications:															
Telephone														$ -	
Postage														$ -	
Travel In-State														$ -	
Travel Out-of-State														$ -	
Training/Conferences/Staff Develop.														$ -	
Supplies:															
Consumables														$ -	
Commercial Printing														$ -	
Publications														$ -	
Equipment Purchases														$ -	
Real Property Rental														$ -	
Equipment Rental														$ -	
GRANTS-IN-AID:	$ 29,167.00													$ -	
CONTRACTUAL														$ -	
SUB-TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
OTHER COSTS:															
a. Indirect														$ -	
b.														$ -	
c.														$ -	
GRAND TOTAL Expenditures	$ 29,167.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
STATE CSBG PAYMENTS (month of service)														$ -	

Reimbursement Amount	$ -

Community Services Block Grant Monthly Expenditure & Programmatic Detail Report

This compiled report is due from the Tripartite Board on or before the 10th day of the month for the preceding month

Community Services Program 6101 Yellowstone Rd. Suite 420, Cheyenne, WY 82009
Telephone: (307) 777-8940 FAX: (307) 777-3613
Tripartite Board Name: Personal Frontiers
Contact Person: Donna Morgan
Grant Period: 10/1/18-9/3019

COST CATEGORY	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YEAR-TO-DATE EXPENSES	% EXPENDED
PERSONNEL SERVICES:															
Salaries & Wages														$ -	
Employer Paid Benefits														$ -	
SUPPORTIVE SERVICES:															
Communications:															
Telephone														$ -	
Postage														$ -	
Travel In-State														$ -	
Travel Out-of-State														$ -	
Training/Conferences/Staff Develop.														$ -	
Supplies:															
Consumables														$ -	
Commercial Printing														$ -	
Publications														$ -	
Equipment Purchases														$ -	
Real Property Rental														$ -	
Equipment Rental														$ -	
GRANTS-IN-AID:	$ 30,207.00													$ -	
CONTRACTUAL														$ -	
SUB-TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
OTHER COSTS:															
a. Indirect														$ -	
b.														$ -	
c.														$ -	
GRAND TOTAL Expenditures	$ 30,207.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
STATE CSBG PAYMENTS (month of service)														$ -	

Reimbursement Amount	$ -

Community Services Block Grant Monthly Expenditure & Programmatic Detail Report

This compiled report is due from the Tripartite Board on or before the 10th day of the month for the preceding month

Community Services Program 6101 Yellowstone Rd. Suite 420, Cheyenne, WY 82009
Telephone: (307) 777-8940 FAX: (307) 777-3613
Tripartite Board Name: Youth Emergency Services
Contact Person: Tatyana Walker
Grant Period: 10/1/18-9/3019

COST CATEGORY	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YEAR-TO-DATE EXPENSES	% EXPENDED
PERSONNEL SERVICES:															
Salaries & Wages														$ -	
Employer Paid Benefits														$ -	
SUPPORTIVE SERVICES:															
Communications:															
Telephone														$ -	
Postage														$ -	
Travel In-State														$ -	
Travel Out-of-State														$ -	
Training/Conferences/Staff Develop.														$ -	
Supplies:															
Consumables														$ -	
Commercial Printing														$ -	
Publications														$ -	
Equipment Purchases														$ -	
Real Property Rental														$ -	
Equipment Rental														$ -	
GRANTS-IN-AID:	$ 25,957.00													$ -	
CONTRACTUAL														$ -	
SUB-TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
OTHER COSTS:															
a. Indirect														$ -	
b.														$ -	
c.														$ -	
GRAND TOTAL Expenditures	$ 25,957.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
STATE CSBG PAYMENTS (month of service)														$ -	

Reimbursement Amount	$ -

Agency Name:	Campbell County CARE Board

Service	# Unduplicated Clients Receiving the Service	NPIs (Outcome)	Family, Agency, or Community Level Goal	# Unduplicated Clients Achiveing Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement

See Next Sheets

Agency Name:	Council of Community Services

Service	# Unduplicated Clients Receiving the Service	NPIs	Family, Agency, or Community Level Goal	# Unduplicated Clients Achiveing Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement
5cc Adult Dental Services	20	FNPI 5b- The number of inviduals who demonstrated improved physical health and well being	Family		CAP60 Reports	90 days
5jj Food Distribution	2000	FNPI 5b- The number of inviduals who demonstrated improved physical health and well being	Family		CAP60 Reports	90 days
5f Doctor Visit Payments	2	FNPI 5b- The number of inviduals who demonstrated improved physical health and well being	Family		CAP60 Reports	90 days
5d Vision Screening	10	FNPI 5b- The number of inviduals who demonstrated improved physical health and well being	Family		CAP60 Reports	90 days
5e Prescription Payments	12	FNPI 5b- The number of inviduals who demonstrated improved physical health and well being	Family		CAP60 Reports	90 days

Agency Name:	Gillette Abuse Refuge Foundation

Service	# Unduplicated Clients Receiving the Service	NPIs	Family, Agency, or Community Level Goal	# Unduplicated Clients Achieving Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement
SRV 4c Rent Payments (includes Emergency Rent Payments)	20	**FNPI 4b** The number of households who obtained safe and affordable housing	Family		Telephone Call to Landlord - to include proof of payment & documentation re: telephone call & outcome in each file. File to include lease/rental agreement	90 Days
SRV 4c Rent Payments (includes Emergency Rent Payments)	20	**FNPI 4d** The number of households who maintained safe and affordable housing for 180 days.	Family		Telephone Call to Landlord - to include proof of payment & documentation re: telephone call & outcome in each file. File to include lease/rental agreement	180 Days
SRV 4d Deposit Payments	8	**FNPI 4b** The number of households who obtained safe and affordable housing	Family		Telephone Call to Landlord - to include proof of payment & documentation re: telephone call & outcome in each file. File to include lease/rental agreement	90 Days
SRV 4d Deposit Payments	8	**FNPI 4d** The number of households who maintained safe and affordable housing for 180 days.	Family		Telephone Call to Landlord - to include proof of payment & documentation re: telephone call & outcome in each file. File to include lease/rental agreement	180 Days
SRV 4i Utility Payments (LIHEAP -includes Emergency Utility Pmts.)	6	**FNPI 4b** The number of households who obtained safe and affordable housing	Family		Telephone Call to Client - to include proof of payment & documentation re: telephone call & outcome in each file. File to include utility agreement	90 Days
SRV 4i Utility Payments (LIHEAP -includes Emergency Utility Pmts.)	6	**FNPI 4d** The number of households who maintained safe and affordable housing for 180 days.	Family		Telephone Call to Client - to include proof of payment & documentation re: telephone call & outcome in each file. File to include utility agreement	180 Days
SRV4j Utility Deposits	8	**FNPI 4b** The number of households who obtained safe and affordable housing	Family		Telephone Call to Client - to include proof of payment & documentation re: telephone call & outcome in each file. File to include utility agreement	90 Days
SRV4j Utility Deposits	8	**FNPI 4d** The number of households who maintained safe and affordable housing for 180 days.	Family		Telephone Call to Client - to include proof of payment & documentation re: telephone call & outcome in each file. File to include utility agreement	180 Days
SRV 4e Mortgage Payments (includes Emergency Mortgage)	2	**FNPI 4f** The number of households who avoided foreclosure	Family		File to include Notice of Payment due from Mortgage/Bank. Check issued.	90 Days

Agency Name:	

Service	# Unduplicated Clients Receiving the Service	NPIs	Family, Agency, or Community Level Goal	# Unduplicated Clients Achiveing Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement
5b Physical	100	FNPI 5b- The number of inviduals who demonstrated improved physical health and well being	Family		Patient charts, superbills, Ahlers medical record system a nd monthly reports to CARE Board.	365 days
5F Doctor Visit Payments	100	FNPI 5b- The number of inviduals who demonstrated improved physical health and well being	Family		Patient charts, superbills, Ahlers medical record system a nd monthly reports to CARE Board.	365 days
5n: STI/HIV Prevention Counseling Sessions	100	FNPI 5b- The number of inviduals who demonstrated improved physical health and well being	Family		Patient charts, superbills, Ahlers medical record system a nd monthly reports to CARE Board.	365 days
5e Substance Abuse Screenings (Drug Testing)	100	FNPI 5b- The number of inviduals who demonstrated improved physical health and well being	Family		Patient charts, superbills, Ahlers medical record system a nd monthly reports to CARE Board.	365 days
5m Prescription Payment (Birth Control)	40	FNPI 5b- The number of inviduals who demonstrated improved physical health and well being	Family		Patient charts, superbills, Ahlers medical record system a nd monthly reports to CARE Board.	365 Days
7a Case Management (referrals to other services and managing dianosis)	30	FNPI 5b- The number of inviduals who demonstrated improved physical health and well being	Family		Patient charts, superbills, Ahlers medical record system a nd monthly reports to CARE Board.	365 days

Agency Name:	Personal Frontiers

Service	# Unduplicated Clients Receiving the Service	NPIs	Family, Agency, or Community Level Goal	# Unduplicated Clients Achiveing Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement
5s Substance Abuse Screenings (Adults)	50	FNPI 5b- The number of inviduals who demonstrated improved physical health and well being	Family		Complete ASI's	7 Days
5t Substance Abuse Counseling (Adults)	25	FNPI 5b- The number of inviduals who demonstrated improved physical health and well being	Family		Group sign in sheets, client surveys,, case management completed.	120 days
7a Case Management (confirmation of no use of substances).	10	FNPI 5i.2 Adults the number of individuals with no recidivating event for six months.	Family		Client survey and case management, follow-u	60

Agency Name:	Youth Emergency Services

Service	# Unduplicated Clients Receiving the Service	NPIs	Family, Agency, or Community Level Goal	# Unduplicated Clients Achiveing Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement
5t Substance Abuse Counseling (Youth up to age 18)	10	NPI 5c the number of individual who demonstrated improved phyicial health and well-being	Family		Case records, discharge status recorded in BestNotes electronic database.	365 days
5v Mental healht Counseling (youth up to age 18)	17	NPI 5c the number of individual who demonstrated improved phyicial health and well-being	Family		Case records, discharge status recorded in BestNotes electronic database.	365 days

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Public Health Division
Community Services Program

Community Action Plan

Grantee: Campell County CARE Board**Fiscal Year:** 2021-2022

1. Mission Statement

a. What is your Tripartite Board's mission statement?
Reduce poverty by allocating resources to support human service agencies.

2. Community Needs Assessment

a. What is the date of your most recent Community Needs Assessment?
May 2019

b. Briefly describe the process of completing your most recent Community Needs Assessment.
The Board put out an RFP to request proposals from companies who conducted Community Needs Assessments. They received 5 responses. A company was chosen based on their response. Company completed assessment with assistance from Board and agencies and low income population.

c. What are the top three needs identified by your Community Needs Assessment and indicate whether it is an individual/family-level need or community-level need?
   1. Individual/Family Food/Commodity Assistance
   2. Individual/Family Utility Bills and Deposits/Rent and Mortgage Assistance
   3. Individual/Family Health Care Assistance

3. Service Delivery System

a. Please complete the table below with each of your funded programs as listed on the corresponding fiscal year's contract Statement of Work. Add more lines if needed.

Program or Sub-Grantee Name	Services/Activities	What identified needs are met through their services?
Council of Community Services	Adult Dental Services; Food Distribution; Doctor Visit Payments; Vision Screening; Prescription Payments	Food Assistance; Health Care Assistance
Gillette Abuse Regufe Foundation	Rent payments; rent deposits; utility payments; utility deposits; mortgage payments	Utility Bills/Deposits Assistance and Rent/Mortgage Assistance
Gillette Reproductive Health	Doctor Visit payments; prescription payments; case management	Health Care Assistance
Personal Frontiers, Inc.	Substance Abuse Screenings; Substance Abuse Counseling; Coaching	Health Care Assistance
Youth Emergency Services	Substance Abuse Counseling and Mental Health Counseling	Health Care Assistance

b. For those identified needs that are not currently being met by a program or sub-grantee, does the agency/Tripartite Board plan to meet those needs? If yes, how?
Click here to enter text.

c. Are you funding a Community Initiative?
☐Yes ☒No

If yes, please begin the Community Initiative Status Form and only the questions that correspond to the phase the initiative is in (found on the CSP website: https://health.wyo.gov/publichealth/rural/wyoming-community-services-program/)

4. Existing Community Resources/Linkages

Describe how your agency/Tripartite Board coordinates funding with other service providers in the community that have a similar stake in the mission of CSBG.

The Human Services Agencies in our Communities all work together nicely. The CARE Board also has involvement in our County 1% funding, and the CARE Board regularly has contact with these non-CSBG agencies and knows what services they provide and also they are needing. The CARE Board relays information to other agencies as needed or requested. When one agency might not offer a service, the CARE Board or the agencies themselves know who might offer that service and make sure to send the referral to the proper agency.

5. Community Initiatives

Describe how your agency/Tripartite Board will address identified community level needs, if at all.

N/A

6. Data Analysis and Evaluation

Describe how your agency/Tripartite Board determines whether its programs are effective at alleviating the causes and conditions of poverty within your community.

The CARE Board regularly reviews the CAP60 data and pays attention to whether or not metrics are being met by the agencies. If there are questions or explanations needed, the CARE Board reaches out to the agencies to determine if any changes need to be made. The CARE Board also made sure when approving applications that the needs the agencies are trying to utilize CSBG funds for, fall into the categories of needs as identified in the Needs Assessment.

Board Chair, signature *Date*

Wyoming Community Services Program CSBG Risk Assessment

WYCSP | Wyoming Community Services Program

Agency Name: Campbell County CARE Board
Monitor Name: Bethany Raab
Date: 5/11/2021

Risk Categories and Risk Factors	Risk Scale: 1 High Risk 2 Moderate 3 Average 4 Mild 5 Low Risk					Score	Risk Based Monitoring Enter monitoring tasks by RISK CATAGORIES to be conducted in upcoming monitoring reviews. The information can be in forms of 1.) questions to ask CAA leadership, staff, or board, 2.) instructions of support documents to collect, 3.) comments on an issue that was discovered during the STAR assessment. (Give the Risk Based Monitoring Plan to the assigned Monitor to include in the monitoring review.) Use ALT-ENTER to add a hard return.
	1 High Risk	2 Moderate	3 Average	4 Mild	5 Low Risk		
FINANCIAL STABILITY						**4.00**	**FINANCIAL STABILITY**
Size and Complexity of the grants	Large grants that are very complex		Medium size grants		Small grants that are not very complex	3	
Size of the grantee	Small grantee with less than 8 staff members (Budget under $500,000)		Medium grantee with 25+ staff members (Budget around $1 to $2m)		Large grantee with more than 80 staff member (Budget over $8 m)	1	
Prior year grant spending	Over 75% of the grant remains unspent	Between 50% and 75% of the grant remains unspent	Between 50% and 79% spent	Between 80% and 99% spent	100% of grant spent	5	
Ratio of direct program funding to administrative costs	High amount of funds spent on admin and very low number of other funding sources which limits the assistance to clients (agency is using grant funds mostly to fund employees)	Average balance/ratio of program to admin costs with CSBG funds Between 35% and 15% when agency shows limited number of other funding sources (2 to 3 other sources)	Average balance/ratio of program to admin costs with CSBG funds Between 35% and 26% when agency shows a good portfolio of other funding sources (3 to 5 other sources)	Good balance/ratio of program to admin costs with CSBG funds Between 25% and 16% when agency shows a strong portfolio of other funding sources (over 5 sources)	Good balance/ratio of program to admin costs with CSBG funds Less than 15%	5	
Cash Flow	Cash flow problems (no reserve funds; short-term loans; aged payables over 60 days; little CSBG used for direct; improper expenditures based on cost allocations).	Cash flow problems (low reserve funds; short-term loans; aged payables over 30 days; more frequent credit card usage).	Annual line of credit is being used to make payroll only once a year during grant funding delays due to year-end processing	No cash flow problem. But cash flow ratio weak.	No cash flow problem. Board has approved contingency plan. Line of credit has not been used in the past two years	5	
Improper expenditures based on cost allocation, approved budget, and grant restrictions	High number of errors in billing process. Cost allocation is not being used or is out of date.		Average rate of errors to no errors in billings for unallowable or expenditures not in budget		Low rate of errors to no errors in billings for unallowable or expenditures not in budget	5	
FINANCIAL/QUALITY MANAGEMENT SYSTEMS						**5.00**	**FINANCIAL/QUALITY MANAGEMENT SYSTEMS**
Type of Community Action Agency	Private-Nonprofit (501(C)3) Reorganized Public Agency				Public Agency	5	
Community Action Agency Experience	New Community Action Agency or a Community Action Agency with no experience		A Community Action Agency with up to 5 years of experience		A Community Action Agency with over 8 years of strong well documented	5	
Policies and Procedures	Weak and not followed	Staff is not aware of policies and procedures, agency makes many exceptions for special circumstances	Policies and procedures are documented but agency does not have a consistent employee training program		Well-Documented, Well-Implemented, and Followed	5	
Internal Controls	Weak and not followed		Documented and implemented but not tested		Well-Documented, Well-Implemented, Tested, and Followed	5	

Wyoming Community Services Program CSBG Risk Assessment

WYCSP | Wyoming Community Services Program

Agency Name: Campbell County CARE Board
Monitor Name: Bethany Raab
Date: 5/11/2021

Risk Categories and Risk Factors	Risk Scale: 1 High Risk	2 Moderate	3 Average	4 Mild	5 Low Risk	Score	Risk Based Monitoring
	1 High Risk	2 Moderate	3 Average	4 Mild	5 Low Risk	Score	Enter monitoring tasks by RISK CATAGORIES to be conducted in upcoming monitoring reviews. The information can be in forms of 1.) questions to ask CAA leadership, staff, or board, 2.) instructions of support documents to collect, 3.) comments on an issue that was discovered during the STAR assessment. (Give the Risk Based Monitoring Plan to the assigned Monitor to include in the monitoring review.) Use ALT-ENTER to add a hard return.
Integrated management of programs/services across sites	Weak or none in place		Average integration - mostly paper, no real time schedule or management approvals in place		Fully integrated which strong training program and evaluation to ensure nothing is missed	5	
Financial Management System	Weak or none in place		Average integration - many revisions or late invoice processing		Fully integrated and strongly supports the financial operation of the agency	5	
Equipment Capacity	Weak and needs upgrades	Needs slight upgrades that will cost over $35,000	Needs slight upgrades that is average cost	Needs slight upgrades that is low cost	Strong and capable of handling needs	5	
Leveraging of funds	Non-competitive leveraging of funds.		Basic attempts to leverage funds		Strong demonstration of leveraging of funds - through competing for grants and other funding.	5	
	BOARD COMPLIANCE					**4.00**	**BOARD COMPLIANCE**
Tripartite Board Structure	Not in compliance				In compliance	4	
Board Membership	Vacant positions over 90 days		Vacant positions under 90 days		No vacancies	4	
Quorum for Board Meetings	Most (90 percent) board meetings do not have a quorum according to the bylaws.		Some (25 percent) board meetings do not have a quorum according to the bylaws.		All (100 percent) board meetings have a quorum according to the bylaws.	4	
Minutes	Minutes are not uploaded in the state wide system		Minutes are uploaded but not timely		Minutes are uploaded in a timely fashion	5	
Board Participation	None	Some	Average	Good	Full - Plan, develop, implement, and evaluate programs/agency	4	
Evaluation of Executive Director/Grant Coordinator	The Board fails to evaluate the Executive Director/Grant Coordinator annually based on job description & performance.		The Board fails to evaluate the Executive Director/Grant Coordinator in a timely manner based on job description & performance.		The Board evaluates the Executive Director/Grant Coordinator annually and on time based on job description & performance.	5	
Board Strategic Planning Participation	Members do not participate in strategic planning		Approval of plan - but not a lot of other participation		Full Participation - Plan, develop, implement, and evaluate	3	

Wyoming Community Services Program CSBG Risk Assessment

WYCSP | Wyoming Community Services Program

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Monitor Name: Bethany Raab
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Leadership Experience	New Board/Leadership Changes/Weak board The Board does not set policies to ensure the CAA is run legally, ethically and effectively. Board members spend no time advocating for the agency in the community. Agency does not have a clear policy on conflict of interest or the agency does not follow their conflict of interest policy.	Existing/returning Board members do not receive orientation (look for job description, separation of job duties). Board members/managers have received no poverty or community action training in the last 3 yrs.	Average board experience but not strongly engaged. Board members spend some time advocating for the agency in the community. Board members/managers have received no poverty or community action training in the last 2 yrs.	Board members/managers have received no poverty or community action training in the last year.	Good strong leadership	3	
Financial Report Review	No Review		Financial Report is presented and the board seems to understand the information but the report is not very readable		Financial Report is presented at each board meeting, board members understands the information and they can make good decisions	5	
ROMA	The board has no ROMA concept knowledge		The board has a basic knowledge of ROMA but does not fully engage in discussions		The board understands ROMA which is demonstrated through the minutes and report presentations. Board has a good knowledge of ROMA.	3	
PROGRAMS AND SERVICES (Past Performance)						3.20	**PROGRAMS AND SERVICES (Past Performance)**
Community Needs Assessment timing	CSBG community assessment is out of date, not appropriate in scale.		Late but in process. Prior Community Assessment lacked details that would help agency identify community needs		In compliance - Community Needs Assessment has been completed within 3 years	5	
Quality of the Community Needs Assessment	Incomplete and lacks details. Community Assessment lacked details that would help agency identify community needs. Community plan lacks attention to detail--incomplete, inaccurate, no good narrative example.		Average. Community Assessment provided some details that would help agency identify community needs. Community plan is basic in attention to details -- it is complete and accurate but does not have good narrative examples.		Strong Community Needs Assessment. Community Assessment strongly supported and identified community needs. Community plan is strong in attention to details – complete, accurate, good narrative example.	5	

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WYCSP | Wyoming Community Services Program

Agency Name: Campbell County CARE Board
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Date: 5/11/2021

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Support of ROMA concepts	Lack of support of ROMA concepts (no staff/bd mbr training). Lack of a system to evaluate and improve programs and services.		Agency coordinates regularly (more than annually) with a ROMA Certified Trainer.	Staff fully participates in ROMA Collaborative.	Staff fully participates in ROMA Collaborative. A strong system to evaluate and improve programs and services.	3	
ROMA tools used for planning, PR, evaluation	No ROMA tools used for planning, PR, evaluation (No NPIs are measured on an ongoing, repeating basis)		ROMA tools used for planning, PR, evaluation (NPIs are planned and reported but outcomes are not consistently met)		ROMA tools used for planning, PR, evaluation (All NPIs are measured on an ongoing, repeating basis)	3	
Participation in service or resource planning with community partners	No participation in service or resource planning with community partners such as HUD Continuum of Care plan, One Stop Shops for WIOA, and others. No participation in collaborative projects with state agencies; local governments; and non-profit or faith-based organizations that serve low-income people.		Some participation in service or resource planning with community partners such as HUD Continuum of Care plan, One Stop Shops for WIOA, and others. Some participation in collaborative projects with state agencies; local governments; and non-profit or faith-based organizations that serve low-income people.		Participation in service or resource planning with community partners such as HUD Continuum of Care plan, One Stop Shops for WIOA, and others. Leadership participation in collaborative projects with state agencies; local governments; and non-profit or faith-based organizations that serve low-income people.	3	
Community Level Initiatives	No participation in community level initiatives. None is reported.	Some community level initiatives reported on the CSBG Annual Report. One is reported.	Some community level initiatives reported on the CSBG Annual Report. Two are reported.	Several community level initiatives reported on the CSBG Annual Report. Three are reported.	Several community level initiatives reported on the CSBG Annual Report. More than 3 are reported.	1	
Use of State Wide Database System -- CAP60	Weak/No use of CAP60		Average - some programs, not all data entry is real time, most documents are uploaded on time		Strong - many programs, real time data entry, documents uploaded on time	5	
CSBG Goal Obtainment	Does not consistently meet goals. CSBG Annual Report shows most all targets are not met.		Average goal obtainment - CSBG Annual Report shows most all targets are met in the range of 75% to 89%		Strong goal obtainment - CSBG Annual Report shows most all targets are met by 90% or more	1	

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WYCSP | Wyoming Community Services Program

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Relationships with funders	Relationships with funders are not transparent and respectful. Funding is diminishing. No growth. Funder has called for independent program audit due to poor performance or questionable practices.		Average relationship with some growth in funding. Agency demonstrates average performance in many programs.		Relationships with funders is transparent and respectful. Funding is growing. Agency demonstrates good performance in many programs.	3	
CSBG Systemic data collection	No method - paper, multiple errors, duplication		Average data collection - multiple systems, weak in efforts to avoid reported duplication		Strong real time data collection process with a duplication filter to reduce errors and report accurate data	3	
	MONITORING					**4.40**	**MONITORING**
Prior Financial Monitoring	None within the past 24 months.		Desk Review within the past 18 months		Onsite financial monitoring within the past 12 months	5	
Prior Programmatic Monitoring	None within the past 24 months		Desk Review within the past 18 months		Onsite programmatic monitoring within the past 12 months	5	
Prior Organizational Standards Monitoring	None within the past 24 months		Desk Review within the past 18 months		Onsite organizational standards monitoring within the past 12 months	5	
New Community Action Agency Monitoring	Need to monitor in 12 months				Not a new Community Action Agency	5	
Financial Findings	Many major financial findings with internal control problems. Findings in the Fiscal Monitoring, or other programs.		1 to 2 financial findings		No findings	5	
Programmatic Findings	Many major programmatic findings with internal control problems. Findings in the Programmatic Monitoring, or other programs		1 to 2 programmatic findings		No findings	5	
Organizational Standards Findings	Unmet standards on a TAP		Unmet standards to be corrected in 30 days (on a CAP)		100% of standards are met	1	
Type of Corrective Action	QIP	TAP with several finding (more than 4)	TAP with several finding (less than 3)	CAP - In progress (close to being completed)	None	3	
Disallowed Costs	Agency on a repayment plan	Pending a repayment plan	Disallowed costs repaid	Questioned costs identified	None	5	

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Documentation	Weak/unorganized/ incomplete		Average		Strong with electronic real time documentation	5	

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	1 High Risk	2 Moderate	3 Average	4 Mild	5 Low Risk		
SINGLE AUDIT REPORT						3.00	**SINGLE AUDIT REPORT**
Audit Findings - Financial	Findings in the last audit or unresolved audit findings or exceptions from prior years.		Findings that are non-material or significant internal control deficiencies.		No findings in the last audit. No unresolved audit findings or exceptions from prior years.	3	
Audit Findings - Programmatic	Findings in the last audit or unresolved audit findings or exceptions from prior years.		Findings that are non-material or significant internal control deficiencies.		No findings in the last audit. No unresolved audit findings or exceptions from prior years.	3	
Program Funding	Reduction and/or loss of funding or programs.		No Changes		Strong funding may include increases and/or new programs.	3	
Last Audit	Findings in the last audit (same audit firm used many years; same person each year; late audits).		No findings. Same firm over 3 years with same auditor		Audit firm service bid ever 3 yrs.; different person every 3 years; timely audits.	3	
LEADERSHIP AND KEY STAFF						5.00	**LEADERSHIP AND KEY STAFF**
Key Management	Changes in key management - constant turnover for Executive Director, Program Managers, fiscal	Changes in key management occurred 2 years ago	Changes in key management occurred 3 years ago		No changes in key management.	5	
Key financial staff	Instability among key staff--constant turnover for Executive Director, Program Managers, fiscal.	Changes in key financial staff occurred 2 years ago	Some minor staff turnover that was planned for or changes in key financial staff occurred 3 years ago	No changes in key financial staff/Financial Director is not a CPA	Experienced key staff with little to no turnover	5	
Personnel policies (look for whistleblower system)	Personnel policies out of date (look for whistleblower system).		Personnel policies do not contain all the required information - review in progress		Personnel policies are in compliance and contains the appropriate information	5	
Investment in staff development (do staff know about policies?)	Little or no investment in staff development (do staff know about policies?).		Irregular training is available		Investment in staff development is demonstrated	5	
Method for routinely communicating with all staff (look for how mgmt. gets staff feedback)	No method for routinely communicating with all staff (look for how mgmt. gets staff feedback).		Annual method of communicating with all staff to prepare for a year of programs.		Strong and consistent method for routinely communicating with all staff. Many opportunities for employees to give feedback.	5	
Compensation plans	Compensation plans dissimilar to like-sized orgs in the same geographic area.				Compensation plans similar to like-sized orgs in the same geographic area.	5	

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ROMA	Lack of ROMA concepts (no staff/bd mbr training).		ROMA concepts (50% of staff experienced and work with ROMA).		ROMA concepts (100% of staff experienced and work with ROMA).	5	
Levels of Capacity	Less than 75% staff positions filled		75% of staff positions filled - vacancies		Currently fully staffed - no vacancies	5	
Levels for Services	Staffing levels insufficient		Staffing plan in place - not fully executed		Levels sufficient for strong service delivery	5	
REPORTING AND TIMELY SUBMISSIONS						4.60	REPORTING AND TIMELY SUBMISSIONS
Expenditure Reimbursement Reports (bills) timely submission	Consistently late for multiple programs		Sometimes Late (3 or less)		Timely Submission	3	
Expenditure Reimbursement Reports (bills) error rate/revisions	Multiple errors/multiple revisions in many programs		No more than 3 revised statements in a year		No revisions	5	
Application Processing	Late submissions		Many errors		Timely and Accurate	5	
Application Processing revisions/error rates	Multiple errors/multiple revisions in many programs		No more than 3 revised errors		No revisions	5	
Program Reporting	Late/Many errors		Some Errors		Timely and Accurate	5	
COMPLAINTS						5.00	COMPLAINTS
History of Complaints	Many complaints in multiple programs		Some complaints in a specific program		No complaints	5	

Factor Categories	Score	
Financial Stability	4.00	
Financial/Quality Management Systems	5.00	
Board Compliance	4.00	
Program and Services (Past Performance)	3.20	
Monitoring	4.40	
Single Audit Report	3.00	
Leadership and Key Staff	5.00	
Reporting and Timely Submission	4.60	****
Complaints	5.00	
Assessment Score:	**4.24**	

STAR Assessment
(State Technical Assessment Report)

Agency Name: Campbell County CARE Board
Monitor Name: Bethany Raab
Date 5/11/2021

Scale: 5 Stars - Excellent 4 Stars - Good Standing 3 Stars - Average 2 Stars - Moderate 1 Star - Needs Improvement

STAR Category Scores and Titles		STAR Category Descriptions
4.00	Financial Stability	Evaluation of the size and complexity of grant awards and expenditures for each administered program.
5.00	Financial /Quality Management Systems	Evaluation of financial systems, financial capability, and quality of the management systems.
4.00	Board Compliance	Evaluation of board compliance which includes board governance, compliance, and tripartite board requirements.
3.20	Program and Services (Past Performance)	Evaluation of past grant performance including planned versus actual results in CSBG.
4.40	Monitoring	Evaluation of the monitoring findings.
3.00	Single Audit Reports	Evaluation of single audit reports related to any material misstatement, findings, and timeliness of the agency's single audit.
5.00	Leadership and Key Staff	Evaluation of key personnel, leadership experience, staffing change over, and employee capability.
4.60	Reporting and Timely Submission	Evaluation of the agency's timely submission and accuracy for reports, plans, surveys, and statement of expenditures.
5.00	Complaints	Evaluation of complaints received by the State Office.

STAR Score for agency:

4.24

Good Standing

★★★★

The STAR was conducted to prepare the upcoming fiscal year's monitoring plan and schedule. The STAR Assessment's results can be updated throughout the year to ensure the State Office is providing quality training and technical assistance and appropriate monitoring and oversight. Typically, the STAR will be conducted on an annual basis.

STAR Methodology and Status Key

The STAR provides a mechanism for identifying which factors represent opportunities and which represent potential pitfalls for agency capacity, compliance, and performance. The STAR is not intended to be complete in identifying or reporting every possible or significant threat at your agency, preventing possible deficiencies, or complying with all of the local, state, or federal related laws or regulations. As such, it is limited in scope and intended only as a starting point for identifying the best approach for training, technical assistance, and monitoring.

The STAR is an evaluation of factors relative to the agency's compliance obligations, considering laws and regulations, policies and procedures, standards, and contracts, as well as strategic organizational standards and best practices to which the agency has committed. In addition, the STAR includes the evaluation of factors related to the components, covering strategic, financial, operational, and compliance objectives.

STAR Status Key:

★★★★★ **Excellent** **5**	Evidence includes consistent results from well-designed, well-conducted organizational capacity in administering and operating services and activities to reduce the causes and conditions of poverty and to help move low-income people to self-sufficiency. Even when evidence includes consistent results from well-designed, well-conducted organizational capacity in administering and operating services and activities to reduce the causes and conditions of poverty and to help move low-income people to self-sufficiency, agencies with annual State Office Administrated grant funds that exceeds $2 million will be required to participate in annual onsite monitoring.
★★★★ **Good Standing** **4.99 - 4.00**	Evidence includes good results to determine the effects on organizational capacity in administering and operating services and activities to reduce the causes and conditions of poverty and to help move low-income people to self-sufficiency.
★★★ **Average** **3.99 - 3.00**	Evidence is sufficient to determine average effects on organizational capacity outcomes, but the strength of the evidence is limited by the number, quality, or consistency of routine practices in administering and operating services and activities to reduce the causes and conditions of poverty and to help move low-income people to self-sufficiency.
★★ **Moderate** **2.99 - 2.00**	Evidence is insufficient to assess the effects on outcomes of organizational capacity because of limited number of quality or consistency in routine practices in administering and operating services and activities, deficiencies in conduct or internal controls, or lack of support documentation in administering and operating services and activities to reduce the causes and conditions of poverty and to help move low-income people to self-sufficiency.
★ **Needs Improvement** **1.99 - 1.00**	Evidence shows a strong indication of many serious deficiencies. Serious deficiencies definition, as defined by the Office of Community Services, includes findings that the agency is not in compliance with Federal or State law, or agency's bylaws; or that the agency has committed fraud, is in financial difficulty, or is not able to provide services.

STAR Assessment
Risked Based Monitoring Plan

Add information to all the purple areas to complete the Risk Based Monitorin Plan

Agency Name: Campbell County CARE Board

Monitor Name: Bethany Raab

STAR Factor Categories	Score
Financial Stability	4.00
Financial/Quality Management Systems	5.00
Board Compliance	4.00
Program and Services (Past Performance)	3.20
Monitoring	4.40
Single Audit Report	3.00
Leadership and Key Staff	5.00
Reporting and Timely Submission	4.60
Complaints	5.00
STAR Assessment Score:	**4.24**

STAR Date: 5/11/2021

STAR Assessment Score
★★★★

Monitoring Plan Schedule:
(Please complete the following items to create the Monitoring Schedule)

Fiscal Year for Monitoring: _____ Date of Assignment: _____

Monitoring Type	New CAA	Onsite	Desk Review	Tentative Start Date	File ID Number
Programmatic					
Financial					
Organizational Standards					
Additional Topic Based Reviews to be completed (Enter below)					
Follow-up Review					
General Ledger Review					
Attend a Board Meeting					

Monitoring Plan Components:
(Please complete the following items during Monitoring)

Additional Notes:

Financial Stability:
0

Financial/Quality Management Systems:

0

Board Compliance:
0

Program and Services (Past Performance)
0

Monitoring:
0

Single Audit Report:
0

Leadership and Key Staff:
0

Reporting and Timely Submission:
0

Complaints:
0

SAM.GOV®

A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov. Log In

Login.gov FAQs

ALERT: SAM.gov will be completely unavailable due to scheduled maintenance from Friday, May 21 at 4:00 PM EST through Monday, May 24 at 9:00 AM EST as it is upgraded to the modernized environment. Learn more.

ALERT: Small business owners who seek to participate in the Restaurant Revitalization Fund (RRF) will not be required to have a DUNS Number, will not need to register in SAM.gov, and will not need a CAGE Code. SBA will share more information on the RRF soon. Visit SBA to stay informed.

ALERT: Each entity registration expiring between April 1 and September 30, 2021 will have an additional 180 days added to its expiration date. Read more about the extension on Interact.

ALERT: SAM.gov will be down for scheduled maintenance Saturday , 05/15/2021 from 8:00 AM to 1:00 PM.

ALERT: Shuttered Venue Operators Grant (SVOG) Applicants - Applicants for relief under the SVOG program are required to register in SAM.gov. If you have submitted your SAM.gov registration, but the registration is not yet active, you can still apply for relief under the SVOG program. During the SVOG application process, you will have to attest that you have submitted your SAM.gov registration. To stay informed, please visit SBA.

Entity Dashboard

Campbell, County of
DUNS: 071413140 CAGE Code: 4F645
Status: Active
Expiration Date: 09/14/2021
Purpose of Registration: Federal Assistance Awards Only

- Entity Overview
- Entity Registration
  - Core Data
  - Assertions
  - Reps & Certs
  - POCs
- Exclusions
  - Active Exclusions
  - Inactive Exclusions
  - Excluded Family Members

RETURN TO SEARCH

Entity Overview

Entity Registration Summary

Name: Campbell, County of
Doing Business As: Campbell County Treasurer
Business Type: US Local Government
Last Updated By: Rachael Knust
Registration Status: Active
Activation Date: 09/14/2020
Expiration Date: 09/14/2021

Exclusion Summary

Active Exclusion Records? No

GSA

Search Records Disclaimers FAPIIS.gov
Data Access Accessibility GSA.gov/TAF
Check Status Privacy Policy GSA.gov
About USA.gov
Help

Mark Gordon
Governor

State of Wyoming
Department of Workforce Services
Unemployment Tax
P.O. Box 2760
Casper, WY 82602 2760
Phone 307-235-3217
Fax 307-235-3278

Robin Sessions Cooley, J.D.
Director
Elizabeth Gagen, J.D.
Deputy Director

WYOMING CSP PROGRAM

UNEMPLOYMENT INSURANCE CERTIFICATE OF GOOD STANDING

CERTIFICATE

NUMBER:	116676
ONLY VALID AS ISSUED TO:	WYOMING CSP PROGRAM
EFFECTIVE DATE:	5/11/2021
EXPIRATION DATE:	5/11/2022

PROJECT: Campbell County CSBG

A review of the Division files indicates that CAMPBELL COUNTY is in compliance with the Wyoming Unemployment Insurance requirements as of the effective date shown above.

This certificate holds you, the recipient, harmless for unpaid Unemployment Insurance debt owed by the certified company during the period set forth above. If you continue to use CAMPBELL COUNTY after the expiration date of this certificate, you may be held liable for their unpaid Unemployment Insurance debt pursuant to Wyoming Statute 27-3-502(f).

CAMPBELL COUNTY
500 S GILLETTE AVE
STE 1600
GILLETTE, WY 82716

Mark Gordon
Governor

State of Wyoming
Department of Workforce Services

5221 Yellowstone Rd
Cheyenne, WY 82002
307.777.6763 - Fax:307.777.5298
http://www.wyomingworkforce.org

Robin Sessions Cooley, J.D.
Director
Elizabeth Gagen, J.D.
Deputy Director

Recipient:

WYOMING CSP PROGRAM
Attn:

Employer:

CAMPBELL COUNTY
500 S GILLETTE AVE
STE 1600
GILLETTE, WY
82716

WORKERS' COMPENSATION CERTIFICATE OF GOOD STANDING

Mail Date:	5/11/2021
EXPIRATION DATE:	5/11/2022
Job Reference:	Campbell County CSBG

This is to certify that the above named employer is in compliance with the Wyoming Workers' Compensation Act. The account is in good standing as of the above date.

Wyoming Workers' Compensation monthly/quarterly payroll reports shall be submitted and payments made on or before the last day of the month following the month for which the earnings are computed and paid. Prime contractors may verify good standing of a sub-contractor's business by contacting the Division by telephone, after the initial certificate has been issued.

In private work, a contractor is liable for the payment of Workers' Compensation premiums for the employees of any subcontractor, if the subcontractor primarily liable has not paid the premiums as provided in the Act, pursuant to Wyoming Statute 27-14-206. Contractors should request a Certificate of Good Standing from the subcontractor before making final settlement of the contract.

If you have any further questions or concerns, please contact our office at 307-777-6763.

Sincerely,

Office Support Specialist
Division of Workers' Compensation

COMMUNITY SERVICES BLOCK GRANT GRANTEE AND SUB-GRANTEE ASSURANCES

The Community Services Block Grant grantee and service provider agrees to the following Community Services Block Grant (CSBG) Act assurances and other CSBG program requirements:

1. To use funds made available through the CSBG Act to support activities as described in section 676(b)(1) of the Act (Instructions, Section IV. Community Services Block Grant Act Assurance of Funds);

2. To 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 the low-income individuals;

3. To coordinate, and establish the linkages, between governmental and other social services programs to assure the effective delivery of services to low-income individuals and to avoid duplication of such services, and will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;

4. 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;

5. 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;

6. To participate in the Results Oriented Management and Accountability System, or another performance measure system for which the Secretary facilitated development pursuant to section 678E(b) of the CSBG Act;

7. To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in section 678F(a) of the CSBG Act;

8. To ensure that programs assisted by community services block grant funds shall not be carried on in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity;

9. To ensure that no person shall, on the basis of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against

discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 et seq.), or title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12131 et seq.) shall also apply to any such program or activity;

10. To inform custodial parents in single-parent families that participate in agency programs, activities, or services, about the availability of child support services, and refer eligible parents to the child support offices of State and local governments;

11. To comply with section 679 of the CSBG Act (Operational Rule)—concerning religious organizations;

12. To comply with section 676B of the CSBG Act (Tripartite Boards)—concerning governing board structure and governing board participation;

13. To comply with the requirements of the cost and accounting standards of the Office of Management and Budget (Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (2 CFR 200.500);

14. To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan, or loan guarantee; and

15. To comply with the requirements of CSBG, Information Memorandum Transmittal No. 138, State Establishment of Organizational Standards for CSBG Eligible Entities under 678B of the CSBG Act.

CERTIFICATION STATEMENT

By signing and submitting this CSBG Community Action Plan and Application, the undersigned agrees to the CSBG Act assurances and other CSBG requirements, certifies that the information in this application is accurate, and understands that this application, once approved by the Wyoming Department of Health, Public Health Division, Community Services Program, shall serve as the agency's CSBG Community Action Plan and Application for FY 2022.

Executive Director _____ Date _____

Typed or Printed Name _____

Board President/Chair _____ Date _____

Typed or Printed Name _____

Pursuant to the Community Services Block Grant Act, Title VI, Subtitle B of the Omnibus Budget Reconciliation Act of 1981 (P.L. 97-35); Human Services Amendments of 1994, P.O. 103-252; the FFY 1996 CSBG Appropriation Legislation (P.L. 104-134); C.F.R. Title 45, Part 96; Coats Human Services Reauthorization Act of 1998 (P.L. 105-285), and the U.S. Department of Health and Human Services Block Grant Regulations; and as part of the annual application required by Section 676 of the Community Services Block Grant Act, as amended (42 U.S.C. 9901 et. Seq.) (The Act); the governing board hereby agrees, to the extent applicable, to:

(1) Use the funds available through this grant or allotment:

(a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families to enable the families and individuals to:

(i) Remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a Board program carried out under part A of title IV of the Social Security Act);

(ii) Secure and retain meaningful employment;

(iii) Attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;

(iv) Make better use of available income;

(v) Obtain and maintain adequate housing and a suitable living environment;

(vi) Obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and

(vii) 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 document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

(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 programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth medication, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and

(c) To make more effective use of, and to coordinate with, other programs (including state welfare reform efforts). ['676(b)(1)]

(2) To describe how the Board intends to use discretionary funds made available in accordance with the Community Services Block Grant Program, including a description of how the Board will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant Program; ['676(b)(2)].

(3) To provide information provided by service providers in the Community, including:

(a) A description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families within the community.

(b) A description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;

(c) A description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and,

(d) A description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. ['676(b)(3)]

(4) To ensure that service providers in the Community 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. ['676(b)(4)]

(5) That the Board and the service providers in the Community will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and the Board and it's Community Services Block Grant service providers will coordinate the provision of employment and training activities in the communities with entities providing activities through state-wide and local workforce investment systems under the Workforce Investment Act of 1998; ['676(b)(5)]

(6) To ensure coordination between antipoverty programs in the community, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities. ['676(b)(6)]

(7) To permit and cooperate with federal investigations undertaken in accordance with section 678D of the Act. ['676(b)(7)]

(8) That the Board and service providers in the Community 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 Board, including religious organizations, charitable groups, and community organizations. ['676(b)(9)]

(9) That the Board will establish procedures under which a 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. ['676(b)(10)]

(10) That the Board will prepare, as a condition to receipt of funding a Community Action Plan (which shall be submitted to the Wyoming Community Services Programs) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; ['676(b)(11)]

(11) That the Board and all of its Community Services Block Grant service providers in the Community will, for FFY 2022, participate in the Results Oriented Management and Accountability System pursuant to Section 678E(b) of the Act ['676(b)(12)]

(12) That the Board will meet at least seventy-percent (70%) of the Community Services Block Grant Organizational Standards in FFY2021.

(13) That the Board and all of its Community Service Block Grant service providers will utilize the Community Services Program provided data system, CAP60, and submit a CAP60 demographic and Goal 4A and B report with the monthly expenditure report..

(14) To provide information describing how the Board will carry out these assurances. ['676(b)(13)] (How each assurance will be carried out or implemented).

I hereby certify that the (Tripartite Board or Agency name) _____ will comply with all the provisions listed above as items one (1) through fourteen (14).

_____

Printed Name & Title

_____ _____

Signature Date

COMMUNITY SERVICES BLOCK GRANT SERVICE PROVIDER CERTIFICATIONS

Public Law 103-227, Part C, Environmental Tobacco Smoke Certification

P.L. 103-227, also known as the Pro-Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by the federal programs either directly or through states, or local government by federal grant, contract, loan or loan guarantee.

By signing and submitting this assurance the grantee certifies that it will comply with the requirement of the Act. The grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for children's services and that all sub-grantees shall certify accordingly.

Typed or Printed Name	Title
Signature	Date

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 pint 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.

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 ten 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).

(1) 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.

Signature_____ Date_____

Title_____

Organization _____

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 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 sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed 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, of 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 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 failure.

Signature	Organization
Title	Date

Certifications 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 from covered transactions by any federal department or agency;

   (b) have not, within a 3-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 public transaction; violation of federal or state antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted 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 3-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.

Grant No. FFY 2022 Community Services Block Grant

Typed or Printed Name	Title
Signature	Date

Federal Funding Accountability and Transparenty Act (FFATA)

Subaward Reporting Form

ATTENTION: To remain compliant with Federal reporting requirements, please complete and return this form to Wyoming Department of Health Grants, Attn: Shawn Ramage at shawn.ramage@wyo.gov for all applicable Federal funded subawards or obligations. NOTE: A subaward is a monetary award, made as a result of a Federal award to a grant recipient or contractor, to a subrecipient or subcontractor.

1. Subawardee Name: Campbell County Government
2. Subawardee Doing Business As Name:
3. Subawardee's DUNS #: 071413140
4. Subawardee Address:

Street Address: 500 S. Gillette Ave. Suite 1100

City: Gillette

State: WY

Zip + 4: 82716

Congressional District: Wyoming

5. Subawardee Parent DUNS # (if applicable):
6. Amount of Subaward: $220,580
7. Subaward Obligation/Action Date: October 1, 2021
8. Program Name: CSBG
9. CFDA Program (grants) or NAICS code (contracts): 93.569
10. Subaward Project Description: Community Services Block Grant

11. Subawardee Principal Place of Performance (address where subawardee performed the work or service):

Street Address: See above

City: _____

State: _____

Zip + 4: _____

Congressional District: _____

12. Subaward Number: _____

13: In the Subawardee's preceding completed fiscal year, did its business or organization (the legal entity to which the DUNS number it provided belongs) receive 80% or more of its annual revenues in US Federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements AND those Federal revenues were $25 million or more. Mark Yes or No Below:

Yes ☐

No ☒

14. If the answer to #13 is yes, provide the total compensation and names of the the entity's top five executives:

Total Compensation $ _____

Names of Top Five Executives: _____

_____

_____

_____

_____

15. If the Subawardee's compensation information is classified, which means that it is exempt from reporting, please explain.

_____

_____

_____

WYCSP | Wyoming Community Services Program

Community Services Block Grant (CSBG)
FY2021 Sub-Grantee Application for Funds

Due: COB Monday, May 24, 2021

Program Information			
Sub-Grantee:	Council of Community Services	**Projected Allocation Amount:**	$ 96,507
Federal Tax ID:	830239827	**DUNS #:**	940382443

The CSP will not consider incomplete applications, including missing attachments or other requested documentation, for award of funds. Applications turned in for final submission must include all needed information by close of business May 24, 2021. All required attachments can be found on the CSP website, at: https://health.wyo.gov/publichealth/rural/wyoming-community-services-program/

Checklist of Required Attachments		
☐	Budget	Section 3.B
☐	Mapping Worksheet	Section 4.C
☐	Assurances	CSBG Act

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

1. GENERAL INFORMATION

A. Point of Contact

Name:	Mikel Scott	**Title:**	Director
Mailing Address:	114 S. 4J Road	**Phone:**	307-686-2730
City/Zip:	Gillette, WY 82716	**Email:**	mikel@ccswy.org

2. PROGRAMMATIC INFORMATION

A. Mission Statement

Please list your agency's Mission Statement below.
The human service objectives of CCS include, but are not limited to the following: a. To coordinate and provide human services which benefit the disadvantaged, those in need and poverty-stricken. b. To provide help to those in need who do not receive adequate assistance from governmental agencies. c. To coordinate with governmental agencies, other human service organizations, community service clubs and churches to provide efficient delivery of services in order to avoid duplication of effort. d. To provide, administer, and coordinate a broad range of local, state and federal human service programs designed to help eliminate poverty where possible, assist the chronic working poor and provide self-sufficiency to the disadvantaged. e. To develop, promote, build and operate affordable housing. f. Any activity which promotes or assists, and is not specifically stated in these bylaws, but which meets the human service needs of the population served by the organization.

B. Services Provided

Please provide a narrative of the services being provided through the use of CSBG funds and other partners, and the expected outcomes of such.
A.The Council of Community Services (CCS) offers a Food Pantry Program which served 2,871 households using the support of CSBG funding. We are applying for funding for the Food Pantry Program once again and expect to serve even more individuals in the coming year. Once approved for the program, our clients receive grocery assistance once a month. Our clients are given a point system budget according to the size of their household. Each Pantry is estimated to provide our families with at least seven (7) meals according to their family size. They can use the points to shop for their food in our Pantry, which allows them autonomy over their own food choices, just as you would in a grocery store. This also decreases food waste since our clients are not receiving food they cannot eat. The past year, we have had to return to the old way of filling food pantries, to reduce contact between our employees and the public. We plan on returning to the Client Choice style once we move into our larger building. That will give us more space, and give those people who want the vaccine time to get it and feel safe coming inside for their pantry. We receive mostly donated food to stock our shelves and have begun to request healthier donations such as milk, fresh produce, and lean meats rather than high sodium or pre-

packaged goods. CCS also receives a daily pick-up of fresh and packaged food goods from our local grocery stores through the Feed America Program and Food Bank of the Rockies. This reduces our cost, saves waste, and provides our clients with fresh fruits and vegetables. We have received overwhelmingly positive feedback from our clients, especially those who have health concerns such as diabetes, high blood pressure or children with special dietary needs. We ensure that each family or individual applying meets CSBG requirements for low-income eligibility. We have also begun to include a Matrix questionnaire using the Cap60 software system. These questions ask our Food Pantry clients to identify the root cause of their poverty such as, cost of childcare, low wages or underemployment, or cost of medical care. The questions also help us identify clients who may need our other programs that include housing, nutrition, weatherization, clothing and home goods vouchers, emergency medical or dental assistance, or Section 8 assistance. The evidence for providing families and individuals with healthy food is overwhelmingly positive. The CDC provides evidence that healthy children, and those who do not have to live in hunger, are better able to focus on school and achieve better academic performance. Students receive better grades, have better test scores, reduced absenteeism, and improved cognitive performance. There is evidence that this is also true for adults and job performance. Hunger and poor nutrition can lead to low work performance, mistakes, and health problems that increase missed days of work. All of this adds up to the fact that access to healthy food choices for low-income individuals and families will increase their chance at success in both school and employment, leading to stability.

CCS has adopted a strategy like "Closing the Hunger Gap" initiative, which focuses on the long-term end of hunger rather than short term. Hunger is not always a lack of food but rather a lack of resources and opportunities to fulfill their mission of self-sufficiency. We know that we will never be able to end hunger through our Food Pantry alone. CCS is always looking for ways to enrich our community by investing in sustainable solutions and programs that help our clients and community members grow their own food or purchase fresh, locally grown goods. We have partnered with Master Gardener's and our Downtown Farmer's Market to ensure our clients not only have the opportunity to receive the produce that was not sold at the market, but to also use their SNAP benefits to be able to purchase their own food at the market. CCS receives unsold local produce each Saturday in the Summer and passes it on to our Food Pantry clients. We have also partnered with SNAP and the Farmer's Market to educate the low-income community on the power of their SNAP benefit at the Market. This year, the Food Bank of the Rockies is encouraging their State partners to advertise "grow a little extra". This program encourages people that plant gardens to plant extra and donate it to their local pantries. CCS is happily working with the Food Bank to advertise this program.

CCS is working hard to connect people to nutritious and affordable food in a State in which over 40,000 of us live in areas with limited or no access to fresh healthy food. CCS also partners with the Edible Prairie Project and Cent$ible Nutrition for the past four (4) years to host a vegetable garden planting day and healthy food demonstration. We have begun a partnership with the Edible Prairie Project this year, helping to empower both farmers and low-income community members. Our Intake Specialist works with each client and their allotted point budget to make the best choices for their family to use their Pantry to be able to prepare nutritious meals at home, when possible. Our point system purposely keeps points extremely low for fresh fruits and vegetables. Each year, our Wyoming Extension Office brings us low-cost recipe cards to hand out to our clients to help them make healthy choices. Our goal is to empower our clients to lead healthier lives, reduce their healthcare

costs, and feel better. Our hope is that our clients will us this knowledge to pass down to their children and neighbors, empowering a community of people.
The expected family level outcome for our clients utilizing the Food Pantry Program, is that they will have access to healthy local food and will not live in hunger. They will also have access to our various educational opportunities and programs and time spent with our Intake Specialist to discuss their needs. In 2020 we have been able to keep up with the growing demand for supplemental food because of CARE funding we have received through CSBG. We use that CARE money to purchase food for our pantry but we do not use it to pay our staff who run the program. Regular CSBG funds are used for this purpose. Our Food Pantry program runs a deficit which the Council makes up for in fundraising and donations.
B. CCS is also applying for funding once again to support our Medical and Dental Voucher Program. Last year, we were able to provide 104 individuals with emergency medical or dental care. Campbell County's last needs assessment indicated that medical and dental care is the highest need in our community. While CCS has been providing medical or dental funding for many years, we are placing a higher emphasis on this program in the coming years. We have begun fundraising, accepting donations, and using our fundraising event as a platform to educate our community in this increasingly high need area. The State of Wyoming did not choose to expand Medicaid, which does affect our low-income communities' access to healthcare. Also, Medicare does not pay for dental health, affecting our seniors. As we know, evidence linking our dental health to everything from our heart health to our mental health has been increasing in the last few years. Yet, even those with medical insurance may not have access to dental care. The Henry J. Kaiser Family Foundation reports that the main reason for lacking healthcare was the high cost of insurance. Many people do not have access to insurance through a job and many people in states who did not expand Medicaid, such as Wyoming, are not eligible to receive assistance. Most of the uninsured are low-income families who have at least one worker in the family. Minorities and adults are most likely to be uninsured. The financial implications of lacking healthcare keep those people in poverty. Bills are unaffordable and can quickly turn into medical debt and wages may become garnished by debt collectors. Currently, Campbell County does not have a low-income community health clinic and many of our private doctors do not accept Medicaid or Medicare. This means that the nearest doctors who will accept Medicaid are located hours away. With our vouchers, we get our clients access to healthcare quickly and efficiently. We work with doctors and dentist locally and have developed a trusting relationship. Working together in the community has a greater impact on health and economic vitality than working alone. That is why we stretch our CSBG funding by working with doctors for lower rates and combining our funding with donations, as well as partnerships with religious organizations. This allows us to improve access to healthcare for more people in Campbell County. We are also working on collaborations with our local hospital, police department, city and county officials, and other non-profit organizations in our community to form a better understanding of what our community needs and what role we will each play to make better health happen for our clients and community members. The expected family level outcome for our Medical and Dental Program clients is that they will be able to obtain medical or dental assistance at least once per year. In turn, this will help many of them stay in their homes, maintain employment, and stay healthy. Our clients will also have access to all our programs and time spent with the Program Manager to discuss their needs. In 2020 we provided 79 individuals with access to medical or dental care. We plan on serving at least 60

individuals in 2021 with a 100% success rate of obtaining access to healthcare once a year through CCS.

3. BUDGET

A. Budget Summary Table

Revenue Provide the projected annual allocation given to you by the Wyoming CSP/Grantee	
TOTAL	$95,507
Expenses List budget category subtotals from your detailed budget. Total must match projected allocation	
Sub-Grantees (grants)	$96,907 Click here to enter text.
Direct Costs (administrative)	$
Indirect Costs (if applicable)	$
TOTAL	$95,507

B. Budget

Please complete a budget for your agency, and attach as a part of your Grantee's application.

C. Salaries and Wages Detail

Only complete if you are using CSBG funds to pay a portion or all of employees' salaries and wages.

Title/Position	Annual Salary	# of Months	Time Spent on CSBG (%)	CSBG Share (FTE)
Food Pantry Manager	$30,000	12	100%	100%
Assistant Manager	$28,080	12	75%	75%
Emergency Assistance Clerk	$36,067	12	50%	50%
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

4. DATA REPORTING

A. Federal Objectives

Select one or more federal objectives, as listed in Information Memorandum #152, to be addressed through service provision.

☐	**Employment**
☐	**Education and Cognitive Development**
☐	**Income, Infrastructure, and Asset Building**
☐	**Housing**

☒	**Health and Social/Behavioral Development (include Nutrition)**
☐	**Civic Engagement and Community Involvement**
☐	**Services Supporting Multiple Domains**
☐	**Linkages (e.g. partnerships that support these domains)**
☐	**Agency Capacity Building**
☐	**Other (e.g. emergency management/disaster relief)**

B. National Goals

Select one or more National Goals to be addressed through service provision.

☒	**Goal 1: Individuals and families with low-incomes are stable and achieve economic security.**
☐	**Goal 2: Communities where people with low-incomes live are healthy and offer economic opportunity.**
☐	**Goal 3: People with low-incomes are engaged and active in building opportunities in communities.**

C. National Performance Indicators

Please complete a Mapping Worksheet for all services and outcomes, and attach as a part of your Grantee's application.

D. Community-Level Initiatives

If completing one or more community-level initiatives, please begin the Community Initiative Status Form (CISF). CISFs will be submitted to CSP at the end of each fiscal year, by October 10th each year, completed to the extent of the completion of a phase.

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

Official Board Action

Submission of this form indicates official action taken by the applicant's governing Board of Directors authorizing application for these funds.

☒I certify that CSBG funds will not be used for construction-related expenses.
☒I certify that CSBG funds will not be used for any type of political activity.
☒I certify that CSBG funds will be used in accordance to the OMB Uniform Guidance.

To the best of my knowledge and belief, statements and data in this application, including the attachments and other documentation, are true and correct and the submission of such has been duly authorized by the governing Board of Directors of the applicant/lead jurisdiction and other participating jurisdictions, if any.

Tonja Cale

Signature, Board Chair/President/Contract Signatory

Tonja Cale

Printed Name, Board Chair/President/Contract Signatory

Board Chair

Title

4/30/2021

Date

FFY 2020 (October 1, 2019 - September 30, 2020) Monthly Report Due Dates		
Monthly Report	**Date Due to CSP**	**Suggested Service Provider Due Date to Tripartite Board**
October	11/10/2019	11/5/2019
November	12/10/2019	12/5/2019
December	1/10/2020	1/5/2020
January	2/10/2020	2/5/2020
February	3/10/2020	3/5/2020
March	4/10/2020	4/5/2020
April	5/10/2020	5/5/2020
May	6/10/2020	6/5/2020
June	7/10/2020	7/5/2020
July	8/10/2020	8/5/2020
August	9/10/2020	9/5/2020
September	10/10/2020	10/5/2020
Final Report Due by November 15, 2020. This report should include a check made payable to the Wyoming Department of Health for the amount of any unexpended CSBG funds.		

FFY20 Line Adjustments

Please record all requested line adjustments in the table below. Be sure that the line adjustments are reflected in the expenditure report. If the total amounts requested are over 20% of the Grantees allocation amount, an amendment to the contract must be made.

Date Requested	Date approved by CSP Manager	Line Item requested amount is being moved FROM	Line Item requested amount is being moved TO	Amount Moved

Total Moved:	$ -
Allocation Percentage Moved:	#DIV/0!

Community Services Block Grant Monthly Expenditure & Programmatic Detail Report

This compiled report is due from the Tripartite Board on or before the 10th day of the month for the preceding month

Community Services Program 6101 Yellowstone Rd. Suite 420, Cheyenne, WY 82009
Telephone: (307) 777-8940 FAX: (307) 777-3613
Tripartite Board Name: _____
Contact Person: _____
Grant Period: 10/1/18-9/3019

COST CATEGORY	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YEAR-TO-DATE EXPENSES	% EXPENDED
PERSONNEL SERVICES:															
Salaries & Wages	$ 56,400.00													$ -	
Employer Paid Benefits	$ 6,400.00													$ -	
SUPPORTIVE SERVICES:															
Communications:															
Telephone														$ -	
Postage														$ -	
Travel In-State	$ 800.00													$ -	
Travel Out-of-State														$ -	
Training/Conferences/Staff Develop.														$ -	
Supplies:															
Consumables	$ 500.00													$ -	
Commercial Printing														$ -	
Publications														$ -	
Equipment Purchases														$ -	
Real Property Rental														$ -	
Equipment Rental														$ -	
GRANTS-IN-AID:	$ 27,300.00													$ -	
CONTRACTUAL														$ -	
SUB-TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
OTHER COSTS:															
a. Indirect														$ -	
Utilities	$ 2,450.00													$ -	
Communications:	$ 2,450.00													$ -	
GRAND TOTAL Expenditures	$ 96,300.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
STATE CSBG PAYMENTS (month of service)														$ -	

Reimbursement Amount	$ -

Agency Name:	

Service	# Unduplicated Clients Receiving the Service	NPIs (Outcome)	Family, Agency, or Community Level Goal	# Unduplicated Clients Achiveing Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement
Adult Dental Services	20	FNPI 5b (SRV 5cc)	Family Level Goal	12	Cap60 reports showing number of clients	Clients will show improvement 90 days from beginning of service
Food Distribution (Food bags/	2,000	FNPI 5b (SRV 5jj)	Family Level Goal	1,500	Cap60 reports showing number of clients	Clients will show improvement 90 days from beginning of service
Doctor Visit Payments	2	FNPI 5b (SRV 5f)	Family Level Goal	2	Cap60 reports showing number of clients	Clients will show improvement 90 days from beginning of service
Vision Screening	10	FNPI 5b (SRV 5d)	Family Level Goal	8	Cap60 reports showing number of clients	Clients will show improvement 90 days from beginning of service
Prescription Payments	12	FNPI 5b (SRV 5e)	Family Level Goal	10	Cap60 reports showing number of clients	Clients will show improvement 90 days from beginning of service

Campbell County
wyoming

SUBRECIPIENT RISK ASSESSMENT

Subrecipient: Council of Community Services

Date of Assessment: 4/29/2021

Funding Award Program Name:

A subaward is for the purpose of carrying out a portion of a federal or state award and creates a federal or state financial assistance relationship with a subrecipient. This risk assessment is a required tool that assembles and synthesizes grant related information to determine the level of potential liability that exists with subrecipients as indirect recipients of federal or state financial assistance. Under 2 Code of Federal Regulations (CFR), Subpart D §200.331(b) found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly referred to as the Uniform Guidance or UG), pass-through entities must evaluate the risk of each subrecipient for noncompliance with federal statutes, regulations, and terms and conditions of the subaward. This risk assessment will be used to determine the appropriate level of monitoring as described in the Uniform Guidance.

Question	Yes	No	Notes
1) Is the subrecipient presently debarred or suspended?		x	
2) Does the subrecipient have a conflict of interest policy?	x		
3) Does the subrecipient have an whistleblower policy?	x		
4) Does the subrecipient have an acceptable procurement policy?	x		
5) If required, has the subrecipient completed audit under A-133 or Uniform Guidance for the most recent fiscal year?	x		
6) If audit is not required, has the subrecipient had a financial review completed by an outside entity?	x		
7) How many Federal Grants does your agency currently have? (Answer in notes section)			
8) How many State Grants does your agency currently have? (Answer in notes section)			0

Directions for Item Section: Read each item and type a 1, 2 or 3 (choose one) in the corresponding column below. Provide further explanation if needed in light blue space below.

Item		Low (1)	Medium (2)	High (3)	Total	Notes
Subrecipient has experience with same or similar types of awards or with managing federal or state funds. 200.331 (b)(1)	**High** = Large grants that are very complex. **Medium** = Medium size grants. **Low** = Small grants that are not very complex.			3	3	
Performance of Single Audit, other external audit or financial review. 200.331(b)(2)	**High** = No annual audit, single audit or financial review performed for agency. **Medium** = Audit or financial review with one or more significant deficiency and/or material weakness. **Low** = Audit or financial review with no findings or audit not applicable to agency.	1			1	
Financial Report Review 200.331(b)(2)	**High** = No review of financials. **Medium** = Financial Report is presented and the board seems to understand the information but the report is not very readable. **Low** = Financial Report is presented at each board meeting, board members understand the information and can make good decisions.	1			1	
Results of most recent audit, Single Audit or financial review. (Provide a copy of audit/financial review) 200.331(b)(2)	**PROVIDE A COPY OF MOST RECENT AUDIT/FINANCIAL REVIEW.** **High** = Findings in the last audit or unresolved audit findings or exceptions from prior years. **Medium** = Findings that are non-material or significant internal control deficiencies. **Low** = No findings in the last audit. No unresolved audit findings or exceptions from prior years. No audit required.				0	
Has the subrecipient been monitored by a federal or state agency? 200.331(b)(4)	**High** = None within the last 23 months. **Medium** = Desk Review within the past 18 months. **Low** = Onsite financial monitoring within the past 12 months.				0	
Results of federal or state awarding agency monitoring. (Provide a copy of monitoring report) 200.331(b)(4)	**PROVIDE A COPY OF MOST RECENT MONITORING REPORT FOR EACH GRANT.** **High** = Many findings with internal control probems, fiscal monitoring and programmatic monitoring. **Medium** = 1 to 2 findings (financial or programmatic). **Low** = No findings.	1			1	
Expenditure Reimbursement Reports (bills) submitted timely. 200.331(d)(1)	**High** = Consistently late. **Medium** = Sometimes Late (3 or less). **Low** = Timely Submission.	1			1	
The subrecipient developed or implemented new or substantially changed systems (e.g. financial accounting systems). 200.331(b)(3)	**High** = The subrecipient has implemented or substantially changed information systems within the past two years **Medium** = The subrecipient has implemented or substantially changed information systems within the past five years **Low** = The subrecipient has not implemented or substantially changed information systems within the past six years	1			1	

The subrecipient had key personnel changes that could affect the performance of this grant 200.331(b)(3)	**High =** The program/project director or financial director are no longer with organization or reassigned to a different function within thc organization. **Medium** = Program staff are no longer with organization or reassigned to a different funciton within the organization. **Low =** No changes in key management.	1			1	
			Item Score		9	

Notes:

Name of Risk Assessment Conductor:	
Signature of Risk Assesssment Conductor:	

Instructions

If YES to question 1 = consider alternatives to initiating agreement.
If NO to questions 2-5 = consider alternatives to inititaing agreement.
If Item score is 24 or higher = consider alternatives to initiating agreement.
If Item score is 23 to 15 = further periodic review is required.
If Item score is 14 = no action is required.

WYCSP | Wyoming Community Services Program

Community Services Block Grant (CSBG)
FY2021 Sub-Grantee Application for Funds

Due: COB Monday, May 24, 2021

Program Information			
Sub-Grantee:	Gillette Abuse Refuge Foundation	**Projected Allocation Amount:**	$ 22,747
Federal Tax ID:	83-0255062	**DUNS #:**	803611433

The CSP will not consider incomplete applications, including missing attachments or other requested documentation, for award of funds. Applications turned in for final submission must include all needed information by close of business May 24, 2021. All required attachments can be found on the CSP website, at:
https://health.wyo.gov/publichealth/rural/wyoming-community-services-program/

Checklist of Required Attachments		
☐	Budget	Section 3.B
☐	Mapping Worksheet	Section 4.C
☐	Assurances	CSBG Act

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

1. GENERAL INFORMATION

A. Point of Contact

Name:	Margie McWilliams	**Title:**	Executive Director
Mailing Address:	P.O. Box 3110	**Phone:**	307-686-8071
City/Zip:	Gillette, WY 82717	**Email:**	garfdirector@garfwy.com

2. PROGRAMMATIC INFORMATION

A. Mission Statement

Please list your agency's Mission Statement below.

The Gillette Abuse Refuge Foundation is a non-profit organization dedicated to providing a comprehensive range of quality services to meet the needs of those affected by domestic violence and or sexual assault, and to reduce the elements that foster violence through community collaboration, education and to empower victims in Campbell County, Wyoming

B. Services Provided

Please provide a narrative of the services being provided through the use of CSBG funds and other partners, and the expected outcomes of such.

Current research estimates at least half of all homeless women are believed to be domestic violence victims, this figure is based solely on the number of women who report the abuse, so this figure could potentially be higher. At least 94% of GARF clients fall within the federal poverty guidelines. CSBG funds are used primarily for clients residing in the GARF shelter as they work through the Life Skills Program. The Life Skills Program Coordinator assists clients in finding housing that is affordable to them. The goal is to establish a home they can maintain long term. In addition to shelter clients some of the funds are used for office clients needing emergency rent, mortgage, or past due utility balances. In each case the clients fill out the required application and submits all required accompanying paperwork. Once all the paperwork has been completed the Office Manager and Life Skills Program Coordinator meet to review the application. It is during the review process that it is decided whether a client is approved or denied the funding based on criteria set forth by the funding parameters as well as weather the property is a good fit for the client. It is vital that they be able to meet financial obligations of maintaining the home long term. By taking extra care in the application process to find appropriate housing affordable to a client based on their resources greatly increases their chances of achieving self-sufficiency.

Taking a homeless person, whether individual or family that results from domestic violence in the home and helping them find suitable housing they can maintain is a measurable goal which positively impacts the community.

3. BUDGET

A. Budget Summary Table

Revenue Provide the projected annual allocation given to you by the Wyoming CSP/Grantee	
TOTAL	$22,747
Expenses List budget category subtotals from your detailed budget. Total must match projected allocation	
Sub-Grantees (grants)	$22,747
Direct Costs (administrative)	$Click here to enter text.
Indirect Costs (if applicable)	$Click here to enter text.
TOTAL	$22,747

B. Budget

Please complete a budget for your agency, and attach as a part of your Grantee's application.

C. Salaries and Wages Detail

Only complete if you are using CSBG funds to pay a portion or all of employees' salaries and wages.

Title/Position	Annual Salary	# of Months	Time Spent on CSBG (%)	CSBG Share (FTE)
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

4. DATA REPORTING

A. Federal Objectives

Select one or more federal objectives, as listed in Information Memorandum #152, to be addressed through service provision.

☐	**Employment**

☐	**Education and Cognitive Development**
☐	**Income, Infrastructure, and Asset Building**
☒	**Housing**
☐	**Health and Social/Behavioral Development (include Nutrition)**
☐	**Civic Engagement and Community Involvement**
☐	**Services Supporting Multiple Domains**
☐	**Linkages (e.g. partnerships that support these domains)**
☐	**Agency Capacity Building**
☐	**Other (e.g. emergency management/disaster relief)**

B. National Goals

Select one or more National Goals to be addressed through service provision.

☒	**Goal 1: Individuals and families with low-incomes are stable and achieve economic security.**
☐	**Goal 2: Communities where people with low-incomes live are healthy and offer economic opportunity.**
☐	**Goal 3: People with low-incomes are engaged and active in building opportunities in communities.**

C. National Performance Indicators

Please complete a Mapping Worksheet for all services and outcomes, and attach as a part of your Grantee's application.

D. Community-Level Initiatives

If completing one or more community-level initiatives, please begin the Community Initiative Status Form (CISF). CISFs will be submitted to CSP at the end of each fiscal year, by October 10th each year, completed to the extent of the completion of a phase.

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

Official Board Action

Submission of this form indicates official action taken by the applicant's governing Board of Directors authorizing application for these funds.

☒I certify that CSBG funds will not be used for construction-related expenses.
☒I certify that CSBG funds will not be used for any type of political activity.
☒I certify that CSBG funds will be used in accordance to the OMB Uniform Guidance.

To the best of my knowledge and belief, statements and data in this application, including the attachments and other documentation, are true and correct and the submission of such has been duly authorized by the governing Board of Directors of the applicant/lead jurisdiction and other participating jurisdictions, if any.

Signature, Board Chair/President/Contract Signatory

Angela Luciano
Printed Name, Board Chair/President/Contract Signatory

Board President
Title

4-30-2021
Date

COMMUNITY SERVICES BLOCK GRANT GRANTEE AND SUB-GRANTEE ASSURANCES

The Community Services Block Grant grantee and service provider agrees to the following Community Services Block Grant (CSBG) Act assurances and other CSBG program requirements:

1. To use funds made available through the CSBG Act to support activities as described in section 676(b)(1) of the Act (Instructions, Section IV. Community Services Block Grant Act Assurance of Funds);

2. To 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 the low-income individuals;

3. To coordinate, and establish the linkages, between governmental and other social services programs to assure the effective delivery of services to low-income individuals and to avoid duplication of such services, and will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;

4. 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;

5. 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;

6. To participate in the Results Oriented Management and Accountability System, or another performance measure system for which the Secretary facilitated development pursuant to section 678E(b) of the CSBG Act;

7. To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in section 678F(a) of the CSBG Act;

8. To ensure that programs assisted by community services block grant funds shall not be carried on in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity;

9. To ensure that no person shall, on the basis of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against

discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 et seq.), or title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12131 et seq.) shall also apply to any such program or activity;

10. To inform custodial parents in single-parent families that participate in agency programs, activities, or services, about the availability of child support services, and refer eligible parents to the child support offices of State and local governments;

11. To comply with section 679 of the CSBG Act (Operational Rule)—concerning religious organizations;

12. To comply with section 676B of the CSBG Act (Tripartite Boards)—concerning governing board structure and governing board participation;

13. To comply with the requirements of the cost and accounting standards of the Office of Management and Budget (Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (2 CFR 200.500);

14. To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan, or loan guarantee; and

15. To comply with the requirements of CSBG, Information Memorandum Transmittal No. 138, State Establishment of Organizational Standards for CSBG Eligible Entities under 678B of the CSBG Act.

CERTIFICATION STATEMENT

By signing and submitting this CSBG Community Action Plan and Application, the undersigned agrees to the CSBG Act assurances and other CSBG requirements, certifies that the information in this application is accurate, and understands that this application, once approved by the Wyoming Department of Health, Public Health Division, Community Services Program, shall serve as the agency's CSBG Community Action Plan and Application for FY 2022.

Executive Director _____ Date _____

Typed or Printed Name _____

Board President/Chair Angela Luciano Date 4-30-2021

Typed or Printed Name Angela Luciano

Pursuant to the Community Services Block Grant Act, Title VI, Subtitle B of the Omnibus Budget Reconciliation Act of 1981 (P.L. 97-35); Human Services Amendments of 1994, P.O. 103-252; the FFY 1996 CSBG Appropriation Legislation (P.L. 104-134); C.F.R. Title 45, Part 96; Coats Human Services Reauthorization Act of 1998 (P.L. 105-285), and the U.S. Department of Health and Human Services Block Grant Regulations; and as part of the annual application required by Section 676 of the Community Services Block Grant Act, as amended (42 U.S.C. 9901 et. Seq.) (The Act); the governing board hereby agrees, to the extent applicable, to:

(1) Use the funds available through this grant or allotment:

(a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families to enable the families and individuals to:

(i) Remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a Board program carried out under part A of title IV of the Social Security Act);

(ii) Secure and retain meaningful employment;

(iii) Attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;

(iv) Make better use of available income;

(v) Obtain and maintain adequate housing and a suitable living environment;

(vi) Obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and

(vii) 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 document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

(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 programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth medication, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and

(c) To make more effective use of, and to coordinate with, other programs (including state welfare reform efforts). ['676(b)(1)]

(2) To describe how the Board intends to use discretionary funds made available in accordance with the Community Services Block Grant Program, including a description of how the Board will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant Program; ['676(b)(2)].

(3) To provide information provided by service providers in the Community, including:

(a) A description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families within the community.

(b) A description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;

(c) A description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and,

(d) A description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. ['676(b)(3)]

(4) To ensure that service providers in the Community 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. ['676(b)(4)]

(5) That the Board and the service providers in the Community will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and the Board and it's Community Services Block Grant service providers will coordinate the provision of employment and training activities in the communities with entities providing activities through state-wide and local workforce investment systems under the Workforce Investment Act of 1998; ['676(b)(5)]

(6) To ensure coordination between antipoverty programs in the community, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities. ['676(b)(6)]

(7) To permit and cooperate with federal investigations undertaken in accordance with section 678D of the Act. ['676(b)(7)]

(8) That the Board and service providers in the Community 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 Board, including religious organizations, charitable groups, and community organizations. ['676(b)(9)]

(9) That the Board will establish procedures under which a 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. ['676(b)(10)]

(10) That the Board will prepare, as a condition to receipt of funding a Community Action Plan (which shall be submitted to the Wyoming Community Services Programs) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; ['676(b)(11)]

(11) That the Board and all of its Community Services Block Grant service providers in the Community will, for FFY 2022, participate in the Results Oriented Management and Accountability System pursuant to Section 678E(b) of the Act ['676(b)(12)]

(12) That the Board will meet at least seventy-percent (70%) of the Community Services Block Grant Organizational Standards in FFY2021.

(13) That the Board and all of its Community Service Block Grant service providers will utilize the Community Services Program provided data system, CAP60, and submit a CAP60 demographic and Goal 4A and B report with the monthly expenditure report..

(14) To provide information describing how the Board will carry out these assurances. ['676(b)(13)] (How each assurance will be carried out or implemented).

I hereby certify that the (Tripartite Board or Agency name) Gillette Abuse Refuge foundation will comply with all the provisions listed above as items one (1) through fourteen (14).

Angela Luciano, Board President
Printed Name & Title

Signature

4-30-2021
Date

COMMUNITY SERVICES BLOCK GRANT SERVICE PROVIDER CERTIFICATIONS

Public Law 103-227, Part C, Environmental Tobacco Smoke Certification

P.L. 103-227, also known as the Pro-Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by the federal programs either directly or through states, or local government by federal grant, contract, loan or loan guarantee.

By signing and submitting this assurance the grantee certifies that it will comply with the requirement of the Act. The grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for children's services and that all sub-grantees shall certify accordingly.

Angela Luciano
Typed or Printed Name

Board President
Title

Signature

4-30-2021
Date

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 pint 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.

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 ten 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).

(1) 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)

910 E 3rd St Gillette WY 82716

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

Signature [signature] Date 4-30-2021

Title Board President

Organization Gillette Abuse Refuge foundation

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 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 sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed 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, of 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 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 failure.

Signature

Gillette Abuse Refuge Foundation
Organization

Board President
Title

4-30-2021
Date

Certifications 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 from covered transactions by any federal department or agency;

   (b) have not, within a 3-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 public transaction; violation of federal or state antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted 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 3-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.

Grant No. FFY 2022 Community Services Block Grant

Angela Luciano
Typed or Printed Name

Board President
Title

Angela Luciano
Signature

4-30-2021
Date

This compiled report is due from the Tripartite Board on or before the 10th day of the month for the preceding month

Community Services Program 122 W 25th St., Herschler East, Suite 102E Cheyenne, WY 82002
Telephone: (307) 777-8940
Tripartite Board Name: _____
Contact Person: _____
Grant Period: 10/1/21-9/30/22

COST CATEGORY	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YEAR-TO-DATE EXPENSES	% EXPENDED
PERSONNEL SERVICES:															
Salaries & Wages														$ -	
Employer Paid Benefits														$ -	
SUPPORTIVE SERVICES:															
Communications:															
Telephone														$ -	
Postage														$ -	
Travel In-State														$ -	
Travel Out-of-State														$ -	
Training/Conferences/Staff Develop.														$ -	
Supplies:															
Consumables														$ -	
Commercial Printing														$ -	
Publications														$ -	
Equipment Purchases														$ -	
Real Property Rental														$ -	
Equipment Rental														$ -	
GRANTS-IN-AID:	$ 23,450.00													$ -	
CONTRACTUAL														$ -	
DISCRETIONARY														$ -	
SUB-TOTAL	$ 23,450.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
OTHER COSTS:														$ -	
a. Indirect														$ -	
b.														$ -	
c.														$ -	
GRAND TOTAL Expenditures	$ 23,450.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%
STATE CSBG PAYMENTS (month of service)														$ -	

Reimbursement Amount	$ -

Notes:

WYCSP | Wyoming Community Services Program

Community Services Block Grant (CSBG)
FY2021 Sub-Grantee Application for Funds

Due: COB Monday, May 24, 2021

Program Information			
Sub-Grantee:	Gillette Reproductive Health	**Projected Allocation Amount:**	$ 29,107
Federal Tax ID:	83-0319938	**DUNS #:**	078717275

The CSP will not consider incomplete applications, including missing attachments or other requested documentation, for award of funds. Applications turned in for final submission must include all needed information by close of business May 11, 2020. All required attachments can be found on the CSP website, at:
https://health.wyo.gov/publichealth/rural/wyoming-community-services-program/

Checklist of Required Attachments		
☒	Budget	Section 3.B
☒	Mapping Worksheet	Section 4.C
☒	Assurances	CSBG Act

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

1. GENERAL INFORMATION

A. Point of Contact

Name:	Gillette Reproductive Health	**Title:**	Director
Mailing Address:	PO Box 2915	**Phone:**	307/682/8110
City/Zip:	Gillette, WY 82717	**Email:**	Julie@4grh.com

2. PROGRAMMATIC INFORMATION

A. Mission Statement

Please list your agency's Mission Statement below.
To provide affordable, quality, confidential reproductive health care.

B. Services Provided

Please provide a narrative of the services being provided through the use of CSBG funds and other partners, and the expected outcomes of such.
Gillette Reproductive Health will use CSBG funds to provide preventative well women's exams, prescriptions, case management and colposcopies to qualifying women. 60 women will receive well women preventative visits, case management, birth control, colposcopies, and screens for alcohol, STI's, and tobacco. The expected outcomes are healthier individuals, children, and families with improved economic circumstances.

3. BUDGET

A. Budget Summary Table

Revenue Provide the projected annual allocation given to you by the Wyoming CSP/Grantee	
TOTAL	$29,107 Click here to enter text.
Expenses List budget category subtotals from your detailed budget. Total must match projected allocation	
Sub-Grantees (grants)	$29,107
Direct Costs (administrative)	$Click here to enter text.
Indirect Costs (if applicable)	$Click here to enter text.
TOTAL	$29,107 Click here to enter text.

B. Budget

Please complete a budget for your agency, and attach as a part of your Grantee's application.

C. Salaries and Wages Detail

Only complete if you are using CSBG funds to pay a portion or all of employees' salaries and wages.

Title/Position	Annual Salary	# of Months	Time Spent on CSBG (%)	CSBG Share (FTE)
NA				
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

4. DATA REPORTING

A. Federal Objectives

Select one or more federal objectives, as listed in Information Memorandum #152, to be addressed through service provision.

☐	**Employment**
☐	**Education and Cognitive Development**
☐	**Income, Infrastructure, and Asset Building**
☐	**Housing**
☒	**Health and Social/Behavioral Development (include Nutrition)**
☐	**Civic Engagement and Community Involvement**
☐	**Services Supporting Multiple Domains**
☐	**Linkages (e.g. partnerships that support these domains)**
☐	**Agency Capacity Building**
☐	**Other (e.g. emergency management/disaster relief)**

B. National Goals

Select one or more National Goals to be addressed through service provision.

☒	**Goal 1: Individuals and families with low-incomes are stable and achieve economic security.**
☐	**Goal 2: Communities where people with low-incomes live are healthy and offer economic opportunity.**
☐	**Goal 3: People with low-incomes are engaged and active in building opportunities in communities.**

C. National Performance Indicators

Please complete a Mapping Worksheet for all services and outcomes, and attach as a part of your Grantee's application.

D. Community-Level Initiatives

If completing one or more community-level initiatives, please begin the Community Initiative Status Form (CISF). CISFs will be submitted to CSP at the end of each fiscal year, by October 10th each year, completed to the extent of the completion of a phase.

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

Official Board Action

Submission of this form indicates official action taken by the applicant's governing Board of Directors authorizing application for these funds.

☒I certify that CSBG funds will not be used for construction-related expenses.
☒I certify that CSBG funds will not be used for any type of political activity.
☒I certify that CSBG funds will be used in accordance to the OMB Uniform Guidance.

To the best of my knowledge and belief, statements and data in this application, including the attachments and other documentation, are true and correct and the submission of such has been duly authorized by the governing Board of Directors of the applicant/lead jurisdiction and other participating jurisdictions, if any.

Signature, Board Chair/President/Contract Signatory

Wendy Gauntner
Printed Name, Board Chair/President/Contract Signatory

Board Chair
Title

4/28/2021
Date

Agency Name:	Campbell County Care Board

Service	# Unduplicated Clients Receiving the Service	NPIs (Outcome)	Family, Agency, or Community Level Goal	# Unduplicated Clients Achiveing Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement

Agency Name:	Gillette Reproductive Health

Service #1	# Unduplicated Clients Receiving the Service	NPIs	Family, Agency, or Community Level Goal	# Unduplicated Clients Achiveing Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement
SRV 5b: Physical	100	FNPI 5b demonstrated improved physcial health and and well-being.	Family		Patient charts, superbills, Ahlers Medical Record data system and monthly reprots to the CARE Board will reveal 100 women, of reproductive age, will improve their health and well-being by receiving a well women visit.	2021-2022 grant year
SRV5f: Doctor visit payments	100	FNP5b	Family		"	2021-2022 grant year
SRV 5n; STI/HIV Prevention Counseling Sessions	100	FNPI5b	Family		"	2021-2022 grant year
SRV 5s Substance Abuse Scree	100	FNPU 5b	Family		"	2021-2022 grant year

Agency Name:	Gillette Reproductive Health

Service #2	# Unduplicated Clients Receiving the Service	NPIs	Family, Agency, or Community Level Goal	# Unduplicated Clients Achiveing Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement
SRV 5e: Prescription Payment	40	FNPI 5b; The number of individuals who demonstrated improved physical health and well being.	Family		Patient chart, superbill, Ahlers Data base system, and monthly reports to CARE Board will reveal 40 women, of reproductive age, will prevent unplanned pregnancy by receiving bith control of their choice for a year	2021-2022 grant year

Agency Name:	Gillette Reproductive Health

Service # 3	# Unduplicated Clients Receiving the Service	NPIs	Family, Agency, or Community Level Goal	# Unduplicated Clients Achiveing Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement
SVV 5f: Doctor Visit Payments	30	FNPI5b; SRV 5f; The number of individuals who demonstrate improved physical health and well-being.	Family		Patient charts, superbills, Ahlers Data base system will all demonstratre 30 women will receive case management follow-ups when treatment or medication management is directed by medical staff based upon screening results, in accordance with ACOG and QFP standards	2021-2022 grant year

Community Services Block Grant Monthly Expenditure & Programmatic Detail Report

This compiled report is due from the Tripartite Board on or before the 10th day of the month for the preceding month

Community Services Program 6101 Yellowstone Rd. Suite 420, Cheyenne, WY 82009
Telephone: (307) 777-8940 FAX: (307) 777-3613
Tripartite Board Name: Campbell County CARE Board
Contact Person: Gillette Reproductive Health Julie Price
Grant Period: 10/1/18-9/3019

COST CATEGORY	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YEAR-TO-DATE EXPENSES	% EXPENDED
PERSONNEL SERVICES:															
Salaries & Wages														$ -	
Employer Paid Benefits														$ -	
SUPPORTIVE SERVICES															
Communications:															
Telephone														$ -	
Postage														$ -	
Travel In-State														$ -	
Travel Out-of-State														$ -	
Training/Conferences/Staff Develop.														$ -	
Supplies:															
Consumables														$ -	
Commercial Printing														$ -	
Publications														$ -	
Equipment Purchases														$ -	
Real Property Rental														$ -	
Equipment Rental														$ -	
GRANTS-IN-AID:	$ 40,000.00													$ -	
CONTRACTUAL														$ -	
SUB-TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
OTHER COSTS:															
a. Indirect														$ -	
b.														$ -	
c.														$ -	
GRAND TOTAL Expenditures	$ 40,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
STATE CSBG PAYMENTS (month of service)														$ -	

Reimbursement Amount	$ -

Campbell County
wyoming

SUBRECIPIENT RISK ASSESSMENT

Subrecipient: Gillette Reproductive Health **Date of Assessment:** 4/21/2021

Funding Award Program Name:

A subaward is for the purpose of carrying out a portion of a federal or state award and creates a federal or state financial assistance relationship with a subrecipient. This risk assessment is a required tool that assembles and synthesizes grant related information to determine the level of potential liability that exists with subrecipients as indirect recipients of federal or state financial assistance. Under 2 Code of Federal Regulations (CFR), Subpart D §200.331(b) found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly referred to as the Uniform Guidance or UG), pass-through entities must evaluate the risk of each subrecipient for noncompliance with federal statutes, regulations, and terms and conditions of the subaward. This risk assessment will be used to determine the appropriate level of monitoring as described in the Uniform Guidance.

Question	Yes	No	Notes
1) Is the subrecipient presently debarred or suspended?		X	
2) Does the subrecipient have a conflict of interest policy?	X		
3) Does the subrecipient have an whistleblower policy?	X		
4) Does the subrecipient have an acceptable procurement policy?	X		
5) If required, has the subrecipient completed audit under A-133 or Uniform Guidance for the most recent fiscal year?			NA
6) If audit is not required, has the subrecipient had a financial review completed by an outside entity?	X		
7) How many Federal Grants does your agency currently have? (Answer in notes section)			Title X and CSBG
8) How many State Grants does your agency currently have? (Answer in notes section)			None

Directions for Item Section: Read each item and type a 1, 2 or 3 (choose one) in the corresponding column below. Provide further explanation if needed in light blue space below.

Item		Low (1)	Medium (2)	High (3)	Total	Notes
Subrecipient has experience with same or similar types of awards or with managing federal or state funds. 200.331 (b)(1)	**High** = Large grants that are very complex. **Medium** = Medium size grants. **Low** = Small grants that are not very complex.	X			0	
Performance of Single Audit, other external audit or financial review. 200.331(b)(2)	**High** = No annual audit, single audit or financial review performed for agency. **Medium** = Audit or financial review with one or more significant deficiency and/or material weakness. **Low** = Audit or financial review with no findings or audit not	X			0	Financial Review with no findings and monthly compilation accounts
Financial Report Review 200.331(b)(2)	**High** = No review of financials. **Medium** = Financial Report is presented and the board seems to understand the information but the report is not very readable. **Low** = Financial Report is presented at each board meeting, board	X			0	Financial Report provided and discussed at every board meeting
	PROVIDE A COPY OF MOST RECENT AUDIT/FINANCIAL REVIEW.					
Results of most recent audit, Single Audit or financial review. (Provide a copy of audit/financial review) 200.331(b)(2)	**High** = Findings in the last audit or unresolved audit findings or exceptions from prior years. **Medium** = Findings that are non-material or significant internal control deficiencies. **Low** = No findings in the last audit. No unresolved audit findings or	X			0	Financial Review provided
Has the subrecipient been monitored by a federal or state agency? 200.331(b)(4)	**High** = None within the last 23 months. **Medium** = Desk Review within the past 18 months. **Low** = Onsite financial monitoring within the past 12 months	X			0	
	PROVIDE A COPY OF MOST RECENT MONITORING REPORT FOR EACH GRANT.					
Results of federal or state awarding agency monitoring. (Provide a copy of monitoring report) 200.331(b)(4)	**High** = Many findings with internal control probems, fiscal monitoring and programmatic monitoring. **Medium** = 1 to 2 findings (financial or programmatic). **Low** = No findings	X			0	
Expenditure Reimbursement Reports (bills) submitted timely. 200.331(d)(1)	**High** = Consistently late. **Medium** = Sometimes Late (3 or less). **Low** = Timely Submission	X			0	
The subrecipient developed or implemented new or substantially changed systems (e.g. financial accounting systems). 200.331(b)(3)	**High** = The subrecipient has implemented or substantially changed information systems within the past two years **Medium** = The subrecipient has implemented or substantially changed information systems within the past five years **Low** = The subrecipient has not implemented or substantially changed information systems within the past six years	X			0	
The subrecipient had key personnel changes that could affect the performance of this grant 200.331(b)(3)	**High** = The program/project director or financial director are no longer with organization or reassigned to a different function within the organization. **Medium** = Program staff are no longer with organization or reassigned to a different funciton within the organization. **Low** = No changes in key management	X			0	

	Item Score	0

Notes:

Name of Risk Assessment Conductor:	Julie Price Carroll
Signature of Risk Assesssment Conductor:	Julie Price

Instructions
If YES to question 1 = consider alternatives to initiating agreement.
If NO to questions 2-5 = consider alternatives to inititaing agreement.
If Item score is 24 or higher = consider alternatives to initiating agreement.
If Item score is 23 to 15 = further periodic review is required.
If Item score is 14 = no action is required.

DEBT DETAIL CAPITAL OUTLAY

List all debts owed by your organization.		
Debtor	**Amount owed**	**Anticipated Pay-off date**
None		
TOTAL DEBT	**$0.00**	

	Capital Outlay		
	Prior Year Operating Budget Actual	Current Year Operating Budget Projected	Next Year Operating Budget Projected
	Month / Year: Jan-20 to Month / Year: Dec-20	Month / Year: Jan-21 to Month / Year: Dec-21	Month / Year: Jan-22 to Month / Year: Dec-22
Land			
Buildings			
Machinery & Equipment	$6,972.00	$0.00	$0.00
Other (List Below):			
Property Tax	$3,653.00	$4,018.00	$4,420.00
Capital Outlay Summary	$10,625.00	$4,018.00	$4,420.00

PROGRAM EXPENDITURE DETAIL

Prior Fiscal Year Operating Budget (Actual)		Current Fiscal Year Operating Budget (Projected)		Next Fiscal Year Operating Budget (Projected)	
Month / Year:	Jan-20	Month / Year:	Jan-21	Month / Year:	Jan-22
to Month / Year:	Dec-20	to Month / Year:	Dec-21	to Month / Year:	Dec-22

Personnel:			
Full-Time:			
Regular Wages	$102,099.00	$138,099.00	$138,099.00
Overtime Wages	$0.00		
Part Time:			
Regular Wages	$29,968.00	$0.00	$0.00
Overtime Wages			
Employer Contributions:			
Taxes	$10,951.00	$16,572.00	$16,572.00
Benefits	$3,006.00	$4,143.00	$4,143.00
Other (Please list below):			
Sub Total Personnel	$146,024.00	$158,814.00	$158,814.00

General Administration			
Postage & Freight	$1,294.00	$1,500.00	$2,000.00
Telephone	$3,355.00	$3,400.00	$3,500.00
Printing/Duplication	$254.00	$500.00	$1,000.00
Publicity, Dues/Subscriptions	$18,321.00	$15,000.00	$15,000.00
Utility Services	$12,175.00	$12,500.00	$14,000.00
Professional Services	$96,675.00	$99,575.00	$101,566.00
Maintenance Agreements	$0.00	$0.00	$1,000.00
Travel	$3,191.00	$500.00	$3,500.00
Employees			
Other (please list below):			
Sub Total General Admin	$135,265.00	$132,975.00	$141,566.00

PROGRAM EXPENDITURE DETAIL

Supplies:			
Office	$4,913.00	$5,000.00	$6,000.00
Operating	$51,969.00	$40,000.00	$45,000.00
Repairs/Maintenance	$4,760.00	$3,000.00	$3,000.00
Materials	$99.00	$0.00	$0.00
Other (Please list below):			
Sub Total Supplies	$61,741.00	$48,000.00	$54,000.00

Fixed Charges:			
Insurance	$13,804.00	$15,000.00	$20,000.00
Rent/Lease			
Other (Please List Below):			
Sub Total Fixed Charges	$13,804.00	$15,000.00	$20,000.00

Other Expenditures:			
Fundraising Expenses:	$50.00	$0.00	$250.00
Debt Service:			
Other (Please List Below):			
Networking	$48.00	$150.00	$150.00
Electronic Merch.Set. Fee	$1,654.00	$2,000.00	$2,500.00
Misc.	$137.00	$0.00	$0.00
Swing For The Cure	$11,049.00	$13,951.00	$0.00
Sub Total Other Expenditures	$12,938.00	$16,101.00	$2,900.00
SUB-TOTAL EXPENDITURES - Excluding Capital	$369,772.00	$370,890.00	$377,280.00
TOTAL FOR ALL EXPENDITURES - Including Capital	$380,397.00	$374,908.00	$381,700.00

REVENUE DETAIL

	Prior Operating Budget Year Actual Revenue		Current Operating Budget Year Projected Revenue		Next Operating Budget Year Projected Revenue	
	Month / Year:	Jan-20	Month / Year:	Jan-21	Month / Year:	Jan-22
	to Month / Year:	Dec-20	to Month / Year:	Dec-21	to Month / Year:	Dec-22
Program Fees	$167,170.00		$184,753.00		$171,298.00	
United Way	$21,500.00		$20,000.00		$20,000.00	
Donations	$5,870.00		$6,000.00		$7,000.00	
Grants: State	$5,482.00		$6,000.00		$6,000.00	
Grants: Federal	$60,402.00		$60,402.00		$60,402.00	
Grants: Private						
Interest Income	$1,970.00		$2,000.00		$2,000.00	
Other Fundraisers	$38,118.00		$12,000.00		$15,000.00	
Foundations	$10,000.00		$10,000.00		$10,000.00	
Corporations						
CC Recreation District						
County Funding	$21,570.00		$0.00		$25,000.00	
Reserves Used*						
Other (List Below):						
City Funding	$32,893.00		$30,000.00		$25,000.00	
CSBG	$37,274.00		$29,960.00		$40,000.00	
Swing For The Cure	$25,000.00		$0.00		$0.00	
PPP Grant	$23,039.00		$0.00		$0.00	
CARES ACT	$0.00		$11,198.00			
N.E. WY. Realtor Association	$0.00		$2,595.00		$0.00	
SUMMARY OF REVENUES	**$450,288.00**		**$374,908.00**		**$381,700.00**	

REVENUE, RESERVES EXPENDITURE SUMMARY

	Prior Operating Budget Year Actual Revenue		Current Operating Budget Year Projected Revenue		Next Operating Budget Year Projected Revenue	
	Month / Year: to Month / Year:	Jan-20 Dec-20	Month / Year: to Month / Year:	Jan-21 Dec-21	Month / Year: Month / Year:	Jan-22 Dec-22
Revenue Funds	$450,288.00		$374,908.00		$381,700.00	
Expenditure Summary	$369,772.00		$370,890.00		$377,280.00	
Capital Outlay Summary	$10,625.00		$4,018.00		$4,420.00	
Total Combined Expenditure Summary	$380,397.00		$374,908.00		$381,700.00	
Over/Under Revenues	$69,891.00		$0.00		$0.00	

** If the expenditures are greater than the revenues, please review your Expenditure Detail and Revenue Detail sections and make any necessary corrections (expenditures cannot be greater than revenues).

COMMUNITY SERVICES BLOCK GRANT GRANTEE AND SUB-GRANTEE ASSURANCES

The Community Services Block Grant grantee and service provider agrees to the following Community Services Block Grant (CSBG) Act assurances and other CSBG program requirements:

1. To use funds made available through the CSBG Act to support activities as described in section 676(b)(1) of the Act (Instructions, Section IV. Community Services Block Grant Act Assurance of Funds);

2. To 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 the low-income individuals;

3. To coordinate, and establish the linkages, between governmental and other social services programs to assure the effective delivery of services to low-income individuals and to avoid duplication of such services, and will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;

4. 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;

5. 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;

6. To participate in the Results Oriented Management and Accountability System, or another performance measure system for which the Secretary facilitated development pursuant to section 678E(b) of the CSBG Act;

7. To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in section 678F(a) of the CSBG Act;

8. To ensure that programs assisted by community services block grant funds shall not be carried on in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity;

9. To ensure that no person shall, on the basis of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against

discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 et seq.), or title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12131 et seq.) shall also apply to any such program or activity;

10. To inform custodial parents in single-parent families that participate in agency programs, activities, or services, about the availability of child support services, and refer eligible parents to the child support offices of State and local governments;

11. To comply with section 679 of the CSBG Act (Operational Rule)—concerning religious organizations;

12. To comply with section 676B of the CSBG Act (Tripartite Boards)—concerning governing board structure and governing board participation;

13. To comply with the requirements of the cost and accounting standards of the Office of Management and Budget (Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (2 CFR 200.500);

14. To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan, or loan guarantee; and

15. To comply with the requirements of CSBG, Information Memorandum Transmittal No. 138, State Establishment of Organizational Standards for CSBG Eligible Entities under 678B of the CSBG Act.

CERTIFICATION STATEMENT

By signing and submitting this CSBG Community Action Plan and Application, the undersigned agrees to the CSBG Act assurances and other CSBG requirements, certifies that the information in this application is accurate, and understands that this application, once approved by the Wyoming Department of Health, Public Health Division, Community Services Program, shall serve as the agency's CSBG Community Action Plan and Application for FY 2021.

Executive Director _____ Date: 04/28/21

Typed or Printed Name: Julie Price

Board President/Chair _____ Date: 04/28/21

Typed or Printed Name: Wendy Gauntner

Pursuant to the Community Services Block Grant Act, Title VI, Subtitle B of the Omnibus Budget Reconciliation Act of 1981 (P.L. 97-35); Human Services Amendments of 1994, P.O. 103-252; the FFY 1996 CSBG Appropriation Legislation (P.L. 104-134); C.F.R. Title 45, Part 96; Coats Human Services Reauthorization Act of 1998 (P.L. 105-285), and the U.S. Department of Health and Human Services Block Grant Regulations; and as part of the annual application required by Section 676 of the Community Services Block Grant Act, as amended (42 U.S.C. 9901 et. Seq.) (The Act); the governing board hereby agrees, to the extent applicable, to:

(1) Use the funds available through this grant or allotment:

(a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families to enable the families and individuals to:

(i) Remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a Board program carried out under part A of title IV of the Social Security Act);

(ii) Secure and retain meaningful employment;

(iii) Attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;

(iv) Make better use of available income;

(v) Obtain and maintain adequate housing and a suitable living environment;

(vi) Obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and

(vii) 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 document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

(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 programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth medication, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and

(c) To make more effective use of, and to coordinate with, other programs (including state welfare reform efforts). ['676(b)(1)]

(2) To describe how the Board intends to use discretionary funds made available in accordance with the Community Services Block Grant Program, including a description of how the Board will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant Program; ['676(b)(2)].

(3) To provide information provided by service providers in the Community, including:

(a) A description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families within the community.

(b) A description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;

(c) A description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and,

(d) A description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. ['676(b)(3)]

(4) To ensure that service providers in the Community 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. ['676(b)(4)]

(5) That the Board and the service providers in the Community will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and the Board and it's Community Services Block Grant service providers will coordinate the provision of employment and training activities in the communities with entities providing activities through state-wide and local workforce investment systems under the Workforce Investment Act of 1998; ['676(b)(5)]

(6) To ensure coordination between antipoverty programs in the community, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities. ['676(b)(6)]

(7) To permit and cooperate with federal investigations undertaken in accordance with section 678D of the Act. ['676(b)(7)]

(8) That the Board and service providers in the Community 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 Board, including religious organizations, charitable groups, and community organizations. ['676(b)(9)]

(9) That the Board will establish procedures under which a 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. ['676(b)(10)]

(10) That the Board will prepare, as a condition to receipt of funding a Community Action Plan (which shall be submitted to the Wyoming Community Services Programs) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; ['676(b)(11)]

(11) That the Board and all of its Community Services Block Grant service providers in the Community will, for FFY 2021, participate in the Results Oriented Management and Accountability System pursuant to Section 678E(b) of the Act ['676(b)(12)]

(12) That the Board will meet at least seventy-percent (70%) of the Community Services Block Grant Organizational Standards in FFY2020.

(13) That the Board and all of its Community Service Block Grant service providers will utilize the Community Services Program provided data system, CAP60, and submit a CAP60 demographic and Goal 4A and B report with the monthly expenditure report..

(14) To provide information describing how the Board will carry out these assurances. ['676(b)(13)] (How each assurance will be carried out or implemented).

I hereby certify that the (Tripartite Board or Agency name) ___Gillette Reproductive Health _ will comply with all the provisions listed above as items one (1) through fourteen (14).

Julie Price, Director Gillette Reproductive H
Printed Name & Title

Signature

04/28/2021
Date

COMMUNITY SERVICES BLOCK GRANT SERVICE PROVIDER CERTIFICATIONS

Public Law 103-227, Part C, Environmental Tobacco Smoke Certification

P.L. 103-227, also known as the Pro-Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by the federal programs either directly or through states, or local government by federal grant, contract, loan or loan guarantee.

By signing and submitting this assurance the grantee certifies that it will comply with the requirement of the Act. The grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for children's services and that all sub-grantees shall certify accordingly.

Julie Price	Director
Typed or Printed Name	Title
	04/28/21
Signature	Date

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 pint 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.

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 ten 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).

(1) 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)

1304 W. 4th Street Gillette, WY 82716

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

Signature _____ Date 04/28/21

Title Director

Organization Gillette Reproductive Health

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 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 sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed 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, of 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 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 failure.

Signature

Gillette Reproductive Health
Organization

Director
Title

04/28/21
Date

Certifications 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 from covered transactions by any federal department or agency;

   (b) have not, within a 3-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 public transaction; violation of federal or state antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

   (c) are not presently indicted 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 3-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.

Grant No. FFY 2021 Community Services Block Grant

Julie Price — Director
Typed or Printed Name — Title

Signature — 04/28/21
Date

WYCSP | Wyoming Community Services Program

Community Services Block Grant (CSBG)
FY2021 Sub-Grantee Application for Funds

Due: COB Monday, May 24, 2021

Program Information			
Sub-Grantee:	Personal Frontier's	**Projected Allocation Amount:**	$ 30,207
Federal Tax ID:	830230127	**DUNS #:**	835137266

The CSP will not consider incomplete applications, including missing attachments or other requested documentation, for award of funds. Applications turned in for final submission must include all needed information by close of business May 24, 2021. All required attachments can be found on the CSP website, at:
https://health.wyo.gov/publichealth/rural/wyoming-community-services-program/

Checklist of Required Attachments		
☒	Budget	Section 3.B
☒	Mapping Worksheet	Section 4.C
☒	Assurances	CSBG Act

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

1. GENERAL INFORMATION

A. Point of Contact

Name:	Donna Morgan	**Title:**	Executive Director
Mailing Address:	P.O. Box 754	**Phone:**	307-686-1189
City/Zip:	Gillette, WY 82717	**Email:**	Director.pfi@vcn.com

2. PROGRAMMATIC INFORMATION

A. Mission Statement

Please list your agency's Mission Statement below.
Empowering individuals and families in sustaining lifelong recovery, while striving to meet their highest potential

B. Services Provided

Please provide a narrative of the services being provided through the use of CSBG funds and other partners, and the expected outcomes of such.
To provide treatment to low income/poverty citizens for little or no fee. Help clients with resources in the community to reclaim their lives. Be a resource to clients that need a hand up out of poverty.

3. BUDGET

A. Budget Summary Table

Revenue Provide the projected annual allocation given to you by the Wyoming CSP/Grantee	
TOTAL	$30,207
Expenses List budget category subtotals from your detailed budget. Total must match projected allocation	
Sub-Grantees (grants)	$30,207
Direct Costs (administrative)	$0.00
Indirect Costs (if applicable)	$0.00
TOTAL	$30,207

B. Budget

Please complete a budget for your agency, and attach as a part of your Grantee's application.

C. Salaries and Wages Detail

Only complete if you are using CSBG funds to pay a portion or all of employees' salaries and wages.

Title/Position	Annual Salary	# of Months	Time Spent on CSBG (%)	CSBG Share (FTE)
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

4. DATA REPORTING

A. Federal Objectives

Select one or more federal objectives, as listed in Information Memorandum #152, to be addressed through service provision.

☐	**Employment**
☐	**Education and Cognitive Development**
☐	**Income, Infrastructure, and Asset Building**
☐	**Housing**
☒	**Health and Social/Behavioral Development (include Nutrition)**
☐	**Civic Engagement and Community Involvement**
☐	**Services Supporting Multiple Domains**
☐	**Linkages (e.g. partnerships that support these domains)**
☐	**Agency Capacity Building**
☐	**Other (e.g. emergency management/disaster relief)**

B. National Goals

Select one or more National Goals to be addressed through service provision.

☒	**Goal 1: Individuals and families with low-incomes are stable and achieve economic security.**
☐	**Goal 2: Communities where people with low-incomes live are healthy and offer economic opportunity.**
☐	**Goal 3: People with low-incomes are engaged and active in building opportunities in communities.**

C. National Performance Indicators

Please complete a Mapping Worksheet for all services and outcomes, and attach as a part of your Grantee's application.

D. Community-Level Initiatives

If completing one or more community-level initiatives, please begin the Community Initiative Status Form (CISF). CISFs will be submitted to CSP at the end of each fiscal year, by October 10th each year, completed to the extent of the completion of a phase.

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

Official Board Action

Submission of this form indicates official action taken by the applicant's governing Board of Directors authorizing application for these funds.

☒I certify that CSBG funds will not be used for construction-related expenses.
☒I certify that CSBG funds will not be used for any type of political activity.
☒I certify that CSBG funds will be used in accordance to the OMB Uniform Guidance.

To the best of my knowledge and belief, statements and data in this application, including the attachments and other documentation, are true and correct and the submission of such has been duly authorized by the governing Board of Directors of the applicant/lead jurisdiction and other participating jurisdictions, if any.

Kim Carroll
Signature, Board Chair/President/Contract Signatory

Kim Carroll
Printed Name, Board Chair/President/Contract Signatory

Board Chair
Title

5/4/2021
Date

Campbell County
wyoming

SUBRECIPIENT RISK ASSESSMENT

Subrecipient: Personal Frontier's Inc.

Date of Assessment: 5/4/2021

Funding Award Program Name: CSBG

A subaward is for the purpose of carrying out a portion of a federal or state award and creates a federal or state financial assistance relationship with a subrecipient. The risk assessment is a required tool that assembles and synthesizes grant related information to determine the level of potential liability that exists with subrecipients as indirect recipients of federal or state financial assistance. Under 2 Code of Federal Regulations (CFR), Subpart D §200.331(b) found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly referred to as the Uniform Guidance or UG), pass-through entities must evaluate the risk of each subrecipient for noncompliance with federal statutes, regulations, and terms and conditions of the subaward. This risk assessment will be used to determine the appropriate level of monitoring as described in the Uniform Guidance.

Question	Yes	No	Notes
1) Is the subrecipient presently debarred or suspended?		X	
2) Does the subrecipient have a conflict of interest policy?	X		
3) Does the subrecipient have an whistleblower policy?	X		
4) Does the subrecipient have an acceptable procurement policy?	X		
5) If required, has the subrecipient completed audit under A-133 or Uniform Guidance for the most recent fiscal year?	X		
6) If audit is not required, has the subrecipient had a financial review completed by an outside entity?	X		
7) How many Federal Grants does your agency currently have? (Answer in notes section)			1
8) How many State Grants does your agency currently have? (Answer in notes section)			2

Directions for Item Section: Read each item and type a 1, 2 or 3 (choose one) in the corresponding column below. Provide further explanation if needed in light blue space below.

Item		Low (1)	Medium (2)	High (3)	Total	Notes
Subrecipient has experience with same or similar types of awards or with managing federal or state funds. 200.331 (b)(1)	**High** = Large grants that are very complex. **Medium** = Medium size grants. **Low** = Small grants that are not very complex.	1			1	
Performance of Single Audit, other external audit or financial review. 200.331(b)(2)	**High** = No annual audit, single audit or financial review performed for agency. **Medium** = Audit or financial review with one or more significant deficiency and/or material weakness. **Low** = Audit or financial review with no findings or audit not applicable to agency.	1			1	
Financial Report Review 200.331(b)(2)	**High** = No review of financials. **Medium** = Financial Report is presented and the board seems to understand the information but the report is not very readable. **Low** = Financial Report is presented at each board meeting, board members understand the information and can make good decisions.	1			1	
Results of most recent audit, Single Audit or financial review. (Provide a copy of audit/financial review) 200.331(b)(2)	**PROVIDE A COPY OF MOST RECENT AUDIT/FINANCIAL REVIEW.** **High** = Findings in the last audit or unresolved audit findings or exceptions from prior years. **Medium** = Findings that are non-material or significant internal control deficiencies. **Low** = No findings in the last audit. No unresolved audit findings or exceptions from prior years. No audit required.	1			1	
Has the subrecipient been monitored by a federal or state agency? 200.331(b)(4)	**High** = None within the last 23 months. **Medium** = Desk Review within the past 18 months. **Low** = Onsite financial monitoring within the past 12 months.	1			1	
Results of federal or state awarding agency monitoring. (Provide a copy of monitoring report) 200.331(b)(4)	**PROVIDE A COPY OF MOST RECENT MONITORING REPORT FOR EACH GRANT.** **High** = Many findings with internal control probems, fiscal monitoring and programmatic monitoring. **Medium** = 1 to 2 findings (financial or programmatic). **Low** = No findings.	1			1	
Expenditure Reimbursement Reports (bills) submitted timely. 200.331(d)(1)	**High** = Consistently late. **Medium** = Sometimes Late (3 or less). **Low** = Timely Submission.	1			1	
The subrecipient developed or implemented new or substantially changed systems (e.g. financial accounting systems). 200.331(b)(3)	**High** = The subrecipient has implemented or substantially changed information systems within the past two years **Medium** = The subrecipient has implemented or substantially changed information systems within the past five years **Low** = The subrecipient has not implemented or substantially changed information systems within the past six years.	1			1	

The subrecipient had key personnel changes that could affect the performance of this grant 200.331(b)(3)	**High** = The program/project director or financial director are no longer with organization or reassigned to a different function within the organization. **Medium** = Program staff are no longer with organization or reassigned to a different funciton within the organization. **Low** = No changes in key management.	1			1	
			Item Score		9	

Notes:

Name of Risk Assessment Conductor:	Donna Morgan
Signature of Risk Assesssment Conductor:	Donna Morgan

Instructions

If YES to question 1 = consider alternatives to initiating agreement.
If NO to questions 2-5 = consider alternatives to inititaing agreement.
If Item score is 24 or higher = consider alternatives to initiating agreement.
If Item score is 23 to 15 = further periodic review is required.
If Item score is 14 = no action is required.

COMMUNITY SERVICES BLOCK GRANT GRANTEE AND SUB-GRANTEE ASSURANCES

The Community Services Block Grant grantee and service provider agrees to the following Community Services Block Grant (CSBG) Act assurances and other CSBG program requirements:

1. To use funds made available through the CSBG Act to support activities as described in section 676(b)(1) of the Act (Instructions, Section IV. Community Services Block Grant Act Assurance of Funds);

2. To 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 the low-income individuals;

3. To coordinate, and establish the linkages, between governmental and other social services programs to assure the effective delivery of services to low-income individuals and to avoid duplication of such services, and will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;

4. 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;

5. 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;

6. To participate in the Results Oriented Management and Accountability System, or another performance measure system for which the Secretary facilitated development pursuant to section 678E(b) of the CSBG Act;

7. To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in section 678F(a) of the CSBG Act;

8. To ensure that programs assisted by community services block grant funds shall not be carried on in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity;

9. To ensure that no person shall, on the basis of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against

discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 et seq.), or title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12131 et seq.) shall also apply to any such program or activity;

10. To inform custodial parents in single-parent families that participate in agency programs, activities, or services, about the availability of child support services, and refer eligible parents to the child support offices of State and local governments;

11. To comply with section 679 of the CSBG Act (Operational Rule)—concerning religious organizations;

12. To comply with section 676B of the CSBG Act (Tripartite Boards)—concerning governing board structure and governing board participation;

13. To comply with the requirements of the cost and accounting standards of the Office of Management and Budget (Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (2 CFR 200.500);

14. To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan, or loan guarantee; and

15. To comply with the requirements of CSBG, Information Memorandum Transmittal No. 138, State Establishment of Organizational Standards for CSBG Eligible Entities under 678B of the CSBG Act.

CERTIFICATION STATEMENT

By signing and submitting this CSBG Community Action Plan and Application, the undersigned agrees to the CSBG Act assurances and other CSBG requirements, certifies that the information in this application is accurate, and understands that this application, once approved by the Wyoming Department of Health, Public Health Division, Community Services Program, shall serve as the agency's CSBG Community Action Plan and Application for FY 2022.

Executive Director Donna Morgan Date 05/04/2021

Typed or Printed Name Donna Morgan

Board President/Chair Kim Carroll Date 05/04/2021

Typed or Printed Name Kim Carroll

Pursuant to the Community Services Block Grant Act, Title VI, Subtitle B of the Omnibus Budget Reconciliation Act of 1981 (P.L. 97-35); Human Services Amendments of 1994, P.O. 103-252; the FFY 1996 CSBG Appropriation Legislation (P.L. 104-134); C.F.R. Title 45, Part 96; Coats Human Services Reauthorization Act of 1998 (P.L. 105-285), and the U.S. Department of Health and Human Services Block Grant Regulations; and as part of the annual application required by Section 676 of the Community Services Block Grant Act, as amended (42 U.S.C. 9901 et. Seq.) (The Act); the governing board hereby agrees, to the extent applicable, to:

(1) Use the funds available through this grant or allotment:

(a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families to enable the families and individuals to:

(i) Remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a Board program carried out under part A of title IV of the Social Security Act);

(ii) Secure and retain meaningful employment;

(iii) Attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;

(iv) Make better use of available income;

(v) Obtain and maintain adequate housing and a suitable living environment;

(vi) Obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and

(vii) 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 document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

(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 programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth medication, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and

(c) To make more effective use of, and to coordinate with, other programs (including state welfare reform efforts). ['676(b)(1)]

(2) To describe how the Board intends to use discretionary funds made available in accordance with the Community Services Block Grant Program, including a description of how the Board will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant Program; ['676(b)(2)].

(3) To provide information provided by service providers in the Community, including:

(a) A description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families within the community.

(b) A description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;

(c) A description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and,

(d) A description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. ['676(b)(3)]

(4) To ensure that service providers in the Community 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. ['676(b)(4)]

(5) That the Board and the service providers in the Community will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and the Board and it's Community Services Block Grant service providers will coordinate the provision of employment and training activities in the communities with entities providing activities through state-wide and local workforce investment systems under the Workforce Investment Act of 1998; ['676(b)(5)]

(6) To ensure coordination between antipoverty programs in the community, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities. ['676(b)(6)]

(7) To permit and cooperate with federal investigations undertaken in accordance with section 678D of the Act. ['676(b)(7)]

(8) That the Board and service providers in the Community 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 Board, including religious organizations, charitable groups, and community organizations. ['676(b)(9)]

(9) That the Board will establish procedures under which a 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. ['676(b)(10)]

(10) That the Board will prepare, as a condition to receipt of funding a Community Action Plan (which shall be submitted to the Wyoming Community Services Programs) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; ['676(b)(11)]

(11) That the Board and all of its Community Services Block Grant service providers in the Community will, for FFY 2022, participate in the Results Oriented Management and Accountability System pursuant to Section 678E(b) of the Act ['676(b)(12)]

(12) That the Board will meet at least seventy-percent (70%) of the Community Services Block Grant Organizational Standards in FFY2021.

(13) That the Board and all of its Community Service Block Grant service providers will utilize the Community Services Program provided data system, CAP60, and submit a CAP60 demographic and Goal 4A and B report with the monthly expenditure report..

(14) To provide information describing how the Board will carry out these assurances. ['676(b)(13)] (How each assurance will be carried out or implemented).

I hereby certify that the (Tripartite Board or Agency name) Personal Frontier's Inc. will comply with all the provisions listed above as items one (1) through fourteen (14).

Donna Morgan – Executive Director
Printed Name & Title

Donna Morgan

Signature

05/04/2021

Date

COMMUNITY SERVICES BLOCK GRANT SERVICE PROVIDER CERTIFICATIONS

Public Law 103-227, Part C, Environmental Tobacco Smoke Certification

P.L. 103-227, also known as the Pro-Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by the federal programs either directly or through states, or local government by federal grant, contract, loan or loan guarantee.

By signing and submitting this assurance the grantee certifies that it will comply with the requirement of the Act. The grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for children's services and that all sub-grantees shall certify accordingly.

Donna Morgan
Typed or Printed Name

Executive Director
Title

Donna Morgan
Signature

05/04/2021
Date

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 pint 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.

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 ten 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).

(1) 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)

310 S. Miller Ave. STE G. Gillette, WY 82716

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

Signature Donna Morgan Date 05/04/2021

Title Executive Director

Organization Personal Frontier's Inc.

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 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 sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed 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, of 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 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 failure.

Donna Morgan
Signature

Personal Frontier's Inc.
Organization

Executive Director
Title

05/04/2021
Date

Certifications 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 from covered transactions by any federal department or agency;

   (b) have not, within a 3-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 public transaction; violation of federal or state antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false

statements, or receiving stolen property;

(c) are not presently indicted 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 3-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.

Grant No. FFY 2022 Community Services Block Grant

Donna Morgan
Typed or Printed Name

Executive Director
Title

Donna Morgan
Signature

05/04/2021
Date

This compiled report is due from the Tripartite Board on or before the 10th day of the month for the preceding month

Community Services Program 122 W 25th St., Herschler East, Suite 102E Cheyenne, WY 82002
Telephone: (307) 777-8940
Tripartite Board Name: CSBD
Contact Person: Donna Morgan
Grant Period: 10/1/21-9/30/22

COST CATEGORY	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YEAR-TO-DATE EXPENSES	% EXPENDED
PERSONNEL SERVICES:															
Salaries & Wages														$ -	
Employer Paid Benefits														$ -	
SUPPORTIVE SERVICES:															
Communications:															
Telephone														$ -	
Postage														$ -	
Travel In-State														$ -	
Travel Out-of-State														$ -	
Training/Conferences/Staff Develop.														$ -	
Supplies:															
Consumables														$ -	
Commercial Printing														$ -	
Publications														$ -	
Equipment Purchases														$ -	
Real Property Rental														$ -	
Equipment Rental														$ -	
GRANTS-IN-AID:	$ 31,000.00	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.26	$ 31,000.00	
CONTRACTUAL														$ -	
DISCRETIONARY														$ -	
SUB-TOTAL	$ 31,000.00	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.26	$ 31,000.00	
OTHER COSTS:															
a. Indirect														$ -	
b.														$ -	
c.														$ -	
GRAND TOTAL Expenditures	$ 31,000.00	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.34	$ 2,583.26	$ 31,000.00	100%
STATE CSBG PAYMENTS (month of service)														$ -	

Notes:

Reimbursement Amount	$ -

Agency Name:	Personal Frontier's Inc.

Service	# Unduplicated Clients Receiving the Service	NPIs	Family, Agency, or Community Level Goal	# Unduplicated Clients Achiveing Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement
SRV 5s Substance Abuse Screenings	50	FNPI 5b The number of individuals who demonstrated Improved physical health and well-being	Family	35	Completed ASI's	7 Days
SRV 5t Substance Abuse Counseling	25	FNPI 5b The number of individuals who demonstrated Improved physical health and well-being	Family	20	Group sign in sheets, client surveys, case management completed.	120 days
SRV Ii Coaching	10	FMPI 5i.2 Adults the number of individuals with no recidivating event for six months	Family	8	Client survey and case management, follow-up 60, 90, and 1 year	60 days to 1 year

WYCSP | Wyoming Community Services Program

Community Services Block Grant (CSBG)
FY2021 Sub-Grantee Application for Funds

Due: COB Monday, May 24, 2021

Program Information			
Sub-Grantee:	Youth Emergency Services, Inc.	**Projected Allocation Amount:**	$25,957
Federal Tax ID:	83-0230126	**DUNS #:**	106582992

The CSP will not consider incomplete applications, including missing attachments or other requested documentation, for award of funds. Applications turned in for final submission must include all needed information by close of business May 24, 2021. All required attachments can be found on the CSP website, at:
https://health.wyo.gov/publichealth/rural/wyoming-community-services-program/

Checklist of Required Attachments		
☒	Budget	Section 3.B
☒	Mapping Worksheet	Section 4.C
☒	Assurances	CSBG Act

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

1. GENERAL INFORMATION

A. Point of Contact

Name:	Tatyana Walker	**Title:**	Development Director
Mailing Address:	905 North Gurley Ave.	**Phone:**	307.686.0669
City/Zip:	Gillette, WY 82716	**Email:**	twalker@yeshouse.org

2. PROGRAMMATIC INFORMATION

A. Mission Statement

Please list your agency's Mission Statement below.
Empowering youth and families to achieve lifelong success

B. Services Provided

Please provide a narrative of the services being provided through the use of CSBG funds and other partners, and the expected outcomes of such.

Service: Health and Social/Behavioral Development

Youth Emergency Services, Inc. staff work closely with partners such as Department of Family Services, Juvenile Probation, Campbell County Extension Office, Public Library in providing a range of CSBG services and support to low-income youth and their families to complement their own efforts to achieve their potential. Partners assist with referrals, provide opportunities for service-learning projects, educational presentations and more.

The Day Treatment program operates from 8am to 7pm Monday through Friday year-round. Youth receive individual and group counseling, participate in substance abuse/mental health groups and in social skills building sessions. Education is provided on anger management, addictions, parent/child relations, peer relations, criminal thinking errors, character development, educational skills and building self-esteem. The family, as a whole, receives family counseling.

A broad range of services are offered to youth and their families in addition to the Core Treatment Services: 1). parent education through the Y.E.S House's Nurturing Parent classes (a 12-week evidence-based program for parents and youth); 2). Healthy eating and nutrition education through the Y.E.S. House resources and the Campbell County Extension Office; 3). Social skills such as setting goals, pursuing hobbies without the use of drugs and alcohol, dealing with adversity, conflict -resolution, self-respect, and values. 5). Mentoring services – matching at-risk youth with positive adult role-models. 6). Wyoming Personal Responsibility Education Program – an evidence-based 8-10 session pregnancy prevention program. 7). Linkage of parents to various community resources based on the needs of the families. 8). Artistic and cultural enrichment opportunities are offered

through the 5-month Dance Outreach residency that introduces youth to various dance styles: jazz, ballet, tap, ethnic and modern dance. 9). Aftercare is provided for an additional 12 months after the youth's graduation from the program. This programming ensures that the youth and their family continue to maintain a positive and constructive lifestyle and receive services that help youth with addressing their mental health and/or substance abuse issues.

Day Treatment will make an impact on poverty and transition families out of poverty by engaging youth ages 7-17 with mental health and/or substance abuse issues in intensive outpatient services. On any given year, seventy percent (70%) of families that the program works with are low-income. Parents struggle to keep well-paid jobs due to high stress and crisis in their homes. When families have a child with serious mental health and/or substance abuse issues it puts the whole household in the turmoil. Therefore, Day Treatment is sat up for youth to receive intensive outpatient services 5 days a week in order for families to start gaining stability, well-being and pursue higher paying jobs.

Outcomes:
1). 23 youth out of 27 (or 85%) enrolled will improve their mental and behavioral health and well-being and this will contribute to their stability and economic security.

3. BUDGET

A. Budget Summary Table

Revenue Provide the projected annual allocation given to you by the Wyoming CSP/Grantee	
TOTAL	$25,957
Expenses List budget category subtotals from your detailed budget. Total must match projected allocation	
Sub-Grantees (grants)	$25,957
Direct Costs (administrative)	$0
Indirect Costs (if applicable)	$0
TOTAL	$25,957

B. Budget

Please complete a budget for your agency, and attach as a part of your Grantee's application.

C. Salaries and Wages Detail

Only complete if you are using CSBG funds to pay a portion or all of employees' salaries and wages.

Title/Position	Annual Salary	# of Months	Time Spent on CSBG (%)	CSBG Share (FTE)
Day Treatment Case Manager	$29,120	12	30%	8,700
Therapist	$45,000	12	31%	13,900
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

4. DATA REPORTING

A. Federal Objectives

Select one or more federal objectives, as listed in Information Memorandum #152, to be addressed through service provision.

☐	**Employment**
☐	**Education and Cognitive Development**
☐	**Income, Infrastructure, and Asset Building**
☐	**Housing**
☒	**Health and Social/Behavioral Development (include Nutrition)**
☐	**Civic Engagement and Community Involvement**
☐	**Services Supporting Multiple Domains**
☐	**Linkages (e.g. partnerships that support these domains)**
☐	**Agency Capacity Building**
☐	**Other (e.g. emergency management/disaster relief)**

B. National Goals

Select one or more National Goals to be addressed through service provision.

☒	**Goal 1: Individuals and families with low-incomes are stable and achieve economic security.**
☐	**Goal 2: Communities where people with low-incomes live are healthy and offer economic opportunity.**
☐	**Goal 3: People with low-incomes are engaged and active in building opportunities in communities.**

C. National Performance Indicators

Please complete a Mapping Worksheet for all services and outcomes, and attach as a part of your Grantee's application.

D. Community-Level Initiatives

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

If completing one or more community-level initiatives, please begin the Community Initiative Status Form (CISF). CISFs will be submitted to CSP at the end of each fiscal year, by October 10th each year, completed to the extent of the completion of a phase.

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

Official Board Action

Submission of this form indicates official action taken by the applicant's governing Board of Directors authorizing application for these funds.

☒I certify that CSBG funds will not be used for construction-related expenses.
☒I certify that CSBG funds will not be used for any type of political activity.
☒I certify that CSBG funds will be used in accordance to the OMB Uniform Guidance.

To the best of my knowledge and belief, statements and data in this application, including the attachments and other documentation, are true and correct and the submission of such has been duly authorized by the governing Board of Directors of the applicant/lead jurisdiction and other participating jurisdictions, if any.

Tom Robert
Signature, Board Chair/President/Contract Signatory

Tom Roberts
Printed Name, Board Chair/President/Contract Signatory

President
Title

4/30/21
Date

Community Services Block Grant Monthly Expenditure & Programmatic Detail Report

This compiled report is due from the Tripartite Board on or before the 10th day of the month for the preceding month

Community Services Program 6101 Yellowstone Rd. Suite 420, Cheyenne, WY 82009
Telephone: (307) 777-8940 FAX: (307) 777-3613
Tripartite Board Name: CARE Board, Youth Emergency Services, Inc.
Contact Person: Tatyana Walker
Grant Period: 10/1/21-9/30/22

COST CATEGORY	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YEAR-TO-DATE EXPENSES	% EXPENDED
PERSONNEL SERVICES:															
Salaries & Wages	$ 22,600.00													$ -	
Employer Paid Benefits	$ 6,540.00													$ -	
SUPPORTIVE SERVICES:															
Communications:															
Telephone														$ -	
Postage														$ -	
Travel In-State														$ -	
Travel Out-of-State														$ -	
Training/Conferences/Staff Develop.														$ -	
Supplies:															
Consumables	$ 860.00													$ -	
Commercial Printing														$ -	
Publications														$ -	
Equipment Purchases														$ -	
Real Property Rental														$ -	
Equipment Rental														$ -	
GRANTS-IN-AID:														$ -	
CONTRACTUAL														$ -	
SUB-TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
OTHER COSTS:															
a. Indirect														$ -	
b.														$ -	
c.														$ -	
GRAND TOTAL Expenditures	$ 30,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
STATE CSBG PAYMENTS (month of service)														$ -	

Reimbursement Amount	$ -

Agency Name:	Youth Emergency Services, Inc.

Service	# Unduplicated Clients Receiving the Service	NPIs	Family, Agency, or Community Level Goal	# Unduplicated Clients Achiveing Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement
SRV 5t Substance Abuse Counsel	10	NPI 5c (the number of individuals who demonstra	Family	8	case records, discharge status recorded in BestNotes electronic database	12/31/21 3 youth will complete the program and 2 will achieve successful outcomes; by 3/31/22 5 youth will be served and 4 will be successful; by 9/30/22 10 youth will be served and 8 will be successful in improving mental and behavioral health.
SRV 5v Mental Health Counselin	17	NPI 5c (the number of individuals who demonstra	Family	15	case records, discharge status recorded in BestNotes electronic database	12/31/21 4 youth will complete the program and 3 will achieve successful outcomes; by 3/31/22 8 youth will be served and 7 will be successful; by 9/30/22 17 youth will be served and 15 will be successful in improving mental and behavioral health.

COMMUNITY SERVICES BLOCK GRANT GRANTEE AND SUB-GRANTEE ASSURANCES

The Community Services Block Grant grantee and service provider agrees to the following Community Services Block Grant (CSBG) Act assurances and other CSBG program requirements:

1. To use funds made available through the CSBG Act to support activities as described in section 676(b)(1) of the Act (Instructions, Section IV. Community Services Block Grant Act Assurance of Funds);

2. To 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 the low-income individuals;

3. To coordinate, and establish the linkages, between governmental and other social services programs to assure the effective delivery of services to low-income individuals and to avoid duplication of such services, and will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;

4. 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;

5. 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;

6. To participate in the Results Oriented Management and Accountability System, or another performance measure system for which the Secretary facilitated development pursuant to section 678E(b) of the CSBG Act;

7. To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in section 678F(a) of the CSBG Act;

8. To ensure that programs assisted by community services block grant funds shall not be carried on in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity;

9. To ensure that no person shall, on the basis of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against

discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 et seq.), or title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12131 et seq.) shall also apply to any such program or activity;

10. To inform custodial parents in single-parent families that participate in agency programs, activities, or services, about the availability of child support services, and refer eligible parents to the child support offices of State and local governments;

11. To comply with section 679 of the CSBG Act (Operational Rule)—concerning religious organizations;

12. To comply with section 676B of the CSBG Act (Tripartite Boards)—concerning governing board structure and governing board participation;

13. To comply with the requirements of the cost and accounting standards of the Office of Management and Budget (Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (2 CFR 200.500);

14. To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan, or loan guarantee; and

15. To comply with the requirements of CSBG, Information Memorandum Transmittal No. 138, State Establishment of Organizational Standards for CSBG Eligible Entities under 678B of the CSBG Act.

CERTIFICATION STATEMENT

By signing and submitting this CSBG Community Action Plan and Application, the undersigned agrees to the CSBG Act assurances and other CSBG requirements, certifies that the information in this application is accurate, and understands that this application, once approved by the Wyoming Department of Health, Public Health Division, Community Services Program, shall serve as the agency's CSBG Community Action Plan and Application for FY 2021.

Executive Director Sherilyn England Date 4/30/21

Typed or Printed Name Sherilyn England

Board President/Chair Tom Roberts Date 4/30/21

Typed or Printed Name Tom Roberts

Pursuant to the Community Services Block Grant Act, Title VI, Subtitle B of the Omnibus Budget Reconciliation Act of 1981 (P.L. 97-35); Human Services Amendments of 1994, P.O. 103-252; the FFY 1996 CSBG Appropriation Legislation (P.L. 104-134); C.F.R. Title 45, Part 96; Coats Human Services Reauthorization Act of 1998 (P.L. 105-285), and the U.S. Department of Health and Human Services Block Grant Regulations; and as part of the annual application required by Section 676 of the Community Services Block Grant Act, as amended (42 U.S.C. 9901 et. Seq.) (The Act); the governing board hereby agrees, to the extent applicable, to:

(1) Use the funds available through this grant or allotment:

(a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families to enable the families and individuals to:

(i) Remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a Board program carried out under part A of title IV of the Social Security Act);

(ii) Secure and retain meaningful employment;

(iii) Attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;

(iv) Make better use of available income;

(v) Obtain and maintain adequate housing and a suitable living environment;

(vi) Obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and

(vii) 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 document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

(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 programs for the establishment of violence-

free zones that would involve youth development and intervention models (such as models involving youth medication, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and

(c) To make more effective use of, and to coordinate with, other programs (including state welfare reform efforts). ['676(b)(1)]

(2) To describe how the Board intends to use discretionary funds made available in accordance with the Community Services Block Grant Program, including a description of how the Board will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant Program; ['676(b)(2)].

(3) To provide information provided by service providers in the Community, including:

(a) A description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families within the community.

(b) A description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;

(c) A description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and,

(d) A description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. ['676(b)(3)]

(4) To ensure that service providers in the Community 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. ['676(b)(4)]

(5) That the Board and the service providers in the Community will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and the Board and it's Community Services Block Grant service providers will coordinate the provision of employment and training activities in the communities with entities providing activities through state-wide and local workforce investment systems under the Workforce Investment Act of 1998; ['676(b)(5)]

(6) To ensure coordination between antipoverty programs in the community, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities. ['676(b)(6)]

(7) To permit and cooperate with federal investigations undertaken in accordance with section 678D of the Act. ['676(b)(7)]

(8) That the Board and service providers in the Community 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 Board, including religious organizations, charitable groups, and community organizations. ['676(b)(9)]

(9) That the Board will establish procedures under which a 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. ['676(b)(10)]

(10) That the Board will prepare, as a condition to receipt of funding a Community Action Plan (which shall be submitted to the Wyoming Community Services Programs) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; ['676(b)(11)]

(11) That the Board and all of its Community Services Block Grant service providers in the Community will, for FFY 2021, participate in the Results Oriented Management and Accountability System pursuant to Section 678E(b) of the Act ['676(b)(12)]

(12) That the Board will meet at least seventy-percent (70%) of the Community Services Block Grant Organizational Standards in FFY2020.

(13) That the Board and all of its Community Service Block Grant service providers will utilize the Community Services Program provided data system, CAP60, and submit a CAP60 demographic and Goal 4A and B report with the monthly expenditure report..

(14) To provide information describing how the Board will carry out these assurances. ['676(b)(13)] (How each assurance will be carried out or implemented).

I hereby certify that the (Tripartite Board or Agency name) Youth Emergency Services, Inc. will comply with all the provisions listed above as items one (1) through fourteen (14).

Sherilyn England, Executive Director
Printed Name & Title

Signature

4/30/21
Date

COMMUNITY SERVICES BLOCK GRANT SERVICE PROVIDER CERTIFICATIONS

Public Law 103-227, Part C, Environmental Tobacco Smoke Certification

P.L. 103-227, also known as the Pro-Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by the federal programs either directly or through states, or local government by federal grant, contract, loan or loan guarantee.

By signing and submitting this assurance the grantee certifies that it will comply with the requirement of the Act. The grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for children's services and that all sub-grantees shall certify accordingly.

Sherilyn England
Typed or Printed Name

Executive Director
Title

Signature

4/30/21
Date

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 pint 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.

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 ten 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).

(1) 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)

905 North Gurley Avenue, Gillette, WY 82716

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

Signature _____ Date 4/30/21

Title Executive Director

Organization Youth Emergency Services, Inc.

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 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 sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed 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, of 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 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 failure.

Signature

Youth Emergency Services, Inc.
Organization

Executive Director
Title

4/30/21
Date

Certifications 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 from covered transactions by any federal department or agency;

   (b) have not, within a 3-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 public transaction; violation of federal or state antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

   (c) are not presently indicted 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 3-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.

Grant No. FFY 2021 Community Services Block Grant

Sherilyn England
Typed or Printed Name

Executive Director
Title

Signature

4/30/21
Date

Campbell County
wyoming

SUBRECIPIENT RISK ASSESSMENT

Subrecipient: **Date of Assessment:** 4/30/2021

Funding Award Program Name: **Youth Emergency Services, Inc. Day Treatment Program**

A subaward is for the purpose of carrying out a portion of a federal or state award and creates a federal or state financial assistance relationship with a subrecipient. This risk assessment is a required tool that assembles and synthesizes grant related information to determine the level of potential liability that exists with subrecipients as indirect recipients of federal or state financial assistance. Under 2 Code of Federal Regulations (CFR), Subpart D §200.331(b) found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly referred to as the Uniform Guidance or UG), pass-through entities must evaluate the risk of each subrecipient for noncompliance with federal statutes, regulations, and terms and conditions of the subaward. This risk assessment will be used to determine the appropriate level of monitoring as described in the Uniform Guidance.

Question	Yes	No	Notes
1) Is the subrecipient presently debarred or suspended?		x	
2) Does the subrecipient have a conflict of interest policy?	x		
3) Does the subrecipient have an whistleblower policy?	x		
4) Does the subrecipient have an acceptable procurement policy?	x		
5) If required, has the subrecipient completed audit under A-133 or Uniform Guidance for the most recent fiscal year?	x		
6) If audit is not required, has the subrecipient had a financial review completed by an outside entity?			n/a
7) How many Federal Grants does your agency currently have? (Answer in notes section)			17
8) How many State Grants does your agency currently have? (Answer in notes section)			8

Directions for Item Section: Read each item and type a 1, 2 or 3 (choose one) in the corresponding column below. Provide further explanation if needed in light blue space below.

Item		Low (1)	Medium (2)	High (3)	Total	Notes
Subrecipient has experience with same or similar types of awards or with managing federal or state funds. 200.331 (b)(1)	**High** = Large grants that are very complex. **Medium** = Medium size grants. **Low** = Small grants that are not very complex.			3	3	
Performance of Single Audit, other external audit or financial review. 200.331(b)(2)	**High** = No annual audit, single audit or financial review performed for agency. **Medium** = Audit or financial review with one or more significant deficiency and/or material weakness. **Low** = Audit or financial review with no findings or audit not applicable to agency.	1			1	
Financial Report Review 200.331(b)(2)	**High** = No review of financials. **Medium** = Financial Report is presented and the board seems to understand the information but the report is not very readable. **Low** = Financial Report is presented at each board meeting, board members understand the information and can make good decisions.	1			1	
Results of most recent audit, Single Audit or financial review. (Provide a copy of audit/financial review) 200.331(b)(2)	**PROVIDE A COPY OF MOST RECENT AUDIT/FINANCIAL REVIEW.** **High** = Findings in the last audit or unresolved audit findings or exceptions from prior years. **Medium** = Findings that are non-material or significant internal control deficiencies. **Low** = No findings in the last audit. No unresolved audit findings or exceptions from prior years. No audit required.	1			1	
Has the subrecipient been monitored by a federal or state agency? 200.331(b)(4)	**High** = None within the last 23 months. **Medium** = Desk Review within the past 18 months. **Low** = Onsite financial monitoring within the past 12 months.	1			1	
Results of federal or state awarding agency monitoring. (Provide a copy of monitoring report) 200.331(b)(4)	**PROVIDE A COPY OF MOST RECENT MONITORING REPORT FOR EACH GRANT.** **High** = Many findings with internal control problems, fiscal monitoring and programmatic monitoring. **Medium** = 1 to 2 findings (financial or programmatic). **Low** = No findings.	1			1	
Expenditure Reimbursement Reports (bills) submitted timely. 200.331(d)(1)	**High** = Consistently late. **Medium** = Sometimes Late (3 or less). **Low** = Timely Submission.	1			1	
The subrecipient developed or implemented new or substantially changed systems (e.g. financial accounting systems). 200.331(b)(3)	**High** = The subrecipient has implemented or substantially changed information systems within the past two years **Medium** = The subrecipient has implemented or substantially changed information systems within the past five years **Low** = The subrecipient has not implemented or substantially changed information systems within the past six years	1			1	

The subrecipient had key personnel changes that could affect the performance of this grant 200.331(b)(3)	**High** = The program/project director or financial director are no longer with organization or reassigned to a different function within the organization. **Medium** = Program staff are no longer with organization or reassigned to a different funciton within the organization. **Low** = No changes in key management.	1			1	
			Item Score		11	

Notes:

Name of Risk Assessment Conductor:	Sherilyn England
Signature of Risk Assesssment Conductor:	Sherilyn England

Instructions

If YES to question 1 = consider alternatives to initiating agreement.
If NO to questions 2-5 = consider alternatives to inititaing agreement.
If Item score is 24 or higher = consider alternatives to initiating agreement.
If Item score is 23 to 15 = further periodic review is required.
If Item score is 14 = no action is required.

The following page(s) contain the backup material for Agenda Item: 9:55 District Support Grant, Central Campbell County I&S

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

Department of Public Works - Engineering Division

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

DISTRICT SUPPORT GRANT MEMORANDUM

SECTION 1 - General

FROM:	Clark Melinkovich, P.E., Public Works Senior Engineer CM
TO:	Board of County Commissioners
SUBJECT:	District Support Grant Application From: **Central Campbell County I&S**
DATE:	5/18/2021

Central Campbell County I&S has submitted a District Support Grant application in the amount of $2,676.64 for cleaning sewer mains

SECTION 2 - Grant Type and Priority **Priority 4, Water and Sewer**

SECTION 3 - Costs and Eligibility **Enlargement Eligible?** **Yes**

Total Number of District Lots:	454					
Total allowable grant over a 5-yr period:	454	lots	@	$1,500	$	250,000
Total amount of Grants approved over current 5-yr period:					$	82,281
Total amount not subject to $1500/lot limitation					$	14,375
Remaining Grant eligibility this current 5-yr period:					$	182,094
Current Fiscal Year Awards	$ 3,625					O.K.
Remaining Eligibility this Fiscal Year	$ 46,375	O.K.				

SECTION 4 - Compliance

Central Campbell County I&S District is compliant with the elections office per a 4/7/2021 memo

SECTION 5 - Analysis

Total Estimated Project Cost: $10,706.55

Priority 4, Water and Sewer (PR-4) 25% not funded by other grants, up to $50,000

%	Total	Grant	Item
100		0.00	
50		0.00	
33		0.00	
25	10,706.55	2,676.64	jetting sewer mains
Totals	$ 10,707	$ 2,677	

SECTION 6 -Quotes Received

	Company	Total	Notes:
1	Propipe Denver CO	$10,706.55	
2	Paintbrush Services	$19,313.78	
3			
4			

SECTION 7 - Recommendation

I recommend the Board approve the District Support Grant request from **Central Campbell County I&S** Improvement and Service District in an amount not to exceed $2,676.64 for cleaning sewer mains

Funding History	
5 year	$822,281
10 year	$208,734
Since Incept	$684,156

Approved? Y or N	$	Date Approved	

Campbell County

RECEIVED
APR - 1 2021

DISTRICT SUPPORT GRANT APPLICATION

District Name: Central Campbell County I&SD Requested Amount: ~~$3,301.67~~ #2676.64
Mailing Address: 6304 Irving Blvd Gillette WY 82718

Contact Person: Robert Meigs/Linda Gaudard

Day Time Phone: 307-686-1221

Application is requesting financial assistance to form a District? Yes_____ No_____

Applicant is requesting financial assistance for connection to regional water? Yes_____ No_____

Is the project anticipated to be complete in the next 18 months? Yes_____ No_____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
Jet main sewer lines to clean and diagnose potential problems in the Sleepy Hollow Subdivision

Total project cost (estimated) (itemize on separate sheet): ~~$13,206.66~~ #10,706.55

Projected start date: 06/23/2021 Projected completion date: 06/24/2021

Briefly describe why the project is needed: Sewer cleaning is a preventative measure to ensure proper flows through the sanitary sewer lines. Sewer cleaning also aids in diagnosing potential problems. This grant request covers one phases – Phase II of Sleepy Hollow Subdivision.

Governing Board members: Robert Meigs, Robert Zabel, Robert Day

Acreage (approximate) of district or proposed district: approximately 240 acres

Date of district formation (if applicable) 06/24/86

Number of lots: 454 residences, 1 school , 1 fire station, 2 parks

Population of District: The population reported in 2010 was 1,308.

Ratio of Developed and undeveloped land: 100% with 2 unimproved lots in Hunter Estates

Is area legally platted? Yes

District boundary map included? No

Is District Zoned? Yes If so, what is it zoned? Sleepy Hollow and Hunter are R-1 and The Meadows is A-L

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

FINANCIAL INFORMATION

Current Mill Levy for the Subdivision $ 135,000 (16.712

Current Assessed Valuation (County Assessor's Office) $ 8,077,797

Current Indebtedness $ 0

Current Income statement and balance sheet $ attached

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)
$55/month dues for Sleepy Hollow and Hunter Estates (sewer and water) – 440 lots and
$40/month for The Meadows (water) – 14 lots.

Will project generate user fees, charges, other revenues or income revenue?

Yes_____ No_____

List and describe other potential funding sources:

Other pending applications for funding:

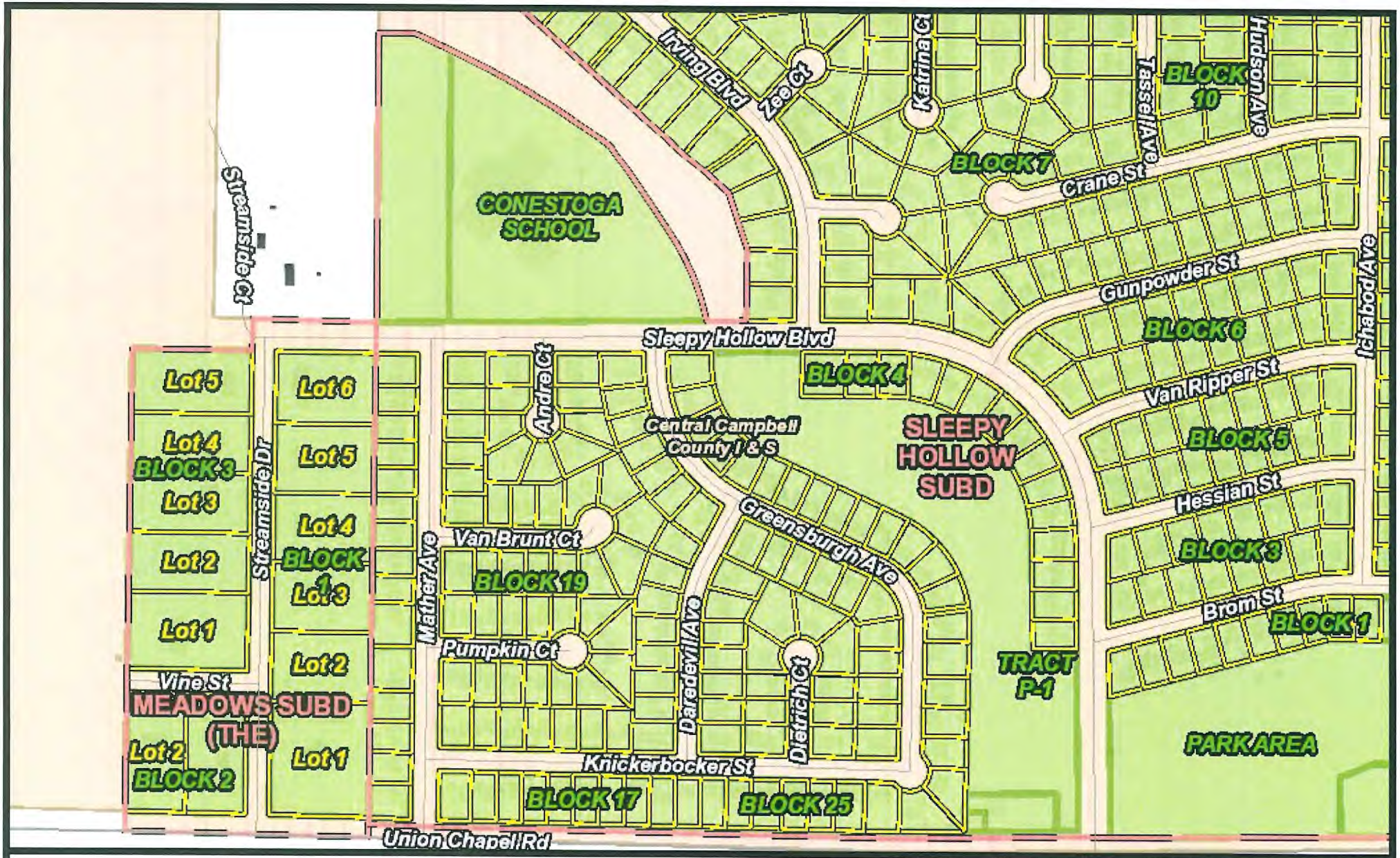
Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:

Respectfully submitted,

Title: PRESIDENT

Attest:

Secretary



Campbell County
wyoming

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CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

500 S. Gillette Ave. Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

Date: 4/29/2021
Time: 8:23:30 AM

FY 20-21 District Support Grant Master List

Meeting Date	District Name	Project Cost	Grant Award	Budget Remaining	Project Description
	Beginning Approved Budget			**$ 225,000.00**	
07/07/20	Rocky Point	$ 1,800.00	$ 594.00	**$ 224,406.00**	Road Maintenance
07/07/20	Overbrook	$ 8,075.00	$ 2,019.00	**$ 222,387.00**	Road Maintenance
07/07/20	Oriva Hills	$ 24,123.00	$ 6,031.00	**$ 216,356.00**	Road Maintenance
08/04/20	Rocky Point	$ 1,800.00	$ 594.00	**$ 215,762.00**	Road Maintenance
10/06/20	Pinnacle Heights	$ 6,600.00	$ 1,650.00	**$ 214,112.00**	Road Maintenance
01/05/21	Little Thunder	$ 1,487.50	$ 1,487.50	**$ 212,624.50**	District Formation
02/06/21	Freedom Hills	$ 330,000.00	$ 50,000.00	**$ 162,624.50**	Water Tank
03/03/21	Means, Carter & North Hannum	$ 12,119.10	$ 3,029.78	**$ 159,594.72**	Road Maintenance
03/03/21	American Road	$ 207,125.00	$ 50,000.00	**$ 109,594.72**	Water Tank
03/03/21	Wild Horse Creek	$ 37,929.00	$ 15,475.00	**$ 94,119.72**	Road Maintenance
04/06/21	Stonegate	$ 60,226.00	$ 15,056.50	**$ 79,063.22**	Road Maintenance
04/06/21	Prairieview Champion	$ 3,600.00	$ 1,800.00	**$ 77,263.22**	Road Maintenance
04/06/21	Pineview	$ 20,531.00	$ 5,132.66	**$ 72,130.56**	Water
04/06/21	Fox Ridge	$ 14,790.00	$ 3,697.50	**$ 68,433.06**	Road Maintenance
04/06/21	Box N Ranch Rd	$ 9,643.00	$ 2,410.75	**$ 66,022.31**	Road Maintenance
04/06/21	Bennor Estates	$ 9,003.00	$ 2,250.75	**$ 63,771.56**	Road Maintenance
05/04/21	Central Campbell County	$ 7,250.00	$ 3,625.00	**$ 60,146.56**	Road Maintenance
05/04/21	Overbrook	$ 10,576.00	$ 2,644.00	**$ 57,502.56**	Road Maintenance
05/04/21	Rocky Point	$ 1,748.00	$ 576.84	**$ 56,925.72**	Road Maintenance
	Total FY20-21 Awards	**$ 768,425.60**	**$ 168,074.28**	21.87%	
	Budget Remaining		**$ 56,925.72**	25%	Budget Remaining

Breakdown of FY20-21 District Support Grant Awards		
Grant Type	**Total**	**Percentage**
Meters/water	$ 105,132.66	62.6%
Road Maintenance	$ 61,454.12	36.6%
Street Sweeping	$ -	0.0%
Sewer Jetting	$ -	0.0%
Engineering/grant requests	$ -	0.0%
District Formation	$ 1,487.50	0.9%
Total	$ 168,074.28	100.0%

Central Campbell County Improvement & Service District
020.7085.20

Date	Transaction	Awards	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Priority 6 25%	Priority 6 33%	Priority 6 50%	Priority 7	Priority 8	Disbursement	Balance
11/07/87	PIF Assistance DSG-1A-sewer	$50,000.00												$50,000.00
06/16/88	Pymt												$50,000.00	$0.00
09/06/88	PIF Assistance DSG-1B-sewer	$50,000.00												$50,000.00
05/10/88	Waterline Oversizing DSG-1C-water line ove	$6,011.88												$56,011.88
	Pymt												$6,011.88	$50,000.00
03/24/89	Pymt												$50,000.00	$0.00
05/04/93	FLB Appl PMS DSG-1D- flb application	$4,950.00												$4,950.00
	1993 to 1994													$4,950.00
10/04/94	25% of PMS Program DSG-1E	$1,250.00												$6,200.00
02/21/95	Well Controls & Chlorine Detect DSG-1F	$8,467.63												$14,667.63
05/15/95	Pymt GDR#1 (Bal=$6,325.27) DSG-1F												$2,151.36	$12,516.27
08/15/95	Year 1 paving project DSG-1C.1-	$40,000.00												$52,516.27
02/29/96	Pymt GDR#1 (Bal=$38,850.16) DSG-1G												$1,149.84	$51,366.43
11/21/95	PMS yr2 DSG-1H	$41,755.00												$93,121.43
09/16/96	Pymt GDR#2 (Bal=$64,026.86) DSG-1EGH												$17,828.30	$75,293.13
09/16/96	Pymt GDR#3 (Bal=$9,549.84) DSG-1EGH												$54,477.03	$20,816.10
08/20/96	PMS yr3 DSG-1I	$39,950.00												$60,766.10
12/17/96	Pymt GDR#4 (Bal=$0) DSG-1EGH												$9,546.35	$51,219.75
09/08/97	Pymt GDR#1 (Bal=$5,609.69) DSG-1I												$34,340.31	$16,879.44
11/18/97	PMS yr4 DSG-1J	$40,200.00												$57,079.44
01/21/98	Pymt GDR#2 (Bal=$0) DSG-1I												$5,609.69	$51,469.75
01/21/98	Pymt GDR#1 (Bal=$4,783.29) DSG-1D												$166.71	$51,303.04
06/02/98	Drainage Work DSG-1K	$6,435.00												$57,738.04
08/13/98	Pymt GDR#3 DSG-1I												$3,405.73	$54,332.31
08/20/98	Pymt DSG-1I&J												$12,384.44	$41,947.87
09/21/98	Pymt DSG-1J												$22,433.06	$19,514.81
10/21/98	Pymt DSG-1K												$465.00	$19,049.81
10/21/98	Pymt DSG-1J												$636.37	$18,413.44
11/03/98	PMS yr5 DSG-1L	$45,500.00												$63,913.44
11/18/98	Pymt (Bal=$3,369.90) DSG-1K												$2,600.10	$61,313.34
02/08/99	Pymt (Bal=$34,796.82) DSG-1J												$1,330.35	$59,982.99
06/23/99	Pymt GDR#1 (Bal=$44,494.25) DSG-1L												$1,005.75	$58,977.24
08/30/99	Pymt GDR#2 (Bal=$42,520.04) DSG-1L												$1,974.21	$57,003.03
09/30/99	Pymt GDR#3 (Bal=$37,713.03) DSG-1L												$4,807.01	$52,196.02
09/20/99	Return to Account (Drain Work) DSG-1K													$52,196.02
10/06/99	Pymt GDR#4 DSG-1L												$35,868.83	$16,327.19
	Returned to County Account												$12,957.29	$0.00
11/04/03	DSG - 02-2003 Lower Tank Rehab	$25,000.00												$25,000.00
12/08/03	Req 1 - DSG 02-2003												$2,092.27	$22,907.73
01/13/04	Req 2 - DSG 02-2003												$5,996.87	$16,910.86
03/11/04	Req 3 - DSG 02-2003												$5,473.00	$11,437.86
03/11/04	Req 4 - DSG 02-2003												$3,543.80	$7,894.06
04/19/04	Req 5 - DSG 02-2003												$2,370.80	$5,523.26
06/14/04	Req 6 - DSG 02-2003												$1,985.07	$3,538.19
07/21/04	Req 7 - DSG 02-2003												$3,538.19	$0.00
03/02/04	**DSG 05-A** Well #6 & Trans Line	$50,000.00												$50,000.00
06/30/04	Req 1												$47,738.19	$2,261.81
08/24/04	Req 2 - Final Grant Closed												$2,261.81	$0.00
01/17/06	DSG 05-B Transmission Line Well #6	$50,000.00												$50,000.00
7/26/2006	Req 1 - DSG 05-A Grant Closed												$50,000.00	$0.00
09/01/09	DSG 05-C Street Repairs	$25,000.00												$25,000.00
10/22/10	Req #1												$19,331.83	$5,668.17
09/01/09	DSG 05-D Install Water Distribution Line	$25,000.00												$25,000.00

Central Campbell County Improvement & Service District

Date	Transaction	Awards	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Priority 6 25%	Priority 6 33%	Priority 6 50%	Priority 7	Priority 8	Disbursement	Balance
10/22/10	Req #1 and final												$25,000.00	$0.00
12/20/11	**DSG 2011-01 Replace Pump Well #6**	**$19,027.00**				19,027.00								19,027.00
02/13/12	Req #1 and final												16,762.50	**2,264.50**
04/02/13	**DSG 2012.19 Curb Boxes & Rods**	**6,500.00**				6,500.00								6,500.00
05/29/13	Pay req 1 and final												6,500.00	**0.00**
04/02/13	**DSG 2012.20 Water meters & transmitters**	**3,890.00**				3,890.00								3,890.00
06/25/13	Req 1-final												3,890.00	**0.00**
10/01/13	**DSG 2013.07 Drainage Improvements**	**4,289.00**					4,289.00							4,289.00
06/24/14	pay req 1-final												4,289.00	**0.00**
10/01/13	**DSG 2013.08 Streets/curbs/sidewalks**	**7,627.00**					7,627.00							7,627.00
12/17/13	pay req 1-final												7,131.25	**495.75**
11/05/13	**DSG 2013.09 Curb boxes/Rods**	**14,975.00**				14,975.00								14,975.00
11/26/13	pay req 1												2,220.00	12,755.00
06/24/14	pay req 2-final												12,755.00	**0.00**
11/05/13	**DSG 2013.10 Water meters/Radio transmi**	**7,475.00**				7,475.00								7,475.00
11/26/13	Pay req 1												4,686.70	2,788.30
03/25/14	Pay req 2-final												2,788.30	**0.00**
05/06/14	DSG 2013.20 Streets/Curbs/Sidewalks	11,971.00					11,971.00							11,971.00
06/24/14	Pay req 1												3,735.50	8,235.50
07/21/14	Pay req 2-final												8,235.50	**0.00**
12/16/14	**DSG 2014.12**	9356				9,356.00								9356
01/27/15	Pay req 1												7,650.00	1,706.00
04/01/15	pay req 2-final												1,706.00	**0.00**
12/16/14	**DSG 2014.13 100 Curb boxes and rods**	**16,473.00**				16,473.00								16,473.00
01/27/15	Pay req 1												1,705.94	14,767.06
06/30/15	pay req 2-final												14,766.57	**0.49**
04/21/15	**DSG 2014.20 Street Sweeping**	**2,875.00**										2,875.00		2,875.00
05/27/15	pay req 1-final												2,875.00	**0.00**
09/15/15	**DSG 2015.12-Crack Sealing/Curb/Sidewal**	**6,250.00**					6,250.00							6,250.00
06/20/16	pay req 1-final												6,250.00	**0.00**
09/15/15	**DSG 2015.13- Jetting Sewer Lines**	**650.00**				650.00								650.00
01/26/16	Pay req 1-Final												550.00	**100.00**
11/17/15	**DSG 2015.18- water meters/radio read tra**	**13,570.00**				13,570.00								13,570.00
12/29/15	Pay req 1												9,470.57	4,099.43
06/20/16	pay req 2-final												4,099.43	**0.00**
12/15/15	**DSG 2015.19-50 curb boxes/rods**	**8,475.00**				8,475.00								8,475.00
03/29/16	Pay Req 1-Final												8,165.00	**310.00**
04/19/16	**DSG 2015.32 Street Sweeping**	**2,875.00**										2,875.00		2,875.00
05/31/16	Pay req 1-Final												2,875.00	**0.00**
02/21/17	**DSG 2016.12 105 Curb boxes & rods**	**14,118.00**				14,118.00								14,118.00
06/15/17	Pay req 1-final												14,118.00	**0.00**
04/18/17	**DSG 2016.17 Street Sweeping**	**2,875.00**										2,875.00		2,875.00
05/30/17	Pay req 1-final												2,875.00	**0.00**
10/17/17	**DSG 2017.05-Jetting sewer lines**	**1,080.00**				1,080.00								1,080.00
11/29/17	Pay req 1												495.00	585.00
06/25/19	Pay req 2-final												585.00	**0.00**
02/20/18	**DSG 2017.11-Curb stops,boxes & rods**	**10,655.00**				10,655.00								10,655.00
08/02/18	Pay Req 1-final												9,264.93	**1,390.07**
04/17/18	**DSG 2017.14 Street Sweeping**	**2,875.00**										2,875.00		2,875.00
05/29/18	Pay Req 1-final												2,875.00	**0.00**
12/18/18	**DSG 2018.10-GIS Survey of Water System**	**3,880.00**				3,880.00								3,880.00
06/25/19	pay req 1-final												3,642.16	**237.84**
04/16/19	**DSG 2018.17 Street Sweeping**	**2,875.00**										2,875.00		2,875.00
05/28/19	Pay req 1-final												2,875.00	**0.00**

12/17/19	**DSG 2019.02-Emergency Well #6**	**34,098.00**				34,098.00								34,098.00
12/30/19	pay req 1-final												34,098.00	**0.00**
04/07/20	**DSG 2019.06 - Jetting Sewer Lines**	**4,075.00**				4,075.00								**4,075.00**
08/25/20	PayReq 1 - Final												3,936.25	**138.75**
04/07/20	**DSG 2019.07 Street Sweeping**	**2,875.00**										2,875.00		**2,875.00**
	Pay Req 1 - final												2,875.00	**0.00**

5 yr total	$82,281	$0	$0	$0	$67,906	$6,250	$0	$0	$0	$0	$14,375	$80,514	
10 yr total	$208,734												
1987 to date total	$684,156												

Lots

454

Eligible	$250,000
Awards	$82,281
Disbursments	$80,514
Subject to 1500.	$74,156
Not subject to 1500.	$14,375
Remaining current 5-yr period	$182,094

not subject to $1500/lot limitation

Campbell County
CENTENNIAL
1911 100 2011
YEARS

Office of
COUNTY CLERK

500 S. Gillette Avenue, Suite 1600 · P.O. Box 3010 · Gillette, WY 82717
Phone: 307.682.7285 · Fax 307.687.6455

April 7, 2021

To: Linda Gaudard
RE: Central Campbell County Improvement & Service District

The requirements below have been met by the Central Campbell County Improvement and Service District. Having met the requirements, Central Campbell County Improvement and Service District is currently in compliance with the Campbell County Elections Office.

Notice of Board – 04/29/2020

Proposed Budget – 05/28/2020

Final Budget – 07/14/2020

Public Records – 04/07/21

Map - YES

Department of Audit - YES

Department of Revenue - YES

Sincerely,

Kendra Anderson

Kendra Anderson
Deputy County Clerk

Proposal

Colorado Branch

Quote # CO: 40221

Pro-Pipe, Inc.
6425 Washington Rd., Suite 11
Denver, CO 80229
Isaac Camarillo 909-568-7070
isaac.camarillo@pro-pipe.com | pro-pipe.com

PROPOSAL SUBMITTED TO:	DATE	PHONE
SHHOA/CCCI&SD	4/2/2021	
STREET (Business address)	JOB / PROJECT NAME: Sleepy Hollow Subdivision	
CITY, STATE AND ZIP CODE	JOB LOCATION: Campbell County, WY	
CONTACT NAME: Linda Gaudard shhoa@qwestoffice.net	NON-PREVAILING WAGE QUOTE	

ITEM	DESCRIPTION	QTY	UNIT	PRICE	TOTAL
	Phase III	-			
1	Clean 8" Sewer - Irving Blvd	1,385	LF	$1.02	$1,412.82
2	Clean 8" Sewer - Tappan Ct	197	LF	$1.02	$201.23
3	Clean 8" Sewer - Zee Ct	186	LF	$1.02	$189.67
4	Clean 8" Sewer - Tarry Street	1,269	LF	$1.02	$1,294.35
5	Clean 8" Sewer - Katrina Ave	1,225	LF	$1.02	$1,249.83
6	Clean 8" Sewer - Hendrich Ct	308	LF	$1.02	$313.93
7	Clean 8" Sewer - Tassel Ave	1,406	LF	$1.02	$1,434.35
8	Clean 8" Sewer - Hudson	658	LF	$1.02	$671.64
9	Clean 8" Sewer - Crane	1,063	LF	$1.02	$1,084.26
10	Clean 8" Sewer - Penny Lane	560	LF	$1.02	$571.20
11	Clean 8" Sewer - Raven Street	1,767	LF	$1.02	$1,801.84
12	Clean 8" Sewer - Ichabod Ave	472	LF	$1.02	$481.44

GRAND TOTAL: **$10,706.55**

EXCLUSIONS (any qualifications to exclusions are in parenthesis)

1	Flow Diversion, Bypass Pumping and Operating Pump Stations
2	Excavation of any kind
3	Permits, Licenses and Performance Bonds
4	Access (Owner shall provide adequate access)
5	Mechanical Cleaning
6	Major Traffic Control
7	Disposal (Owner shall provide local disposal site and cover associated fees)
8	Water (Owner shall provide mobile means of providing water, such as mobile meter or fire hydrant hookup)

WE PROPOSE hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of:

Payment terms:
30 Days of Invoice

Dollars: **$10,706.55**

This proposal shall be incorporated into the service contract when Pro Pipe is listed as a subcontractor.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Maximum allowable interest charge on overdue invoices. Professional Pipe Services will provide certificate of insurance upon request.

Authorized Signature:

This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL :
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Requests for additional service s beyond the above outlined scope will be submitted by written change order and payment thereof made accordingly.

Date

Customer Signature

Print name/Title

Slattery Enterprises, Inc.
dba
Paintbrush Services

24 Expedition Dr.
P.O. Box 4368
Gillette, WY 82717
(307) 682-3913 Office

April 21, 2021

Central Campbell County Improvement & Service Dist.
6304 Irving Blvd.
Gillette, WY 82718

RE: Sleepy Hollow Subdivision Bid

Paintbrush Services submits the following big to only jet sewer lines as indicated on the enclosed sheet. Any questions, please let us know.

Sincerely,

Mark Bruce
Operations Manager

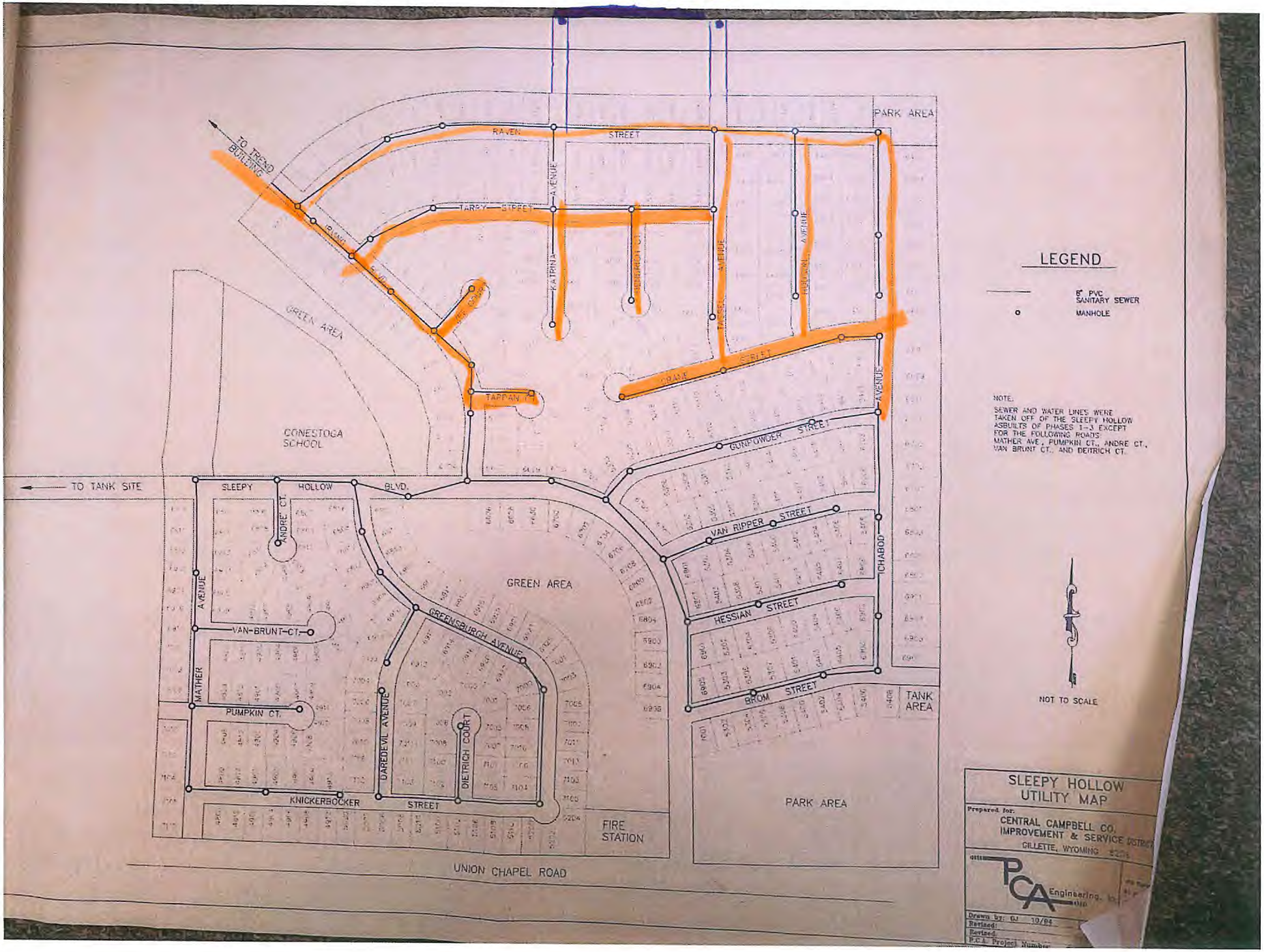
BID FORM

The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER to perform and furnish all Work as indicated for the Bid Price and within the Bid Times indicated in this Bid.

Location	Estimated Quantity	Unit	Description	Unit Price	Amount
PHASE III					
Irving Blvd	1385.12	Lin Ft	Clean 8" Sewer	$1.84	$ 2,548.62
Tappan Ct	197.28	Lin Ft	Clean 8" Sewer	$ 1.84	$ 363.00
Zee Ct	185.95	Lin Ft	Clean 8" Sewer	$ 1.84	$ 342.15
Tarry Street	1268.97	Lin Ft	Clean 8" Sewer	$ 1.84	$ 2,334.90
Katrina Ave.	1225.32	Lin Ft	Clean 8" Sewer	$ 1.84	$ 2,254.59
Hendrich Ct.	307.77	Lin Ft	Clean 8" Sewer	$ 1.84	$ 566.30
Tassel Ave.	1406.23	Lin Ft	Clean 8" Sewer	$ 1.84	$ 2,587.46
Hudson	658.47	Lin Ft	Clean 8" Sewer	$ 1.84	$ 1,211.58
Crane	1063	Lin Ft	Clean 8" Sewer	$ 1.84	$ 1,955.92
Penny Lane	560	Lin Ft	Clean 8" Sewer	$ 1.84	$ 1,030.40
Raven Street	1766.51	Lin Ft	Clean 8" Sewer	$ 1.84	$ 3,250.38
Ichabod Ave	472.00	Lin Ft	Clean 8" Sewer	$ 1.84	$ $868.48
Estimated TOTAL AMOUNT				$	$ 19,313.78

The quantities above are estimates and the Contractor shall be paid based on actual Lin. Ft. as measured during cleaning.

Penny Lane


TO TREND BUILDING
RAVEN STREET
TARPY STREET
PARK AREA
PATRINA AVENUE
SUSQUEHANNA CT.
TARPEY AVENUE
HUDSON AVENUE
CRANE STREET
TAPPAN PL.
GREEN AREA
CONESTOGA SCHOOL
GUNPOWDER STREET
VAN RIPPER STREET
CHABOD AVENUE
HESSIAN STREET
BROM STREET
TANK AREA
TO TANK SITE
SLEEPY HOLLOW BLVD.
ANDRE CT.
MATHER AVENUE
VAN-BRUNT-CT.
PUMPKIN CT.
GREENSBURGH AVENUE
DAREDEVIL AVENUE
DIETRICH COURT
KNICKERBOCKER STREET
FIRE STATION
PARK AREA
UNION CHAPEL ROAD
LEGEND
8" PVC SANITARY SEWER
MANHOLE
NOTE.
SEWER AND WATER LINES WERE TAKEN OFF OF THE SLEEPY HOLLOW ASBUILTS OF PHASES 1-3 EXCEPT FOR THE FOLLOWING ROADS: MATHER AVE., PUMPKIN CT., ANDRE CT., VAN BRUNT CT., AND DEITRICH CT.
NOT TO SCALE
SLEEPY HOLLOW UTILITY MAP
Prepared for:
CENTRAL CAMPBELL CO. IMPROVEMENT & SERVICE DISTRICT
GILLETTE, WYOMING
PCA Engineering, Inc.
Drawn by: GJ 10/04
Revised:
Revised:
P.C.A. Project Number:

BID FORM

The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER to perform and furnish all Work as indicated for the Bid Price and within the Bid Times indicated in this Bid.

Location	Estimated Quantity	Unit	Description	Unit Price	Amount
PHASE III				estimated	
Irving Blvd	1385.12	Lin Ft	Clean 8" Sewer	$ 1.20	$
Tappan Ct	197.28	Lin Ft	Clean 8" Sewer	$	$
Zee Ct	185.95	Lin Ft	Clean 8" Sewer	$	$
Tarry Street	1268.97	Lin Ft	Clean 8" Sewer	$	$
Katrina Ave.	1225.32	Lin Ft	Clean 8" Sewer	$	$
Hendrich Ct.	307.77	Lin Ft	Clean 8" Sewer	$	$
Tassel Ave.	1406.23	Lin Ft	Clean 8" Sewer	$	$
Hudson	658.47	Lin Ft	Clean 8" Sewer	$	$
Crane	1063	Lin Ft	Clean 8" Sewer	$	$
Penny Lane	560	Lin Ft	Clean 8" Sewer	$	$
Sleepy Hollow Blvd	980.93	Lin Ft	Clean 8" Sewer	$	$
Raven Street	1766.51	Lin Ft	Clean 8" Sewer	$	$
TOTAL BID AMOUNT estimated.				$	$ 13,206.66

The quantities above are estimates and the Contractor shall be paid based on actual Lin. Ft. as measured during cleaning.

CENTRAL CAMPBELL COUNTY IMPROVEMENT & SERVICE DISTRICT
Balance Sheet
As of March 30, 2021

		Mar 30, 21
ASSETS		
Current Assets		
Checking/Savings		
Security State Bank Checking		5,445.82
Security State Bank Money Marke		189,003.78
WYO-STAR		333,600.08
Total Checking/Savings		528,049.68
Accounts Receivable		
Accounts Rec. Storage Fees		9,556.56
Total Accounts Receivable		9,556.56
Total Current Assets		537,606.24
Fixed Assets		
Asset Costs		
Building	159,912.58	
Equipment	98,153.51	
Land & Improvements		
Pavement Project	794,205.50	
Regular land & improvement	175,941.47	
Land & Improvements - Other	682,317.22	
Total Land & Improvements	1,652,464.19	
Meters, lines & tanks	3,255,323.11	
Waste water plant & taps	483,034.75	
Total Asset Costs		5,648,888.14
Total accumulated depreciation		-3,403,030.01
Total Fixed Assets		2,245,858.13
TOTAL ASSETS		**2,783,464.37**
LIABILITIES & EQUITY		
Liabilities		
Long Term Liabilities		
Deferred Revenue - Prepaid Rent		60,750.00
Total Long Term Liabilities		60,750.00
Total Liabilities		60,750.00
Equity		
Retained Earnings		2,600,469.94
Net Income		122,244.43
Total Equity		2,722,714.37
TOTAL LIABILITIES & EQUITY		**2,783,464.37**

CENTRAL CAMPBELL COUNTY IMPROVEMENT & SERVICE DISTRICT
Profit & Loss
July 1, 2020 through March 30, 2021

	Jul 1, '20 - Mar 30, 21
Ordinary Income/Expense	
Income	
County Grant	6,811.25
Misc Income	
Sewer Tap Fee	2,000.00
Water Tap Fee	3,000.00
Misc Income - Other	2,318.29
Total Misc Income	7,318.29
Sewer Revenue	85,050.00
Storage Revenue	28,560.00
Tax revenue	81,607.64
Tower rent	12,450.00
Total Income	221,797.18
Gross Profit	221,797.18
Expense	
Administration Expenses	
Accounting	4,275.00
Advertising	295.88
Building Management	
Misc. Storage Management	484.05
Total Building Management	484.05
Building Taxes	1,542.93
Misc Admin Expense	160.98
Total Administration Expenses	6,758.84
Capital Budget Expenses	
Street Light Repair	3,345.39
Total Capital Budget Expenses	3,345.39
Indirect Expenses	
Insurance	100.00
Total Indirect Expenses	100.00
Operation Expenses	
Service Contracts/ Sewer	88,027.88
Water System Repairs	
Meters	748.58
Total Water System Repairs	748.58
Well Repairs	1,202.15
Total Operation Expenses	89,978.61
Total Expense	100,182.84
Net Ordinary Income	121,614.34
Other Income/Expense	
Other Income	
Interest	517.70
Misc. Income	112.39
Total Other Income	630.09
Net Other Income	630.09
Net Income	**122,244.43**

CENTRAL CAMPBELL COUNTY IMPROVEMENT & SERVICE DISTRICT
Profit & Loss
July 2019 through June 2020

FY 2019/20

	Jul '19 - Jun 20
Ordinary Income/Expense	
Income	
Building rent	
Sleepy Hollow Rent	9,000.00
Total Building rent	9,000.00
County Grant	34,098.00
Misc Income	8,248.68
Sewer Revenue	160,200.00
Storage Revenue	
Bad Debt	-120.00
Storage Revenue - Other	34,941.25
Total Storage Revenue	34,821.25
Tax revenue	134,922.55
Tower rent	12,450.00
Total Income	393,740.48
Gross Profit	393,740.48
Expense	
Administration Expenses	
Accounting	4,150.00
Advertising	434.54
Building Management	
Building & Office Supplies	85.55
Misc Minor Maintenance&Repairs	594.46
Misc. Storage Management	21.75
Total Building Management	701.76
Building Taxes	1,856.22
Legal fees	275.00
Administration Expenses - Other	57.86
Total Administration Expenses	7,475.38
Capital Budget Expenses	
Street Improvements	2,600.00
Street Light Repair	5,694.99
Well #4	28,149.85
Well #6	139,350.90
Total Capital Budget Expenses	175,795.74
Indirect Expenses	
Insurance	1,100.00
Total Indirect Expenses	1,100.00
Operation Expenses	
Emergency Repairs	3,307.03
Misc Maintenance	5,750.00
Service Contracts/ Sewer	155,794.26
Well Repairs	12,918.67
Total Operation Expenses	177,769.96
Total Expense	362,141.08
Net Ordinary Income	31,599.40

CENTRAL CAMPBELL COUNTY IMPROVEMENT & SERVICE DISTRICT
Profit & Loss
July 2019 through June 2020

	Jul '19 - Jun 20
Other Income/Expense	
Other Income	
Interest	3,645.46
Misc. Income	78.19
Total Other Income	3,723.65
Other Expense	
Misc expense	0.00
Total Other Expense	0.00
Net Other Income	3,723.65
Net Income	**35,323.05**

2020 - SPECIAL DISTRICTS										
				COUNTY	CITY	DISTRICT	ADDITIONAL	TOTAL	DOLLAR	ASSESSED
#	DISTRICT			LEVY	LEVY	LEVY	LEVY	MILL LEVY	LEVY	VALUE
100	County			60.056				60.056		$4,242,015,313
103	Heritage Village W & S	#		60.056	8.000	8.000		76.056		$4,105,191
105	Westridge (Orig & 1st) I & S		Dissolved	0.000	0.000			0.000		$0
106	Anderson I & S		Dissolved	0.000	0.000			0.000		$0
107	Collins Heights Ind I & S		Dissolved	0.000	0.000			0.000		$0
109	Oriva Hills I & S			60.056				60.056	$400.00	$3,123,654
111	Central Campbell Co I & S			60.056				60.056	Various	$8,179,123
112	Crestview Estates W & S		Dist #162	0.000				0.000		$0
113	Southfork I & S			60.056				60.056	$600.00	$794,605
114	Sundog I & S			60.056				60.056	Various	$600,614
115	Means W & S			60.056				60.056		$8,833,466
116	American Road W & S			60.056				60.056		$979,167
117	Peoples Dist I & S			60.056				60.056	Various	$1,568,370
118	Interstate Ind Park W & S		Dissolved	0.000				0.000		$0
119	Cook Water Dist			60.056				60.056		$1,564,084
120	Wessex Dist I & S			60.056				60.056	$750.00	$97,976
121	Pine Buttes Dist I & S		Dissolved	0.000				0.000		$0
122	Prairie View/Champion I & S		Dist #115	60.056				60.056	Various	$2,839,016
124	Rustic Hills I & S			60.056				60.056	$820.00	$865,797
125	Stone Gate Estates I & S			60.056				60.056	$1,278.00	$2,860,684
126	McKenney Dist I & S			60.056				60.056	Various	$176,669
127	Green Valley I & S			60.056				60.056	Various	$1,154,189
129	Rocky Point W & S			60.056		16.900		76.956		$715,937
130	Eight Mile I & S			60.056				60.056	$1,440.00	$866,134
131	Donkey Creek I & S			60.056				60.056	$600.00	$437,241
132	Ward Creek I & S			60.056				60.056		$311,506
133	Fox Park I & S	#		60.056	8.000			68.056	Various	$3,500,908
134	Newton Industrial I & S (annex)		Dissolved	0.000				0.000		$0
135	Los Caballos I & S			60.056				60.056	$540.00	$453,886
136	Meadow Springs I & S			60.056				60.056	$650.00	$460,579
137	High Country I & S			60.056				60.056	Various	$506,464
138	Buckskin I & S			60.056				60.056	$480.00	$352,237
139	Country Living Acres I & S			60.056				60.056	$200.00	$433,123
140	Spring Hill Ranch I & S			60.056				60.056		$387,976
141	South Douglas Hwy W & S			60.056				60.056	Various	$19,251,004
142	Cottonwood I & S			60.056				60.056	$300.00	$805,149
143	Graceland I & S			60.056				60.056	Various	$1,238,248
144	Countryside I & S			60.056				60.056	$200.00	$622,115
145	Red Rock Estates I & S		Dissolved	0.000				0.000		$0
146	Wright W & S Dist		Dist #147	60.056		8.000		68.056	Various	$13,731,176
147	Town of Wright		Dist #146	60.056	8.000		8.000	76.056		$10,408,297
148	Antelope Valley I & S	#	Dist #141	60.056	8.000			68.056	$984.00	$7,674,864
149	Southside Well I & S		Dist #153	60.056				60.056		$1,311,164
150	City of Gillette			60.056	8.000			68.056		$290,281,695
151	Collins Heights I & S		Dissolved	0.000				0.000		$0
153	Southside Well I & S	#	Dist #149	60.056	8.000			68.056		$769,857
154	South Douglas Hwy W & S	#	Dist #141	60.056	8.000			68.056	Various	$10,409,768
160	Cook Rd W/Red Rock Est I & S		Dissolved	0.000				0.000		$0
161	Freedom Hills I & S			60.056				60.056	$959.20	$2,069,812

The following page(s) contain the backup material for Agenda Item: 10:00 Swaney Simple Subdivision

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

Memorandum Department of Public Works

TO: Campbell County Board of Commissioners

FROM: Megan Nelms, AICP, Planner and Zoning Administrator

DATE: May 12, 2021

SUBJECT: Swaney Simple Subdivision
A portion of the SW¼SW¼, Section 11, T50N, R69W

Case Number: 21.01 CRSD

Summary: The applicant is proposing to subdivide 39.56-acres into two parcels, a 19.81-acre tract and a 19.75-acre tract.

Current Zoning: Unzoned

Proposed Zoning: Unzoned – No zoning required outside the Joint Plan Boundary

Planning Commission Recommendation: At their April 15, 2021 meeting the Planning Commission recommended APPROVAL of the proposed simple subdivision, pending completion of all planning considerations.

Staff Recommendation: Staff recommends APPROVAL of the proposed simple subdivision.

500 South Gillette Avenue
Suite 1400
Gillette, Wyoming 82716

Campbell County
wyoming

Public Works Department
(307) 685-8061
(307) 687-6349 Fax

Swaney
Simple Subdivision

April 8, 2021

Planning Commissioners Meeting
April 15, 2021

Board of Commissioners Meeting

Applicant: Jeff Swaney

Case Number: 21.01 CRSD

Agent: Clayton Roselund, Cannon Consulting, LLC

Summary: The applicant is proposing to subdivide 39.56-acres into two parcels, a 19.81-acre tract and a 19.75-acre tract.

Legal Description: SW¼SW¼, Section 11, T50N, R69W

Location: The property is located on the north side of South Heptner Rd, approximately ¾ mile west of the intersection with Gray Rd.

Current Zoning: Unzoned

Proposed Zoning: Unzoned – No zoning required outside the Joint Plan Boundary

Existing Land Use: Vacant grasslands.

Adjacent Land Use:
North: Vacant grasslands (UZ)
South: Vacant grasslands (UZ)
East: Vacant grasslands (UZ)
West: Vacant grasslands (UZ)

Water Source: Individual Wells

Wastewater: Individual Septic Systems

Planning Considerations:

1. Sealed, original Record of Survey & Application

2. Provide a shared access easement for access to both lots at the approach from S. Heptner Rd.
   a. Label the 40' wide access easement with the book & page and provide a copy of the recorded easement to the Planning Office.

3. A new Approach Permit for the access on to South Heptner Rd. has been approved by Road & Bridge.

4. Various cosmetic changes:
   a. Label South Heptner Road as a 66' Right-of-Way
   b. Remove the legal descriptions from the Record of Survey and submit them as separate documents.
   c. Revise the Record of Survey and move the legend and scale to the lower portion of the page

5. Standard Planning Considerations:
   a. Updated Owners & Encumbrance Report (not less than three months old)
   b. Consent to Subdivide from Buffalo Federal Savings Bank
   c. Publisher's Affidavit

Staff Recommendation: Staff recommends APPROVAL of the proposed Simple Subdivision, pending completion of all planning considerations.

Planning Commission Recommendation:

SIMPLE SUBDIVISION APPLICATION

ISOLATED PARCEL (35+ ACRES) RECORD OF SURVEY DIVISION

SUBDIVISION PERMIT

Applicant Information

Name of Applicant: Jeffrey Swaney	
Applicant Phone Number: 307-680-5586	Applicant Fax Number:
Applicant Mailing Address: PO Box 2501 Gillette, WY 82717	
Applicant Email Address: jeffreyswaney@gmail.com	
Relationship of Applicant to Property:	☑ Owner ☐ Tenant ☐ Lessee ☐ Other

Agent Information

Name of Authorized Agent (if applicable):	
Agent Phone Number:	Agent Fax Number:
Agent Mailing Address:	
Agent Email:	

The applicant requests to receive correspondence from the Planning Department regarding any submittals received or changes made regarding this application.

_____ Applicant

_____ Date

INFORMATION REQUIRED FOR REVIEW:

1. Legal Description of Area: SW¼ SW¼, Section 11, T50N, R69W
2. Parcel to be divided is a quarter of a quarter section, or, if larger than a quarter of a quarter section, is less than seventy acres.

   Total Proposed Area for this Subdivision: 39.56 Acres
3. Parcel is surrounded by land owned by others than the applicant.
4. Parcel is being divided into ____two (2)____ tracts
5. Parcel sizes both exceed ten (10) acres in size:

   Parcel 1: 19.75 Acres Parcel 2: 19.81 Acres

Landowner's Certification:

The above or foregoing subdivision of SW¼SW¼, Sec. 11 T50N, R69W as appears on the attached Record of Survey, is made with the free consent, and in accordance with the desires of the undersigned owners and proprietors, and that this is a correct survey of the area as it is divided into two parcels;

That ingress and egress and utility easements have been provided to each parcel by binding and recordable easements of not less than forty (40).

There will be no proposed domestic water source, public sewage disposal system or public maintenance of streets or roads. Maintenance of streets or roads will be the responsibility of the lot owners.

Landowner acknowledges that parcels created under this section shall not be eligible for further subdivision under the reduced minimum requirements provided by this section.

Executed this 12 day of May A.D., 2021 by

Jeffrey Swaney
Owner

Michele Swaney
Owner

STATE OF WYOMING)
) ss.
COUNTY OF CAMPBELL)

The foregoing Subdivision Application was acknowledged before me by Jeffrey & Michele Swaney as Owners this 12 day of May, 2021.

Angie Siegel
Notary Public

My Commission Expires: 4.5.2023

SEAL

ANGIE SIEGEL - NOTARY PUBLIC
COUNTY OF CAMPBELL STATE OF WYOMING
MY COMMISSION EXPIRES APRIL 5, 2023

CERTIFICATE OF APPROVAL – CAMPBELL COUNTY PLANNING COMMISSION:

The foregoing Subdivision Application dated _____, 20 ____, by _____ and the attached Record of Survey dated _____, 20 _____, is approved by the Campbell County Planning Commission this _____ day of _____, 20 ____, A.D.

_____
Chairman of the Planning Commission

Attest:

_____
Clerk of the Planning Commission

SUBDIVISION PERMIT APPROVAL – CAMPBELL COUNTY BOARD OF COMMISSIONERS

The foregoing Subdivision Application dated _____, 20 ___ by _____ and the attached Record of Survey dated _____, 20 ___ is approved by the Board of Commissioners in and for the County of Campbell, State of Wyoming, this ____ day of _____, 20 __, A.D.

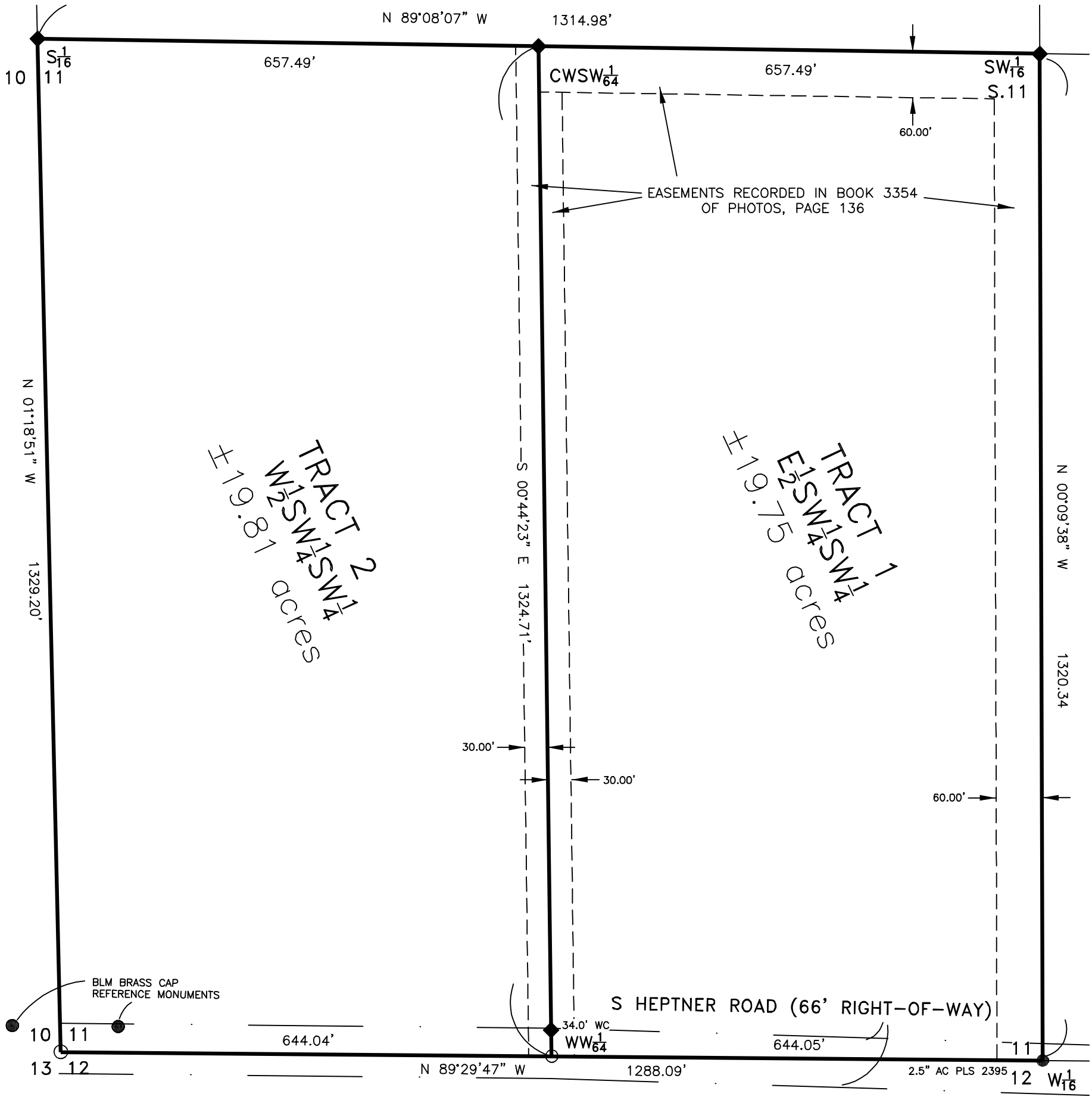
_____
Chairman of the Board

Attest:

_____
Clerk of the Board

RECORD OF SURVEY

OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER ($SW\frac{1}{4}SW\frac{1}{4}$) OF SECTION 11,
T50N, R69W, 6TH P.M., CAMPBELL COUNTY, WYOMING



LEGEND

- FOUND 2.5" AC PER PLS 2395 OR AS NOTED
- SET 2.5" AC ON #5 REBAR PER PLS 14250
- CALCULATED CORNER
- AC ALUMINUM CAP
- WC WITNESS CORNER

SURVEYOR'S CERTIFICATE:

I, CLAYTON P. ROSENLUND DO HEREBY CERTIFY THAT THIS EXHIBIT WAS MADE FROM AN ACTUAL FIELD SURVEY PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT IT CORRECTLY SHOWS THE LOCATION TO THE BEST OF MY KNOWLEDGE.

Professional Land Surveyor
CLAYTON ROSENLUND
14250
Date 5/12/21
WYOMING

Cannon Consulting LLC
Making every shot count

N

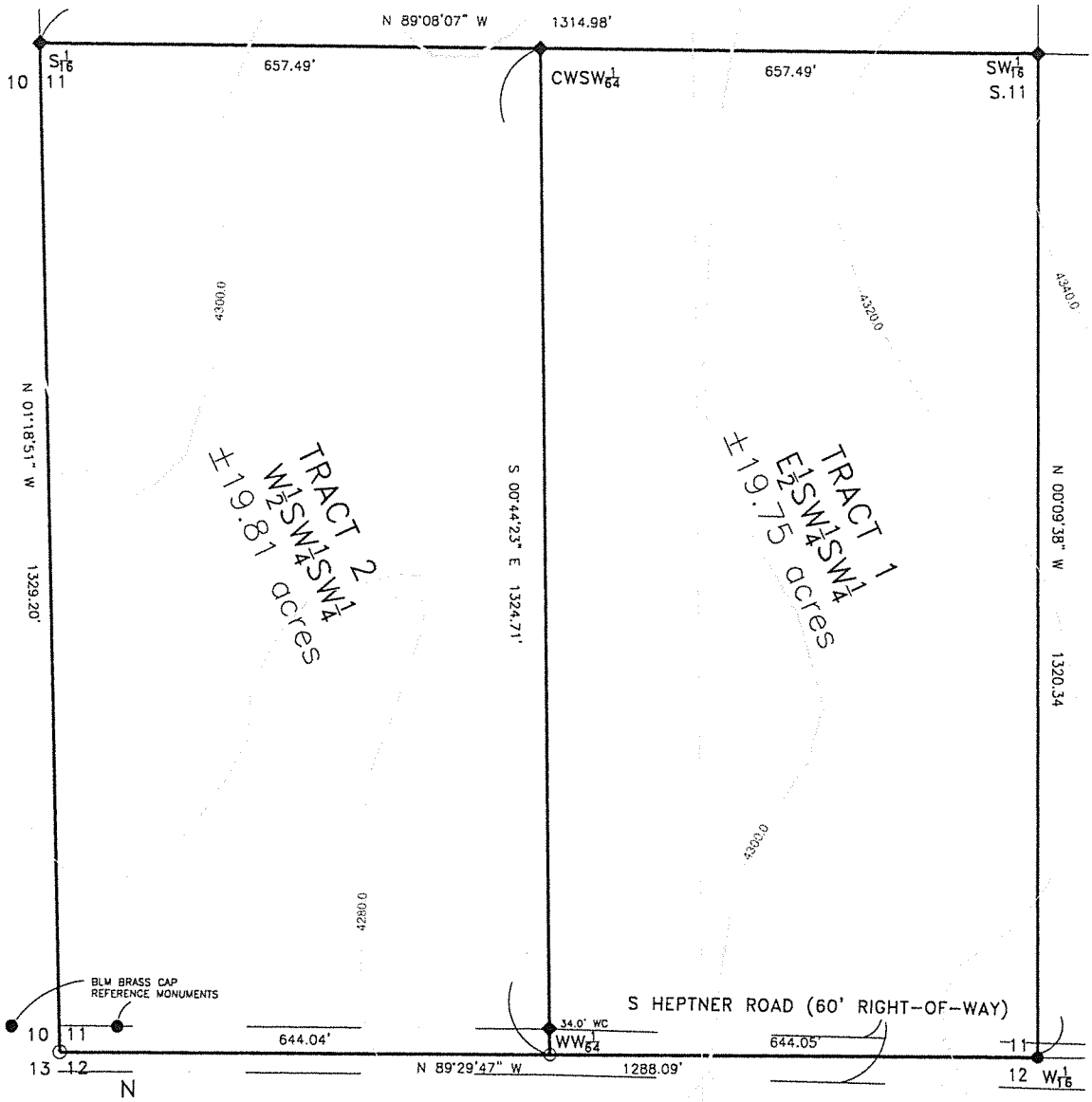
SCALE: 1"=150'

BASIS OF BEARINGS ARE US STATE PLANE,
NAD 83 WYOMING EAST ZONE
DISTANCES ARE GROUND (US SURVEY FEET)
PAF:1.000270

...\5069\S11_SWANEY\CAD\S11_SWANEY.dwg

SITE PLAN

OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER ($SW\frac{1}{4}SW\frac{1}{4}$) OF SECTION 11,
T50N, R69W, 6TH P.M., CAMPBELL COUNTY, WYOMING



LEGEND

- ● FOUND 2.5" AC PER PLS 2395 OR AS NOTED
- ◆ SET 2.5" AC ON #5 REBAR PER PLS 14250
- ○ CALCULATED CORNER
- AC ALUMINUM CAP
- WC WITNESS CORNER

NOTES:

1) WELLS WILL BE DRILLED FOR POTABLE WATER SUPPLY; LOCATION OF SAID WELLS NOT YET DETERMINED

BASIS OF BEARINGS ARE US STATE PLANE,
NAD 83 WYOMING EAST ZONE
DISTANCES ARE GROUND (US SURVEY FEET)
PAF:1.000270

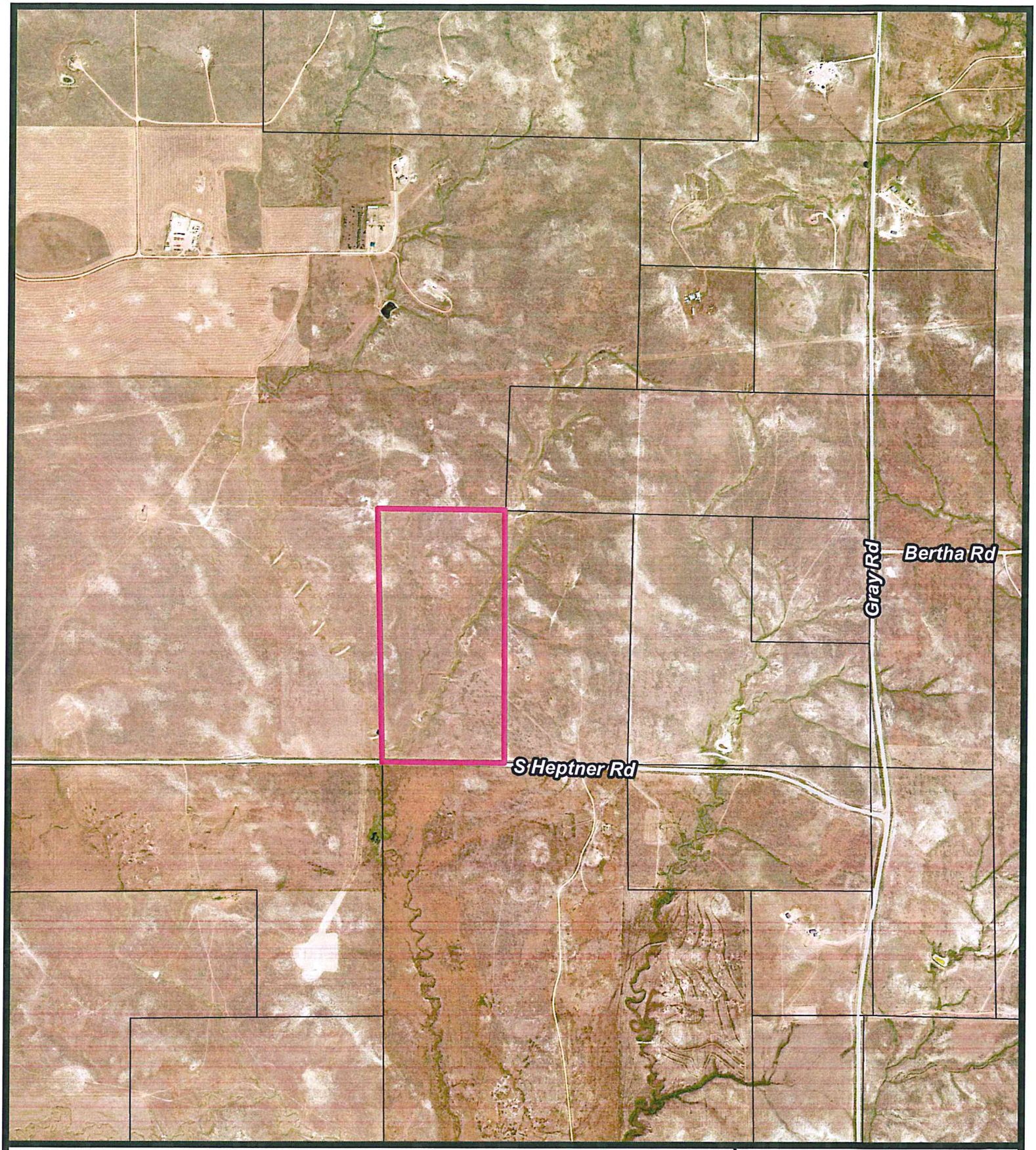
SURVEYOR'S CERTIFICATE:
I, CLAYTON P. ROSENLUND DO HEREBY CERTIFY THAT THIS EXHIBIT WAS MADE FROM AN ACTUAL FIELD SURVEY PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT IT CORRECTLY SHOWS THE LOCATION TO THE BEST OF MY KNOWLEDGE.

Professional Land Surveyor
CLAYTON ROSENLUND
14250
Date 4/02/21
WYOMING

Cannon Consulting LLC
Making every shot count

APR 0 2021

\\5099\511_SWANEY\CAD\511_SWANEY.dwg



Campbell County
wyoming

N

0 870 1,740
Feet

CAMPBELL COUNTY
DEPARTMENT OF PUBLIC WORKS
500 S. Gillette Ave.Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

Swaney Simple Subdivision

DATE: 3/17/2021 DRAWN BY: mbl08

MEMBERS PRESENT
Todd Hildebrand, Chairman
Bob Jordan, Vice Chair
Marc Matlick, Member
Harry Averett, Member
Kurt Siebenaler, Member

MEMBERS ABSENT

STAFF MEMBERS PRESENT
Megan Nelms, Planner and Zoning Administrator
Clark Melinkovich, Staff Engineer & County Recorder

The meeting was brought to order at 7:00 p.m. Chairman Hildebrand was present via telephone, so Commissioner Siebenaler filled in as Chairman.

Approval of Minutes

Commissioner Siebenaler called for a motion to approve the minutes from the December 17, 2020 County Planning Commission meeting. Marc Matlick motioned; Harry Averett seconded. All voted aye. Motion carried.

Case No. 21.01 CRSD – Swaney Simple Subdivision
Jeff Swaney/Cannon Surveying

Commissioner Siebenaler introduced the case and asked staff to present. Megan Nelms presented the case, and recommended approval of the subdivision request, pending completion of all planning considerations.

Commissioner Siebenaler asked if there were any public comments received for the case? Megan stated that there was one phone call from a neighboring landowner questioning the placement of water wells and other infrastructure on the property. Megan stated they were informed that it's not something that is usually addressed at this level with a Simple Subdivision. It will be looked at when a home or other structure is built.

Commissioner Siebenaler then inquired about the easement and asked if it should be shown on the Record of Survey. Megan stated staff has been in discussion with the applicant and Road & Bridge. Road & Bridge has permitted, and the applicant has installed, an approach which straddles the proposed property line. However, it is not wide enough to get vehicles to each parcel without being on the other property. She stated that Staff has recommended a share access easement be placed over the shared approach to cover any access issues. She also stated that the applicant has been in contact with Road & Bridge about permitting separate approaches for each parcel and not having to use the center access.

Commissioner Siebenaler then asked about the remaining 40-acres to the north of this subdivision and whether it will be landlocked or should the Planning Commission require an easement. Megan stated that the applicant still owns that 40-acre tract, and it being adjacent to his property, he has access. She noted that he will need to provide access to it in the future if it is sold to a different owner.

Commissioner Siebenaler asked if any of the Commissioners had any other questions or comments on the case? There were none.

With that, Commissioner Siebenaler asked for a motion. Commissioner Matlick moved to approve case number 21.01 CRSD, Swaney Simple Subdivision, pending completion of all planning considerations. Commissioner Jordan seconded.

Voting was as follows:

Marc Matlick	Yes
Bob Jordan	Yes
Todd Hildebrand	Yes
Kurt Siebenaler	Yes
Harry Averett	Yes
Motion Carried	5/0.

Case No. 21.01 COZ – Country Living Acres Subdivision Zoning
Country Living Acres HOA/Bob Jordan

Commissioner Siebenaler introduced the case and asked staff to present. Commissioner Jordan recused himself due to a conflict of interest. Megan Nelms then presented the case, and recommended approval the zoning request.

Commissioner Siebenaler asked if there were any public comments received for the case? Megan stated there were not. Commissioner Siebenaler asked Mr. Jordan if, that since most of the lots within the subdivision are already developed, will most of them be in compliance with the proposed R-S zoning district? Mr. Jordan responded that yes, all of them are being used as single-family residential homes right now. The only lots that would be out of compliance are the ones in Bock 2, across the highway, which are being excluded from the zoning request.

Megan commented that if the zoning is approved, anything on the parcels when they are zoned that is not in compliance with the R-S zoning will become a non-conforming use and be subject to those rules within the Zoning Regulations.

Commissioner Siebenaler asked if any of the Commissioners had any other questions or comments on the case? There were none.

With that, Commissioner Siebenaler asked for a motion. Commissioner Matlick moved to approve case number 21.01 COZ, Country Living Acres zoning request. Commissioner Averett seconded.

Voting was as follows:

Marc Matlick	Yes
Bob Jordan	Abstained
Todd Hildebrand	Yes
Kurt Siebenaler	Yes
Harry Averett	Yes
Motion Carried	4/0.

Adjournment

There being no further business to come before the Board, Chairman Hildebrand adjourned the meeting at 7:14 p.m.

_____
Chairman Hildebrand, Planning Commission Chairman
mn

NOTE: Campbell County Planning Commission meeting minutes contain a summary of discussions and are not intended to be verbatim.

OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY

Full Recorded Owner Guarantee - Wyoming

Schedule A

File No.	Liability	Fee	Reference	Guarantee No.
964649GI	$1,000.00	$200.00		**SG** 08013875

1. Name of Assured: Campbell County, Wyoming

2. Date of Guarantee: 03/05/2021 at 7:30 A.M.

3. The estate or interest in the land hereinafter described is: Fee Simple.

4. Title to said or estate or interest at the Date hereof is vested in:

   Jeffrey Swaney and Michele Swaney, husband and wife

5. The land referred to in this Guarantee is situated in the County of Campbell, State of Wyoming and is described as follows:

   Township 50 North, Range 69 West, 6th P.M., Campbell County, Wyoming
   Section 11: SW¼SW¼

OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY

Full Recorded Owner Guarantee - Wyoming

Schedule B-I Exceptions/Recorded Documents

File No.	Liability	Fee	Reference	Guarantee No.
964649GI	$1,000.00	$200.00		**SG** 08013875

As of the Date of this Guarantee, the following exceptions reference all recorded documents which may affect title to the herein described land:

1. Right of way, including terms and conditions contained therein:
   Granted To: Belle Fourche Pipeline Company
   For: Pipeline(s) and incidental purposes
   Recorded: 24 October 1969
   Recording Information: Book 179 of Photos, page 103

2. Boundary Plat for Rio Tinto Energy America appearing of record on 14 October 2008 in Book 9 of Plats, Page(s) 107.

3. Right-of-way or easement of South Heptner Road.

4. Dependent Resurvey of Township 50 North, Range 69 West, of the Sixth Principal Meridian, Wyoming by United States Department of the Interior, Bureau of Land Management, recorded 14 November 1995 as Instrument No. 701428.

5. Easement, including terms and conditions contained therein:
   Granted To: Powder River Energy Corporation
   For: Construction, operation and maintenance of electric lines and other incidental purposes
   Recording Information: 19 August 2019 in Book 3221 of Photos, page 642

6. All rights, titles or interests in minerals of any kind, oil, gas, coal or other hydrocarbons and the consequences of the right to mine or remove such substances including, but not limited to express or implied easements and rights to enter upon and use the surface of the land for exploration, drilling or extraction related purposes. (This commitment/policy does not purport to disclose documents of record pertaining to the above referenced rights).

7. Mortgage dated 27 May 2020, to secure an original indebtedness of $127,279.38, and any other amounts and/or obligations secured thereby.
   Recorded: 23 June 2020, in Book 3281 of Photos, 71
   Mortgagor: Jeffrey Swaney and Michele Swaney, husband and wife
   Mortgagee: Buffalo Federal Bank

   WITH ADDITIONAL LANDS

OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY

Full Recorded Owner Guarantee - Wyoming

Schedule B-II Informational Notes

File No.	Liability	Fee	Reference	Guarantee No.
964649GI	$1,000.00	$200.00		**SG** 08013875

The following is provided for informational purposes and is not part of the Assurances given under this Guarantee:

The status of real property taxes is as follows:

Tax ID# /Notice #	**2020 1st Half Tax Status**	**2020 2nd Half Tax Status**
10061440 /	In the Amount of $17.24 are Paid	In the Amount of $17.23 are Paid

We recommend that the person responsible for closing this verify this tax information prior to closing.
*Real Estate Taxes are payable as follows
*If making one payment: Due on or before December 31.
*If making two payments: First half payable September 1 and delinquent November 10; second half due March 1 and delinquent May 10.

rev. 07/2016

OLD REPUBLIC TITLE

FACTS	**WHAT DOES OLD REPUBLIC TITLE DO WITH YOUR PERSONAL INFORMATION?**
Why?	Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.
What?	The types of personal information we collect and share depend on the product or service you have with us. This information can include: • Social Security number and employment information • Mortgage rates and payments and account balances • Checking account information and wire transfer instructions When you are ***no longer*** our customer, we continue to share your information as described in this notice.
How?	All financial companies need to share customers' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers' personal information; the reasons Old Republic Title chooses to share; and whether you can limit this sharing.

Reasons we can share your personal information	**Does Old Republic Title Share?**	**Can you limit this sharing?**
For our everyday business purposes – such as to process your transactions, maintain your accounts(s), or respond to court orders and legal investigations, or report to credit bureaus	**Yes**	**No**
For our marketing purposes – to offer our products and services to you	**No**	**We don't share**
For joint marketing with other financial companies	**No**	**We don't share**
For our affiliates' everyday business purposes — information about your transactions and experiences	**Yes**	**No**
For our affiliates' everyday business purposes — information about your creditworthiness	**No**	**We don't share**
For our affiliates to market to you	**No**	**We don't share**
For non-affiliates to market to you	**No**	**We don't share**

Questions	**Go to** www.oldrepublictitle.com **(Contact Us)**

Who we are	
Who is providing this notice?	Companies with an Old Republic Title names and other affiliates. Please see below for a list of affiliates.
What we do	
How does Old Republic Title protect my personal information?	To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings. For more information, visit http://www.OldRepublicTitle.com/newnational/Contact/privacy.
How does Old Republic Title collect my personal information?	We collect your personal information, for example, when you: • Give us your contact information or show your driver's license • Show your government-issued ID or provide your mortgage information • Make a wire transfer We also collect your personal information from others, such as credit bureaus, affiliates, or other companies.
Why can't I limit all sharing?	Federal law gives you the right to limit only: • Sharing for affiliates' everyday business purposes - information about your creditworthiness • Affiliates from using your information to market to you • Sharing for non-affiliates to market to you State laws and individual companies may give you additional rights to limit sharing. See the

	"Other important information" section below for your rights under state law.

Definitions	
Affiliates	Companies related by common ownership or control. They can be financial and nonfinancial companies. • *Our affiliates include companies with an Old Republic Title name, and financial companies such as Attorneys' Title Fund Services, LLC, Lex Terrae National Title Services, Inc., Mississippi Valley Title Services Company, and The Title Company of North Carolina.*
Non-affiliates	Companies not related by common ownership or control. They can be financial and non-financial companies. • *Old Republic Title does not share with non-affiliates so they can market to you*
Joint marketing	A formal agreement between non-affiliated financial companies that together market financial products or services to you. • *Old Republic Title doesn't jointly market.*

Affiliates Who May Be Delivering This Notice

American First Abstract, LLC	American First Title & Trust Company	American Guaranty Title Insurance Company	Attorneys' Title Fund Services, LLC	Compass Abstract, Inc.
eRecording Partners Network, LLC	Genesis Abstract, LLC	Kansas City Management Group, LLC	L.T. Service Corp.	Lenders Inspection Company
Lex Terrae National Title Services, Inc.	Lex Terrae, Ltd.	Mara Escrow Company	Mississippi Valley Title Services Company	National Title Agent's Services Company
Old Republic Branch Information Services, Inc.	Old Republic Diversified Services, Inc.	Old Republic Exchange Company	Old Republic National Title Insurance Company	Old Republic Title and Escrow of Hawaii, Ltd.
Old Republic Title Co.	Old Republic Title Company of Conroe	Old Republic Title Company of Indiana	Old Republic Title Company of Nevada	Old Republic Title Company of Oklahoma
Old Republic Title Company of Oregon	Old Republic Title Company of St. Louis	Old Republic Title Company of Tennessee	Old Republic Title Information Concepts	Old Republic Title Insurance Agency, Inc.
Old Republic Title, Ltd.	Republic Abstract & Settlement , LLC	Sentry Abstract Company	The Title Company of North Carolina	Title Services, LLC
Trident Land Transfer Company, LLC				

1054250

Space Above This Line for Recorder's Use Only

WARRANTY DEED

File No.: **724121GI (vb)**

Eurith A Romel, Trustee of the Ralph Romel and Eurith A Romel Revocable Living Trust, dated September 8, 2005, GRANTOR(S), for Ten Dollars ($10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, CONVEY(S) AND WARRANT(S) to

Jeffrey Swaney and Michele Swaney, husband and wife, GRANTEE(S),

whose mailing address is 190 South Heptner Rd, Rozet, Wy 82727, the following described real estate, situated in the County of **Campbell**, State of **Wyoming**, hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Wyoming, to-wit:

Township 50 North, Range 69 West, 6th P.M., Campbell County, Wyoming
Section 11: W½SW¼

EXCEPTING and reserving unto the Grantor all of the oil, gas and other minerals that they may own under the above described premises together with the right of ingress and egress to explore for, mine, develop and remove the same.

Including and together with all and singular the tenements, hereditaments, appurtenances and improvements thereon or thereunto belonging, but subject to taxes, reservations, covenants, encroachments, conditions, restrictions, rights-of-way and easements of record.

WITNESS the due execution and delivery of this Warranty Deed

this 31 day of May, 20 19.

Eurith A Romel, Trustee of the Ralph Romel and
Eurith A Romel Revocable Living Trust dated
September 8, 2005

Eurith A. Romel, Trustee

Eurith A Romel, Trustee

RECEIVED
JUN 04 2019
CAMPBELL COUNTY CLERK

State of South Dakota)
ss.
County of Pennington)

The foregoing instrument was acknowledged before me by Eurith A Romel, as Trustee of Ralph Romel and Eurith A Romel Revocable Living Trust, dated September 8, 2005 this 31 day of May, 2019.

Witness my hand and official seal.

SEAL MICHAEL G. EVANS SEAL
NOTARY PUBLIC
State of South Dakota

Notary Public
My Commission expires: My Commission Expires December 5, 2024

RECORDED✓
ABSTRACTED
INDEXED✓
CHECKED

1054250 Recorded on 06/04/2019 at 04:00 Fee 12.00
Book 3205 of PHOTOS Pages 644 to 644
Susan F. Saunders, Campbell County Clerk by: M. COLEMAN

RECORDATION REQUESTED BY:
Buffalo Federal Bank
The Bank of Gillette
P.O. Box 699
2900 South Douglas Highway
Gillette, WY 82717

WHEN RECORDED MAIL TO:
Buffalo Federal Bank
P.O. Box 1020
Buffalo, WY 82834

SEND TAX NOTICES TO:
Jeffrey Swaney
Michele Swaney
PO Box 2501
Gillette, WY 82717-2501

2020-00303 Recorded on 6/23/2020 at 3:06:33 PM BK 3281 PG 71
Susan F. Saunders, Campbell County Fee $27.00 Page 1 of 6
By: AC

FOR RECORDER'S USE ONLY

MORTGAGE

MAXIMUM LIEN. The lien of this Mortgage shall not exceed at any one time $127,279.38.

THIS MORTGAGE dated May 27, 2020, is made and executed between Jeffrey Swaney and Michele Swaney, husband and wife, whose address is 190 S. Heptner Rd., Rozet, WY 82727 (referred to below as "Grantor") and Buffalo Federal Bank, whose address is P.O. Box 699, 2900 South Douglas Highway, Gillette, WY 82717 (referred to below as "Lender").

GRANT OF MORTGAGE. For valuable consideration, Grantor mortgages and conveys to Lender all of Grantor's right, title, and interest in and to the following described real property, together with all existing or subsequently erected or affixed buildings, improvements and fixtures; all easements, rights of way, and appurtenances; all water, water rights, watercourses and ditch rights (including stock in utilities with ditch or irrigation rights); and all other rights, royalties, and profits relating to the real property, including without limitation all minerals, oil, gas, geothermal and similar matters, **(the "Real Property") located in Campbell County, State of Wyoming:**

Township 50 North, Range 69 West, 6th P.M., Campbell County, Wyoming Section 11:W1/2SW1/4

The Real Property or its address is commonly known as TBD South Heptner Rd, Rozet, WY 82727.

Grantor presently assigns to Lender all of Grantor's right, title, and interest in and to all present and future leases of the Property and all Rents from the Property. In addition, Grantor grants to Lender a Uniform Commercial Code security interest in the Personal Property and Rents.

THIS MORTGAGE, INCLUDING THE ASSIGNMENT OF RENTS AND THE SECURITY INTEREST IN THE RENTS AND PERSONAL PROPERTY, IS GIVEN TO SECURE (A) PAYMENT OF THE INDEBTEDNESS AND (B) PERFORMANCE OF ANY AND ALL OBLIGATIONS UNDER THE NOTE, THE RELATED DOCUMENTS, AND THIS MORTGAGE. THIS MORTGAGE IS GIVEN AND ACCEPTED ON THE FOLLOWING TERMS:

PAYMENT AND PERFORMANCE. Except as otherwise provided in this Mortgage, Grantor shall pay to Lender all amounts secured by this Mortgage as they become due and shall strictly perform all of Grantor's obligations under this Mortgage.

POSSESSION AND MAINTENANCE OF THE PROPERTY. Grantor agrees that Grantor's possession and use of the Property shall be governed by the following provisions:

Possession and Use. Until the occurrence of an Event of Default, Grantor may (1) remain in possession and control of the Property; (2) use, operate or manage the Property; and (3) collect the Rents from the Property.

Duty to Maintain. Grantor shall maintain the Property in tenantable condition and promptly perform all repairs, replacements, and maintenance necessary to preserve its value.

Compliance With Environmental Laws. Grantor represents and warrants to Lender that: (1) During the period of Grantor's ownership of the Property, there has been no use, generation, manufacture, storage, treatment, disposal, release or threatened release of any Hazardous Substance by any person on, under, about or from the Property; (2) Grantor has no knowledge of, or reason to believe that there has been, except as previously disclosed to and acknowledged by Lender in writing, (a) any breach or violation of any Environmental Laws, (b) any use, generation, manufacture, storage, treatment, disposal, release or threatened release of any Hazardous Substance on, under, about or from the Property by any prior owners or occupants of the Property, or (c) any actual or threatened litigation or claims of any kind by any person relating to such matters; and (3) Except as previously disclosed to and acknowledged by Lender in writing, (a) neither Grantor nor any tenant, contractor, agent or other authorized user of the Property shall use, generate, manufacture, store, treat, dispose of or release any Hazardous Substance on, under, about or from the Property; and (b) any such activity shall be conducted in compliance with all applicable federal, state, and local laws, regulations and ordinances, including without limitation all Environmental Laws. Grantor authorizes Lender and its agents to enter upon the Property to make such inspections and tests, at Grantor's expense, as Lender may deem appropriate to determine compliance of the Property with this section of the Mortgage. Any inspections or tests made by Lender shall be for Lender's purposes only and shall not be construed to create any responsibility or liability on the part of Lender to Grantor or to any other person. The representations and warranties contained herein are based on Grantor's due diligence in investigating the Property for Hazardous Substances. Grantor hereby (1) releases and waives any future claims against Lender for indemnity or contribution in the event Grantor becomes liable for cleanup or other costs under any such laws; and (2) agrees to indemnify, defend, and hold harmless Lender against any and all claims, losses, liabilities, damages, penalties, and expenses which Lender may directly or indirectly sustain or suffer resulting from a breach of this section of the Mortgage or as a consequence of any use, generation, manufacture, storage, disposal, release or threatened release occurring prior to Grantor's ownership or interest in the Property, whether or not the same was or should have been known to Grantor. The provisions of this section of the Mortgage, including the obligation to indemnify and defend, shall survive the payment of the Indebtedness and the satisfaction and reconveyance of the lien of this Mortgage and shall not be affected by Lender's acquisition of any interest in the Property, whether by foreclosure or otherwise.

Nuisance, Waste. Grantor shall not cause, conduct or permit any nuisance nor commit, permit, or suffer any stripping of or waste on or to the Property or any portion of the Property. Without limiting the generality of the foregoing, Grantor will not remove, or grant to any other party the right to remove, any timber, minerals (including oil and gas), coal, clay, scoria, soil, gravel or rock products without Lender's prior written consent.

Removal of Improvements. Grantor shall not demolish or remove any Improvements from the Real Property without Lender's prior written consent. As a condition to the removal of any Improvements, Lender may require Grantor to make arrangements satisfactory to Lender to replace such Improvements with Improvements of at least equal value.

Lender's Right to Enter. Lender and Lender's agents and representatives may enter upon the Real Property at all reasonable times to attend to Lender's interests and to inspect the Real Property for purposes of Grantor's compliance with the terms and conditions of this Mortgage.

Compliance with Governmental Requirements. Grantor shall promptly comply with all laws, ordinances, and regulations, now or hereafter in effect, of all governmental authorities applicable to the use or occupancy of the Property, including without limitation, the Americans With Disabilities Act. Grantor may contest in good faith any such law, ordinance, or regulation and withhold compliance during any proceeding, including appropriate appeals, so long as Grantor has notified Lender in writing prior to doing so and so long as, in Lender's sole opinion, Lender's interests in the Property are not jeopardized. Lender may require Grantor to post adequate security or a surety bond, reasonably satisfactory to Lender, to protect Lender's interest.

Duty to Protect. Grantor agrees neither to abandon or leave unattended the Property. Grantor shall do all other acts, in addition to

those acts set forth above in this section, which from the character and use of the Property are reasonably necessary to protect and preserve the Property.

DUE ON SALE - CONSENT BY LENDER. Lender may, at Lender's option, declare immediately due and payable all sums secured by this Mortgage upon the sale or transfer, without Lender's prior written consent, of all or any part of the Real Property, or any interest in the Real Property. A "sale or transfer" means the conveyance of Real Property or any right, title or interest in the Real Property; whether legal, beneficial or equitable; whether voluntary or involuntary; whether by outright sale, deed, installment sale contract, land contract, contract for deed, leasehold interest with a term greater than three (3) years, lease-option contract, or by sale, assignment, or transfer of any beneficial interest in or to any land trust holding title to the Real Property, or by any other method of conveyance of an interest in the Real Property. However, this option shall not be exercised by Lender if such exercise is prohibited by federal law or by Wyoming law.

TAXES AND LIENS. The following provisions relating to the taxes and liens on the Property are part of this Mortgage:

Payment. Grantor shall pay when due (and in all events prior to delinquency) all taxes, payroll taxes, special taxes, assessments, water charges and sewer service charges levied against or on account of the Property, and shall pay when due all claims for work done on or for services rendered or material furnished to the Property. Grantor shall maintain the Property free of any liens having priority over or equal to the interest of Lender under this Mortgage, except for those liens specifically agreed to in writing by Lender, and except for the lien of taxes and assessments not due as further specified in the Right to Contest paragraph.

Right to Contest. Grantor may withhold payment of any tax, assessment, or claim in connection with a good faith dispute over the obligation to pay, so long as Lender's interest in the Property is not jeopardized. If a lien arises or is filed as a result of nonpayment, Grantor shall within fifteen (15) days after the lien arises or, if a lien is filed, within fifteen (15) days after Grantor has notice of the filing, secure the discharge of the lien, or if requested by Lender, deposit with Lender cash or a sufficient corporate surety bond or other security satisfactory to Lender in an amount sufficient to discharge the lien plus any costs and reasonable attorneys' fees, or other charges that could accrue as a result of a foreclosure or sale under the lien. In any contest, Grantor shall defend itself and Lender and shall satisfy any adverse judgment before enforcement against the Property. Grantor shall name Lender as an additional obligee under any surety bond furnished in the contest proceedings.

Evidence of Payment. Grantor shall upon demand furnish to Lender satisfactory evidence of payment of the taxes or assessments and shall authorize the appropriate governmental official to deliver to Lender at any time a written statement of the taxes and assessments against the Property.

Notice of Construction. Grantor shall notify Lender at least fifteen (15) days before any work is commenced, any services are furnished, or any materials are supplied to the Property, if any mechanic's lien, materialmen's lien, or other lien could be asserted on account of the work, services, or materials. Grantor will upon request of Lender furnish to Lender advance assurances satisfactory to Lender that Grantor can and will pay the cost of such improvements.

PROPERTY DAMAGE INSURANCE. The following provisions relating to insuring the Property are a part of this Mortgage:

Maintenance of Insurance. Grantor shall procure and maintain policies of fire insurance with standard extended coverage endorsements on a replacement basis for the full insurable value covering all Improvements on the Real Property in an amount sufficient to avoid application of any coinsurance clause, and with a standard mortgagee clause in favor of Lender. Grantor shall also procure and maintain comprehensive general liability insurance in such coverage amounts as Lender may request with Lender being named as additional insureds in such liability insurance policies. Additionally, Grantor shall maintain such other insurance, including but not limited to hazard, business interruption and boiler insurance as Lender may require. Policies shall be written by such insurance companies and in such form as may be reasonably acceptable to Lender. Grantor shall deliver to Lender certificates of coverage from each insurer containing a stipulation that coverage will not be cancelled or diminished without a minimum of fifteen (15) days' prior written notice to Lender and not containing any disclaimer of the insurer's liability for failure to give such notice. Each insurance policy also shall include an endorsement providing that coverage in favor of Lender will not be impaired in any way by any act, omission or default of Grantor or any other person. Should the Real Property be located in an area designated by the Administrator of the Federal Emergency Management Agency as a special flood hazard area, Grantor agrees to obtain and maintain flood insurance, if available, for the full unpaid principal balance of the loan and any prior liens on the property securing the loan, up to the maximum policy limits set under the National Flood Insurance Program, or as otherwise required by Lender, and to maintain such insurance for the term of the loan. Flood insurance may be purchased under the National Flood Insurance Program, from private insurers providing "private flood insurance" as defined by applicable federal flood insurance statutes and regulations, or from another flood insurance provider that is both acceptable to Lender in its sole discretion and permitted by applicable federal flood insurance statutes and regulations.

Application of Proceeds. Grantor shall promptly notify Lender of any loss or damage to the Property. Lender may make proof of loss if Grantor fails to do so within fifteen (15) days of the casualty. Whether or not Lender's security is impaired, Lender may, at Lender's election, receive and retain the proceeds of any insurance and apply the proceeds to the reduction of the Indebtedness, payment of any lien affecting the Property, or the restoration and repair of the Property. If Lender elects to apply the proceeds to restoration and repair, Grantor shall repair or replace the damaged or destroyed Improvements in a manner satisfactory to Lender. Lender shall, upon satisfactory proof of such expenditure, pay or reimburse Grantor from the proceeds for the reasonable cost of repair or restoration if Grantor is not in default under this Mortgage. Any proceeds which have not been disbursed within 180 days after their receipt and which Lender has not committed to the repair or restoration of the Property shall be used first to pay any amount owing to Lender under this Mortgage, then to pay accrued interest, and the remainder, if any, shall be applied to the principal balance of the Indebtedness. If Lender holds any proceeds after payment in full of the Indebtedness, such proceeds shall be paid to Grantor as Grantor's interests may appear.

LENDER'S EXPENDITURES. If any action or proceeding is commenced that would materially affect Lender's interest in the Property or if Grantor fails to comply with any provision of this Mortgage or any Related Documents, including but not limited to Grantor's failure to discharge or pay when due any amounts Grantor is required to discharge or pay under this Mortgage or any Related Documents, Lender on Grantor's behalf may (but shall not be obligated to) take any action that Lender deems appropriate, including but not limited to discharging or paying all taxes, liens, security interests, encumbrances and other claims, at any time levied or placed on the Property and paying all costs for insuring, maintaining and preserving the Property. All such expenditures incurred or paid by Lender for such purposes will then bear interest at the rate charged under the Note from the date incurred or paid by Lender to the date of repayment by Grantor. All such expenses will become a part of the Indebtedness and, at Lender's option, will (A) be payable on demand; (B) be added to the balance of the Note and be apportioned among and be payable with any installment payments to become due during either (1) the term of any applicable insurance policy; or (2) the remaining term of the Note; or (C) be treated as a balloon payment which will be due and payable at the Note's maturity. The Mortgage also will secure payment of these amounts. Such right shall be in addition to all other rights and remedies to which Lender may be entitled upon the occurrence of any Event of Default.

WARRANTY; DEFENSE OF TITLE. The following provisions relating to ownership of the Property are a part of this Mortgage:

Title. Grantor warrants that: (a) Grantor holds good and marketable title of record to the Property in fee simple, free and clear of all liens and encumbrances other than those set forth in the Real Property description or in any title insurance policy, title report, or final title opinion issued in favor of, and accepted by, Lender in connection with this Mortgage, and (b) Grantor has the full right, power, and authority to execute and deliver this Mortgage to Lender.

Defense of Title. Subject to the exception in the paragraph above, Grantor warrants and will forever defend the title to the Property against the lawful claims of all persons. In the event any action or proceeding is commenced that questions Grantor's title or the interest of Lender under this Mortgage, Grantor shall defend the action at Grantor's expense. Grantor may be the nominal party in such proceeding, but Lender shall be entitled to participate in the proceeding and to be represented in the proceeding by counsel of Lender's own choice, and Grantor will deliver, or cause to be delivered, to Lender such instruments as Lender may request from time to time to permit such participation.

Compliance With Laws. Grantor warrants that the Property and Grantor's use of the Property complies with all existing applicable laws, ordinances, and regulations of governmental authorities.

Survival of Representations and Warranties. All representations, warranties, and agreements made by Grantor in this Mortgage shall survive the execution and delivery of this Mortgage, shall be continuing in nature, and shall remain in full force and effect until such

time as Grantor's Indebtedness shall be paid in full.

CONDEMNATION. The following provisions relating to condemnation proceedings are a part of this Mortgage:

Proceedings. If any proceeding in condemnation is filed, Grantor shall promptly notify Lender in writing, and Grantor shall promptly take such steps as may be necessary to defend the action and obtain the award. Grantor may be the nominal party in such proceeding, but Lender shall be entitled to participate in the proceeding and to be represented in the proceeding by counsel of its own choice, and Grantor will deliver or cause to be delivered to Lender such instruments and documentation as may be requested by Lender from time to time to permit such participation.

Application of Net Proceeds. If all or any part of the Property is condemned by eminent domain proceedings or by any proceeding or purchase in lieu of condemnation, Lender may at its election require that all or any portion of the net proceeds of the award be applied to the Indebtedness or the repair or restoration of the Property. The net proceeds of the award shall mean the award after payment of all reasonable costs, expenses, and attorneys' fees incurred by Lender in connection with the condemnation.

IMPOSITION OF TAXES, FEES AND CHARGES BY GOVERNMENTAL AUTHORITIES. The following provisions relating to governmental taxes, fees and charges are a part of this Mortgage:

Current Taxes, Fees and Charges. Upon request by Lender, Grantor shall execute such documents in addition to this Mortgage and take whatever other action is requested by Lender to perfect and continue Lender's lien on the Real Property. Grantor shall reimburse Lender for all taxes, as described below, together with all expenses incurred in recording, perfecting or continuing this Mortgage, including without limitation all taxes, fees, documentary stamps, and other charges for recording or registering this Mortgage.

Taxes. The following shall constitute taxes to which this section applies: (1) a specific tax upon this type of Mortgage or upon all or any part of the Indebtedness secured by this Mortgage; (2) a specific tax on Grantor which Grantor is authorized or required to deduct from payments on the Indebtedness secured by this type of Mortgage; (3) a tax on this type of Mortgage chargeable against the Lender or the holder of the Note; and (4) a specific tax on all or any portion of the Indebtedness or on payments of principal and interest made by Grantor.

Subsequent Taxes. If any tax to which this section applies is enacted subsequent to the date of this Mortgage, this event shall have the same effect as an Event of Default, and Lender may exercise any or all of its available remedies for an Event of Default as provided below unless Grantor either (1) pays the tax before it becomes delinquent, or (2) contests the tax as provided above in the Taxes and Liens section and deposits with Lender cash or a sufficient corporate surety bond or other security satisfactory to Lender.

SECURITY AGREEMENT; FINANCING STATEMENTS. The following provisions relating to this Mortgage as a security agreement are a part of this Mortgage:

Security Agreement. This instrument shall constitute a Security Agreement to the extent any of the Property constitutes fixtures, and Lender shall have all of the rights of a secured party under the Uniform Commercial Code as amended from time to time.

Security Interest. Upon request by Lender, Grantor shall take whatever action is requested by Lender to perfect and continue Lender's security interest in the Rents and Personal Property. In addition to recording this Mortgage in the real property records, Lender may, at any time and without further authorization from Grantor, file executed counterparts, copies or reproductions of this Mortgage as a financing statement. Grantor shall reimburse Lender for all expenses incurred in perfecting or continuing this security interest. Upon default, Grantor shall not remove, sever or detach the Personal Property from the Property. Upon default, Grantor shall assemble any Personal Property not affixed to the Property in a manner and at a place reasonably convenient to Grantor and Lender and make it available to Lender within three (3) days after receipt of written demand from Lender to the extent permitted by applicable law.

Addresses. The mailing addresses of Grantor (debtor) and Lender (secured party) from which information concerning the security interest granted by this Mortgage may be obtained (each as required by the Uniform Commercial Code) are as stated on the first page of this Mortgage.

FURTHER ASSURANCES; ATTORNEY-IN-FACT. The following provisions relating to further assurances and attorney-in-fact are a part of this Mortgage:

Further Assurances. At any time, and from time to time, upon request of Lender, Grantor will make, execute and deliver, or will cause to be made, executed or delivered, to Lender or to Lender's designee, and when requested by Lender, cause to be filed, recorded, refiled, or rerecorded, as the case may be, at such times and in such offices and places as Lender may deem appropriate, any and all such mortgages, deeds of trust, security deeds, security agreements, financing statements, continuation statements, instruments of further assurance, certificates, and other documents as may, in the sole opinion of Lender, be necessary or desirable in order to effectuate, complete, perfect, continue, or preserve (1) Grantor's obligations under the Note, this Mortgage, and the Related Documents, and (2) the liens and security interests created by this Mortgage on the Property, whether now owned or hereafter acquired by Grantor. Unless prohibited by law or Lender agrees to the contrary in writing, Grantor shall reimburse Lender for all costs and expenses incurred in connection with the matters referred to in this paragraph.

Attorney-in-Fact. If Grantor fails to do any of the things referred to in the preceding paragraph, Lender may do so for and in the name of Grantor and at Grantor's expense. For such purposes, Grantor hereby irrevocably appoints Lender as Grantor's attorney-in-fact for the purpose of making, executing, delivering, filing, recording, and doing all other things as may be necessary or desirable, in Lender's sole opinion, to accomplish the matters referred to in the preceding paragraph.

FULL PERFORMANCE. If Grantor pays all the Indebtedness when due, and otherwise performs all the obligations imposed upon Grantor under this Mortgage, Lender shall execute and deliver to Grantor a suitable satisfaction of this Mortgage and suitable statements of termination of any financing statement on file evidencing Lender's security interest in the Rents and the Personal Property. Grantor will pay, if permitted by applicable law, any reasonable termination fee as determined by Lender from time to time.

EVENTS OF DEFAULT. Each of the following, at Lender's option, shall constitute an Event of Default under this Mortgage:

Payment Default. Grantor fails to make any payment when due under the Indebtedness.

Default on Other Payments. Failure of Grantor within the time required by this Mortgage to make any payment for taxes or insurance, or any other payment necessary to prevent filing of or to effect discharge of any lien.

Other Defaults. Grantor fails to comply with or to perform any other term, obligation, covenant or condition contained in this Mortgage or in any of the Related Documents or to comply with or to perform any term, obligation, covenant or condition contained in any other agreement between Lender and Grantor.

Default in Favor of Third Parties. Should Grantor default under any loan, extension of credit, security agreement, purchase or sales agreement, or any other agreement, in favor of any other creditor or person that may materially affect any of Grantor's property or Grantor's ability to repay the Indebtedness or Grantor's ability to perform Grantor's obligations under this Mortgage or any of the Related Documents.

False Statements. Any warranty, representation or statement made or furnished to Lender by Grantor or on Grantor's behalf under this Mortgage or the Related Documents is false or misleading in any material respect, either now or at the time made or furnished or becomes false or misleading at any time thereafter.

Defective Collateralization. This Mortgage or any of the Related Documents ceases to be in full force and effect (including failure of any collateral document to create a valid and perfected security interest or lien) at any time and for any reason.

Death or Insolvency. The death of Grantor, the insolvency of Grantor, the appointment of a receiver for any part of Grantor's property, any assignment for the benefit of creditors, any type of creditor workout, or the commencement of any proceeding under any bankruptcy or insolvency laws by or against Grantor.

Creditor or Forfeiture Proceedings. Commencement of foreclosure or forfeiture proceedings, whether by judicial proceeding, self-help, repossession or any other method, by any creditor of Grantor or by any governmental agency against any property securing the Indebtedness. This includes a garnishment of any of Grantor's accounts, including deposit accounts, with Lender. However, this Event of Default shall not apply if there is a good faith dispute by Grantor as to the validity or reasonableness of the claim which is the basis of the creditor or forfeiture proceeding and if Grantor gives Lender written notice of the creditor or forfeiture proceeding and

deposits with Lender monies or a surety bond for the creditor or forfeiture proceeding, in an amount determined by Lender, in its sole discretion, as being an adequate reserve or bond for the dispute.

Breach of Other Agreement. Any breach by Grantor under the terms of any other agreement between Grantor and Lender that is not remedied within any grace period provided therein, including without limitation any agreement concerning any indebtedness or other obligation of Grantor to Lender, whether existing now or later.

Events Affecting Guarantor. Any of the preceding events occurs with respect to any guarantor, endorser, surety, or accommodation party of any of the Indebtedness or any guarantor, endorser, surety, or accommodation party dies or becomes incompetent, or revokes or disputes the validity of, or liability under, any Guaranty of the Indebtedness.

Adverse Change. A material adverse change occurs in Grantor's financial condition, or Lender believes the prospect of payment or performance of the Indebtedness is impaired.

Insecurity. Lender in good faith believes itself insecure.

RIGHTS AND REMEDIES ON DEFAULT. Upon the occurrence of an Event of Default and at any time thereafter, Lender, at Lender's option, may exercise any one or more of the following rights and remedies, in addition to any other rights or remedies provided by law:

Accelerate Indebtedness. Lender shall have the right at its option without notice to Grantor to declare the entire Indebtedness immediately due and payable, including any prepayment penalty that Grantor would be required to pay.

UCC Remedies. With respect to all or any part of the Personal Property, Lender shall have all the rights and remedies of a secured party under the Uniform Commercial Code.

Collect Rents. Lender shall have the right, without notice to Grantor, to take possession of the Property, including during the pendency of foreclosure, whether judicial or non-judicial, and collect the Rents, including amounts past due and unpaid, and apply the net proceeds, over and above Lender's costs, against the Indebtedness. In furtherance of this right, Lender may require any tenant or other user of the Property to make payments of rent or use fees directly to Lender. If the Rents are collected by Lender, then Grantor irrevocably designates Lender as Grantor's attorney-in-fact to endorse instruments received in payment thereof in the name of Grantor and to negotiate the same and collect the proceeds. Payments by tenants or other users to Lender in response to Lender's demand shall satisfy the obligations for which the payments are made, whether or not any proper grounds for the demand existed. Lender may exercise its rights under this subparagraph either in person, by agent, or through a receiver.

Appoint Receiver. Lender shall have the right to have a receiver appointed to take possession of all or any part of the Property, with the power to protect and preserve the Property, to operate the Property preceding foreclosure or sale, and to collect the Rents from the Property and apply the proceeds, over and above the cost of the receivership, against the Indebtedness. The receiver may serve without bond if permitted by law. Lender's right to the appointment of a receiver shall exist whether or not the apparent value of the Property exceeds the Indebtedness by a substantial amount. Employment by Lender shall not disqualify a person from serving as a receiver.

Judicial Foreclosure. Lender may obtain a judicial decree foreclosing Grantor's interest in all or any part of the Property.

Nonjudicial Sale. Lender may foreclose Grantor's interest in all or in any part of the Property by non-judicial sale, and specifically by "power of sale" or "advertisement and sale" foreclosure as provided by statute.

Deficiency Judgment. If permitted by applicable law, Lender may obtain a judgment for any deficiency remaining in the Indebtedness due to Lender after application of all amounts received from the exercise of the rights provided in this section.

Tenancy at Sufferance. If Grantor remains in possession of the Property after the Property is sold as provided above or Lender otherwise becomes entitled to possession of the Property upon default of Grantor, Grantor shall become a tenant at sufferance of Lender or the purchaser of the Property and shall, at Lender's option, either (1) pay a reasonable rental for the use of the Property, or (2) vacate the Property immediately upon the demand of Lender.

Other Remedies. Lender shall have all other rights and remedies provided in this Mortgage or the Note or available at law or in equity.

Sale of the Property. To the extent permitted by applicable law, Grantor hereby waives any and all right to have the Property marshalled. In exercising its rights and remedies, Lender shall be free to sell all or any part of the Property together or separately, in one sale or by separate sales. Lender shall be entitled to bid at any public sale on all or any portion of the Property.

Notice of Sale. Lender shall give Grantor reasonable notice of the time and place of any public sale of the Personal Property or of the time after which any private sale or other intended disposition of the Personal Property is to be made. Reasonable notice shall mean notice given at least ten (10) days before the time of the sale or disposition. Any sale of the Personal Property may be made in conjunction with any sale of the Real Property.

Election of Remedies. Election by Lender to pursue any remedy shall not exclude pursuit of any other remedy, and an election to make expenditures or to take action to perform an obligation of Grantor under this Mortgage, after Grantor's failure to perform, shall not affect Lender's right to declare a default and exercise its remedies. Nothing under this Mortgage or otherwise shall be construed so as to limit or restrict the rights and remedies available to Lender following an Event of Default, or in any way to limit or restrict the rights and ability of Lender to proceed directly against Grantor and/or against any other co-maker, guarantor, surety or endorser and/or to proceed against any other collateral directly or indirectly securing the Indebtedness.

Attorneys' Fees; Expenses. If Lender institutes any suit or action to enforce any of the terms of this Mortgage, Lender shall be entitled to recover such sum as the court may adjudge reasonable as attorneys' fees at trial and upon any appeal. Whether or not any court action is involved, and to the extent not prohibited by law, all reasonable expenses Lender incurs that in Lender's opinion are necessary at any time for the protection of its interest or the enforcement of its rights shall become a part of the Indebtedness payable on demand and shall bear interest at the Note rate from the date of the expenditure until repaid. Expenses covered by this paragraph include, without limitation, however subject to any limits under applicable law, Lender's reasonable attorneys' fees and Lender's legal expenses whether or not there is a lawsuit, including reasonable attorneys' fees and expenses for bankruptcy proceedings (including efforts to modify or vacate any automatic stay or injunction), appeals, and any anticipated post-judgment collection services, the cost of searching records, obtaining title reports (including foreclosure reports), surveyors' reports, and appraisal fees and title insurance, to the extent permitted by applicable law. Grantor also will pay any court costs, in addition to all other sums provided by law.

NOTICES. Any notice required to be given under this Mortgage, including without limitation any notice of default and any notice of sale shall be given in writing, and shall be effective when actually delivered, when actually received by telefacsimile (unless otherwise required by law), when deposited with a nationally recognized overnight courier, or, if mailed, when deposited in the United States mail, as first class, certified or registered mail postage prepaid, directed to the addresses shown near the beginning of this Mortgage. All copies of notices of foreclosure from the holder of any lien which has priority over this Mortgage shall be sent to Lender's address, as shown near the beginning of this Mortgage. Any party may change its address for notices under this Mortgage by giving formal written notice to the other parties, specifying that the purpose of the notice is to change the party's address. For notice purposes, Grantor agrees to keep Lender informed at all times of Grantor's current address. Unless otherwise provided or required by law, if there is more than one Grantor, any notice given by Lender to any Grantor is deemed to be notice given to all Grantors.

MISCELLANEOUS PROVISIONS. The following miscellaneous provisions are a part of this Mortgage:

Amendments. This Mortgage, together with any Related Documents, constitutes the entire understanding and agreement of the parties as to the matters set forth in this Mortgage. No alteration of or amendment to this Mortgage shall be effective unless given in writing and signed by the party or parties sought to be charged or bound by the alteration or amendment.

Annual Reports. If the Property is used for purposes other than Grantor's residence, Grantor shall furnish to Lender, upon request, a certified statement of net operating income received from the Property during Grantor's previous fiscal year in such form and detail as Lender shall require. "Net operating income" shall mean all cash receipts from the Property less all cash expenditures made in connection with the operation of the Property.

Caption Headings. Caption headings in this Mortgage are for convenience purposes only and are not to be used to interpret or define the provisions of this Mortgage.

Governing Law. **This Mortgage will be governed by federal law applicable to Lender and, to the extent not preempted by federal law, the laws of the State of Wyoming without regard to its conflicts of law provisions. This Mortgage has been accepted by Lender in the State of Wyoming.**

Choice of Venue. If there is a lawsuit, Grantor agrees upon Lender's request to submit to the jurisdiction of the courts of Campbell County, State of Wyoming.

Joint and Several Liability. All obligations of Grantor under this Mortgage shall be joint and several, and all references to Grantor shall mean each and every Grantor. This means that each Grantor signing below is responsible for all obligations in this Mortgage.

No Waiver by Lender. Lender shall not be deemed to have waived any rights under this Mortgage unless such waiver is given in writing and signed by Lender. No delay or omission on the part of Lender in exercising any right shall operate as a waiver of such right or any other right. A waiver by Lender of a provision of this Mortgage shall not prejudice or constitute a waiver of Lender's right otherwise to demand strict compliance with that provision or any other provision of this Mortgage. No prior waiver by Lender, nor any course of dealing between Lender and Grantor, shall constitute a waiver of any of Lender's rights or of any of Grantor's obligations as to any future transactions. Whenever the consent of Lender is required under this Mortgage, the granting of such consent by Lender in any instance shall not constitute continuing consent to subsequent instances where such consent is required and in all cases such consent may be granted or withheld in the sole discretion of Lender.

Severability. If a court of competent jurisdiction finds any provision of this Mortgage to be illegal, invalid, or unenforceable as to any person or circumstance, that finding shall not make the offending provision illegal, invalid, or unenforceable as to any other person or circumstance. If feasible, the offending provision shall be considered modified so that it becomes legal, valid and enforceable. If the offending provision cannot be so modified, it shall be considered deleted from this Mortgage. Unless otherwise required by law, the illegality, invalidity, or unenforceability of any provision of this Mortgage shall not affect the legality, validity or enforceability of any other provision of this Mortgage.

Merger. There shall be no merger of the interest or estate created by this Mortgage with any other interest or estate in the Property at any time held by or for the benefit of Lender in any capacity, without the written consent of Lender.

Successors and Assigns. Subject to any limitations stated in this Mortgage on transfer of Grantor's interest, this Mortgage shall be binding upon and inure to the benefit of the parties, their successors and assigns. If ownership of the Property becomes vested in a person other than Grantor, Lender, without notice to Grantor, may deal with Grantor's successors with reference to this Mortgage and the Indebtedness by way of forbearance or extension without releasing Grantor from the obligations of this Mortgage or liability under the Indebtedness.

Time is of the Essence. Time is of the essence in the performance of this Mortgage.

Waive Jury. **All parties to this Mortgage hereby waive the right to any jury trial in any action, proceeding, or counterclaim brought by any party against any other party.**

Waiver of Homestead Exemption. Grantor hereby releases and waives all rights and benefits of the homestead exemption laws of the State of Wyoming as to all Indebtedness secured by this Mortgage.

DEFINITIONS. The following capitalized words and terms shall have the following meanings when used in this Mortgage. Unless specifically stated to the contrary, all references to dollar amounts shall mean amounts in lawful money of the United States of America. Words and terms used in the singular shall include the plural, and the plural shall include the singular, as the context may require. Words and terms not otherwise defined in this Mortgage shall have the meanings attributed to such terms in the Uniform Commercial Code:

Borrower. The word "Borrower" means Jeffrey Swaney and Michele Swaney and includes all co-signers and co-makers signing the Note and all their successors and assigns.

Environmental Laws. The words "Environmental Laws" mean any and all state, federal and local statutes, regulations and ordinances relating to the protection of human health or the environment, including without limitation the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, 42 U.S.C. Section 9601, et seq. ("CERCLA"), the Superfund Amendments and Reauthorization Act of 1986, Pub. L. No. 99-499 ("SARA"), the Hazardous Materials Transportation Act, 49 U.S.C. Section 1801, et seq., the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901, et seq., or other applicable state or federal laws, rules, or regulations adopted pursuant thereto.

Event of Default. The words "Event of Default" mean any of the events of default set forth in this Mortgage in the events of default section of this Mortgage.

Grantor. The word "Grantor" means Jeffrey Swaney and Michele Swaney.

Guaranty. The word "Guaranty" means the guaranty from guarantor, endorser, surety, or accommodation party to Lender, including without limitation a guaranty of all or part of the Note.

Hazardous Substances. The words "Hazardous Substances" mean materials that, because of their quantity, concentration or physical, chemical or infectious characteristics, may cause or pose a present or potential hazard to human health or the environment when improperly used, treated, stored, disposed of, generated, manufactured, transported or otherwise handled. The words "Hazardous Substances" are used in their very broadest sense and include without limitation any and all hazardous or toxic substances, materials or waste as defined by or listed under the Environmental Laws. The term "Hazardous Substances" also includes, without limitation, petroleum and petroleum by-products or any fraction thereof and asbestos.

Improvements. The word "Improvements" means all existing and future improvements, buildings, structures, mobile homes affixed on the Real Property, facilities, additions, replacements and other construction on the Real Property.

Indebtedness. The word "Indebtedness" means all principal, interest, and other amounts, costs and expenses payable under the Note or Related Documents, together with all renewals of, extensions of, modifications of, consolidations of and substitutions for the Note or Related Documents and any amounts expended or advanced by Lender to discharge Grantor's obligations or expenses incurred by Lender to enforce Grantor's obligations under this Mortgage, together with interest on such amounts as provided in this Mortgage.

Lender. The word "Lender" means Buffalo Federal Bank, its successors and assigns.

Mortgage. The word "Mortgage" means this Mortgage between Grantor and Lender.

Note. The word "Note" means the promissory note dated May 27, 2020, **in the original principal amount of $127,279.38** from Grantor to Lender, together with all renewals of, extensions of, modifications of, refinancings of, consolidations of, and substitutions for the promissory note or agreement. The maturity date of this Mortgage is May 27, 2045. **NOTICE TO GRANTOR: THE NOTE CONTAINS A VARIABLE INTEREST RATE.**

Personal Property. The words "Personal Property" mean all equipment, fixtures, and other articles of personal property now or hereafter owned by Grantor, and now or hereafter attached or affixed to the Real Property; together with all accessions, parts, and additions to, all replacements of, and all substitutions for, any of such property; and together with all proceeds (including without limitation all insurance proceeds and refunds of premiums) from any sale or other disposition of the Property.

Property. The word "Property" means collectively the Real Property and the Personal Property.

Real Property. The words "Real Property" mean the real property, interests and rights, as further described in this Mortgage.

Related Documents. The words "Related Documents" mean all promissory notes, credit agreements, loan agreements, environmental agreements, guaranties, security agreements, mortgages, deeds of trust, security deeds, collateral mortgages, and all other instruments, agreements and documents, whether now or hereafter existing, executed in connection with the Indebtedness.

Rents. The word "Rents" means all present and future rents, revenues, income, issues, royalties, profits, and other benefits derived from the Property.

EACH GRANTOR ACKNOWLEDGES HAVING READ ALL THE PROVISIONS OF THIS MORTGAGE, AND EACH GRANTOR AGREES TO ITS TERMS.

GRANTOR:

X _____
Jeffrey Swaney

X _____
Michele Swaney

INDIVIDUAL ACKNOWLEDGMENT

State of Wyoming

County of Campbell

This instrument was acknowledged before me on May-27th-2020 (date) by Jeffrey Swaney and Michele Swaney.

JOSHUA RICHARDSON - NOTARY PUBLIC
COUNTY OF CAMPBELL STATE OF WYOMING
MY COMMISSION EXPIRES JULY 2, 2023

_____
(Notarial Signature)

My commission expires: July-2-2023

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Parcel Details

Parcel Number: 10061440

Account Number: R0061440

Receipt: 5195

Parcel ID: 17506900001206

Levy District:
100 CAMPBELL COUNTY

2021 Owner(s): SWANEY JEFFREY & MICHELE

Mailing Address:
SWANEY JEFFREY & MICHELE
190 S HEPTNER RD
ROZET, WY 827278404

Owner Type: 4 General Public

Status: Active

Property Description

Subdivision:
Street: S HEPTNER RD
Legal: W2SW
LOT/Section: 11
Block/Township: 50
Tract/Range: 69
Square Feet: 0
Acres: 80.00

Current Property Tax Valuations

	Market	Taxable
Land:	$6,045	$574
Improvements:	$0	$0
Personal:	$0	$0
Exempt:	$0	$0
State:	$0	$0
Total:	$6,045	$574

Campbell County
wyoming

Shopping Cart: 0 items [$0.00]

New Search | History | Payoff | PayTaxes | Help

Parcel#: 0R0061440

Status: Current

Receipt: 24990

2020 Owner(s):
SWANEY JEFFREY & MICHELE

Mailing Address:
190 S HEPTNER RD
ROZET, WY 82727

Levy District:
0100, CAMPBELL COUNTY

Market: $6,045
Taxable: $574

Vet Exempt: $0

Net Taxable: $574

☐ Detail

View Pie Charts

First Half:	$17.24	**Due:** 11/10/2020
Second Half:	$17.23	**Due:** 5/10/2021
Total:	$34.47	

☐ Detail

First Half:	$17.24
Second Half:	$17.23
Total:	$34.47

(May include penalty & interest)

Geo Code: 17-5069-00-0-01-206.00

Property address: S HEPTNER RD, ROZET WY 827270000
Legal: ,S11 T50 R69 W2SW

Note: Convenience Fees will be applied as follows: Credit Card Payments - 2.95% of Payment Visa Debit Card Payments - $3.95 The accuracy of this data is not guaranteed. Property Tax data was last updated 03/11/2021 03:00 PM.

Send Payments To:
Campbell County Treasurer
P.O. Box 1027
Gillette, Wyoming 82717-1027

tyler technologies

Campbell County
wyoming

Shopping Cart: 0 items [$0.00]

New Search | Detail | Payoff | Help

Parcel#: 0R0061440

Status: Current

Type: RE

Owner: SWANEY JEFFREY & MICHELE

History:

Tax Year	Statement #	Bill Date	Bill Amount	Date Paid	Paid Amount	Notes
2020	24990	09/01/2020	$34.47	11/2/2020 11/2/2020	$17.24 $17.23	

**** Paid Amount may include penalty & interest**

Note: Convenience Fees will be applied as follows: Credit Card Payments - 2.95% of Payment Visa Debit Card Payments - $3.95 The accuracy of this data is not guaranteed. Property Tax data was last updated 03/11/2021 03:00 PM.

Send Payments To:
Campbell County Treasurer
P.O. Box 1027
Gillette, Wyoming 82717-1027

tyler
technologies

10061440 SWANEY JEFFREY & MICHELE

S HEPTNER RD

Recording Information

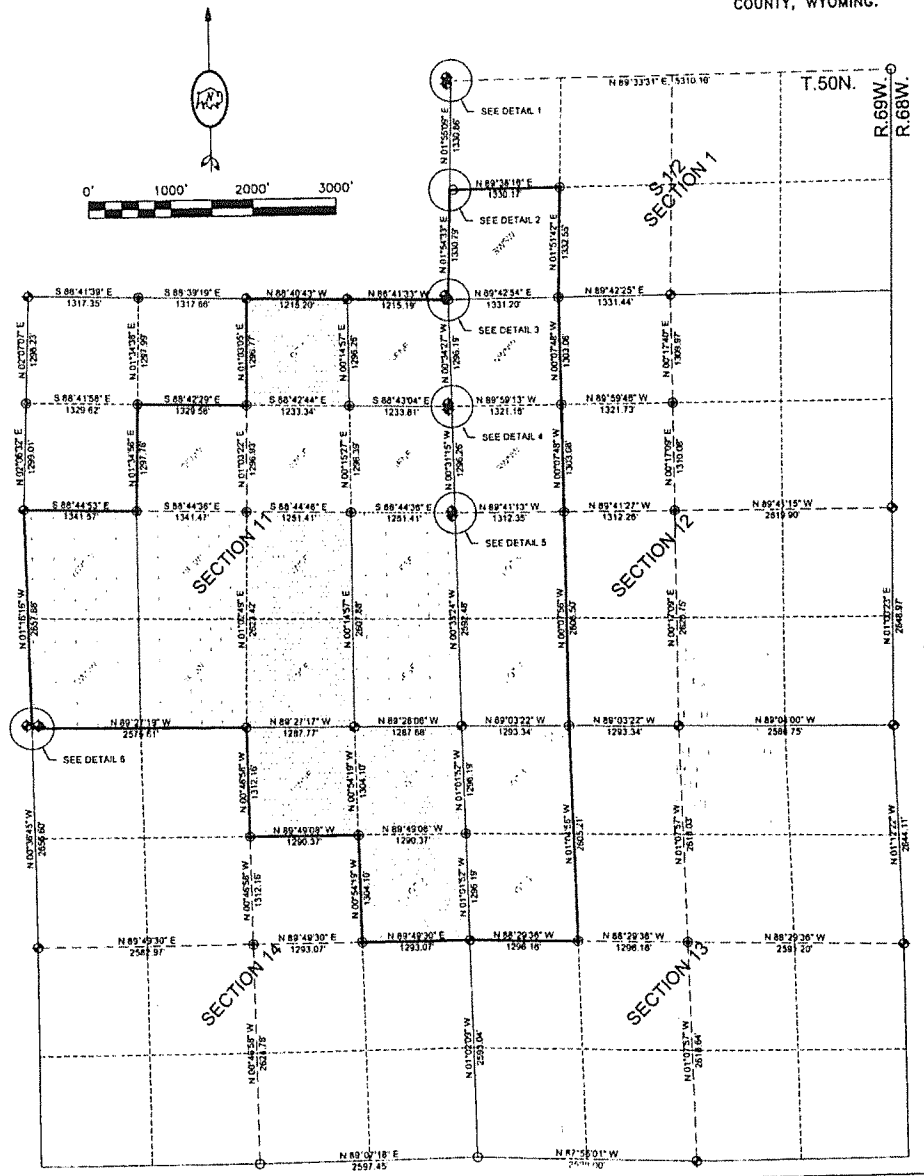
Recorded Date	Book	Page
06/04/2019	3205	644

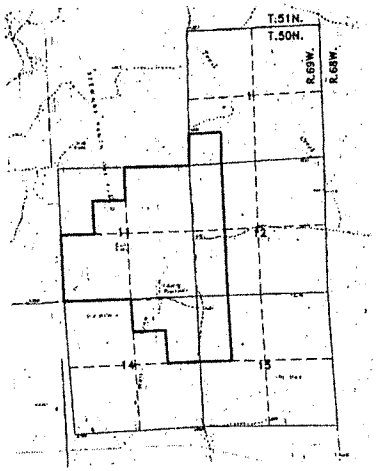
Legal Detail

Legal Description 1	Legal Description 2	LOT/Section	Block/Township	Tract/Range
W2SW		11	50	69

BOUNDARY PLAT FOR:
RIO TINTO ENERGY AMERICA

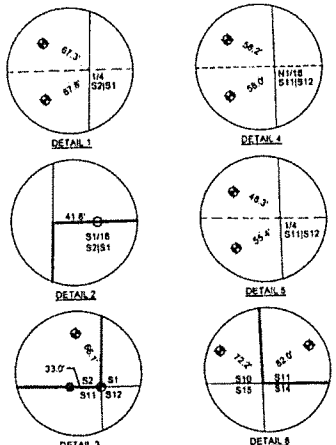
A TRACT OF LAND BEING THE SW1/4SW1/4 OF SECTION 1
THE NE1/4, SE1/4, SW1/4 AND THE SE1/4NW1/4 OF SECTION 11
THE W1/2NW1/4, LOT 6 AND LOT 7 OF SECTION 12
LOT 4 AND LOT 5 OF SECTION 13
THE NW1/4NE1/4, LOT 1 AND LOT 2 OF SECTION 14
T.50N., R.69W. OF THE SIXTH PRINCIPAL MERIDIAN, CAMPBELL
COUNTY, WYOMING.





LOCATION MAP
(NOT TO SCALE)

WITNESS CORNER DETAILS
DETAILS ARE NOT TO SCALE



LEGEND

- 2 1/2" ALUMINUM CAP STAMPED PEALS 2395
- 3 1/4" BRASS CAP STAMPED BLM / USGLO
- 3" ALUMINUM CAP STAMPED LS 538
- 2 1/2" ALUMINUM CAP STAMPED PLS 5655
- SHEARED ALUMINUM PIPE
- RIO TINTO BOUNDARY
- SECTION LINE
- QUARTER LINE
- SIXTEENTH LINE

918233
STATE OF WYOMING }ss
County of Campbell }
Filed for record this 14th day of October 2008,
at 10:57 A.M. in Book 9 of Plats
Page 107
SUSAN F. SAUNDERS
CAMPBELL COUNTY CLERK
By Kathryn A. Sparling
Deputy Clerk

PARCEL AREAS		
PARCEL #1A	SW1/4NW1/4, LOT 6, LOT 7 OF SECTION 12.	117.0 ACRES
PARCEL #1B	LOT 4, LOT 5 OF SECTION 13	77.2 ACRES
PARCEL #2	LOT 1, W1/2SE1/4 OF SECTION 11, LOT 1, LOT 2, NW1/4NE1/4 OF SECTION 14.	228.4 ACRES
PARCEL #3	SW1/4SW1/4 OF SECTION 1, NW1/4NW1/4 OF SECTION 12, NE1/4NE1/4, S1/2NE1/4, SE1/4NW1/4 OF SECTION 11.	230.4 ACRES
PARCEL #4	E1/2SE1/4, SW1/4 OF SECTION 11	235.1 ACRES
		TOTAL = 888.1 ACRES

CERTIFICATE OF SURVEYOR

State of Wyoming }
} ss
County of Crook }

I, Ralph W. Goodson, of Sundance, Crook County, Wyoming, do hereby certify that this map was drawn from notes taken during an actual survey done by me and under my direct supervision during September and October 2008 and that that survey is accurately represented hereon.

Registered Professional Engineer (Civil) & Land Surveyor
Ralph W. Goodson
2395
Date 10/8/08
WYOMING

Prepared By:
BEARLODGE LTD., INC.
Consulting Engineers & Land Surveyors
P. O. Box 130, 420 Cleveland St., Sundance, WY 82729 (307) 283-3433

BOUNDARY PLAT FOR:
RIO TINTO ENERGY AMERICA

A TRACT OF LAND BEING THE SW1/4SW1/4 OF SECTION 1
THE NE1/4, SE1/4, SW1/4 AND THE SE1/4NW1/4 OF SECTION 11
THE W1/2NW1/4, LOT 6 AND LOT 7 OF SECTION 12
LOT 4 AND LOT 5 OF SECTION 13
THE NW1/4NE1/4, LOT 1 AND LOT 2 OF SECTION 14
T.50N., R.69W. OF THE SIXTH PRINCIPAL MERIDIAN, CAMPBELL
COUNTY, WYOMING.

08657

Drawn By: RJW	Date: 10/8/08	Scale: 1" = 1000'	Drawer No.:
Revised By: JAK	Date: 10/9/08	SHEET 1 OF 1 sheet	Map No.:

Book 179 of Photos, Page 103.

R.O.W. #598

334152

RIGHT OF WAY CONTRACT

OPTION

FOR AND IN CONSIDERATION OF AN AGGREGATE SUM EQUAL TO One Dollar ($1.00) per rod for each rod of pipe line constructed under the terms hereof, at the time and in the manner hereinafter set forth,

Ruth Whisler

hereinafter referred to as Grantors (whether one or more), do hereby warrant and convey unto BELLE FOURCHE PIPELINE COMPANY, a Wyoming Corporation, with offices at River Cross Road, Casper, Wyoming, its successors and assigns, hereinafter referred to as Grantee, the right to construct, maintain, inspect, operate, protect, repair, replace, change the size of or remove a pipe line or pipe lines, and appurtenances necessary for and incident to the operation and protection thereof, for the transportation of oil, gas, petroleum or any of its products, along a route to be selected by Grantee on, over, and through the following described lands, of which Grantors warrant they are the owners, situated in Campbell County, State of Wyoming, to-wit:

Township 50 North, Range 69 West, 6th P.M.
Section 14: N½NE¼, SE¼NE¼
Section 11: NW¼SW¼, S½SW¼

(SEE RIDER ATTACHED HERETO AND MADE A PART HEREOF, FOR ADDITIONAL PROVISIONS OF THIS CONTRACT)

together with the right of ingress and egress to and from said line or lines, or any of them, for the purposes aforesaid.

Grantee agrees to pay the sum of Four Hundred Seventeen & 45/100 Dollars ($ 417.45), upon the execution hereof, receipt of which is hereby acknowledged. Any balance due to be paid to the Grantors after the survey establishing the route of the line has been completed, and before construction is commenced. It being mutually agreed that if Grantee fails to make payment of the balance due within twelve (12) months from the date hereof, all rights, terms and conditions of this contract shall cease and determine.

Grantors to have the right to fully use and enjoy the above described premises, except as to the rights herein granted; and Grantors agree not to build, create or construct, nor permit to be built, created or constructed, any obstruction, building, engineering works, or other structure over said pipe line or lines. Grantee hereby agrees to pay any damages which may arise to growing crops, pasturage, fences, or buildings of said Grantors from the exercise of the rights herein granted, said damages, if not mutually agreed upon, to be ascertained and determined by three disinterested persons, one thereof to be appointed by Grantors, one by Grantee, and the third by the two so appointed, and the written award of such three persons shall be final and conclusive.

Should more than one pipe line be laid under this grant, at any time, an additional consideration, calculated on the basis of One Dollar ($1.00) per lineal rod, shall be paid for each line laid after the first line. It is agreed that any payment due hereunder may be made direct to said Grantors or any one of them.

Any pipe line or lines constructed by said Grantee across lands under cultivation shall, at the time of construction thereof, be buried to such depth as will not interfere with cultivation.

The pipe line right-of-way herein granted is limited to a total width of four (4) rods along the line of actual construction.

Grantors hereby surrender and release for the purpose of this instrument only, all rights of homestead in the premises hereinabove described.

The rights herein granted may be assigned in whole or in part.

The terms, conditions and provisions of this contract shall extend to and be binding upon the heirs, executors, administrators, personal representatives, successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the Grantors herein have hereunto set their hands and seals this _____ day of _____, 19 69

Signed, sealed and delivered in the presence of:

Ruth Whisler (Seal)
Ruth Whisler

_____ (Seal)

_____ (Seal)

_____ (Seal)

ACKNOWLEDGEMENT (For use by Individual)

State of Wyoming
County of Campbell } ss.

On this 25th day of July A.D. 19 69 before me personally appeared Ruth Whisler

to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.

Given under my hand and ~~seal~~ the day and year in the certificate first above written.

THOMAS E. LUBNAU—Notary Public
County of Campbell State of Wyoming
My Commission Expires Oct. 22, 1972

My Commission expires: _____ Notary Public

ACKNOWLEDGEMENT (Married)

State of _____
County of _____ } ss.

On this _____ day of _____ A.D. 19____ before me personally appeared _____

_____ to me known to be the persons described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed, including the release and waiver of the right of homestead, the said wife having been by me fully apprised of her right and effect of signing and acknowledging the said instrument.

Given under my hand and seal the day and year in the certificate first above written.

My Commission expires: _____ Notary Public

ACKNOWLEDGEMENT (For use by Corporation)

State of _____
County of _____ } ss.

On this _____ day of _____ A.D. 19____ before me personally appeared _____

_____ to me personally known, who, being by me duly sworn, did say that he is the _____ of _____ and that the seal affixed to said instrument is the corporate seal of said corporation and that said instrument was signed and sealed in behalf of said corporation by authority of its Board of Directors, and said _____ acknowledged said instrument to be the free act and deed of said corporation.

Given under my hand and seal the day and year in the certificate first above written.

My Commission expires: _____ Notary Public

Series _____ Line No. _____
FROM
TO
BELLE FOURCHE PIPELINE COMPANY
Line _____
Length _____ Rods

RIDER

1. From and after completion of the first pipeline constructed pursuant hereto, all rights herein granted shall be limited to a width of four (4) rods along the line of actual construction.

2. It is understood and agreed that the right-of-way herein granted shall remain in effect so long as Grantee, its successors or assigns, inspect, operate, protect, repair, replace or remove said pipeline or pipelines, and upon the termination of such use of said right-of-way for the uses and purposes herein set forth, all rights herein granted shall terminate and revert to the Grantors, their heirs, successors or assigns.

3. It is understood and agreed that Grantee is to pay for any damages which may arise to growing crops, pasturage, fences, buildings or livestock of Grantors when such damages are occasioned by the exercise of the rights herein granted.

4. It is understood and agreed that at any point at which the subject pipeline crosses existing roads or trails of Grantor on the subject lands, Grantee will grade and gravel such points in a manner and method which will allow Grantor reasonable vehicular travel across same.

5. It is understood and agreed that Grantee will re-seed the right-of-way herein granted with good quality seed, and further that such re-seeding shall be accomplished by drill method and not by broadcasting method.

6. The center line of the subject pipeline shall follow the course as shown upon a certain survey map furnished Grantors by Grantee.

Ruth D. Whisler
Ruth Whisler

STATE OF WYOMING }
Campbell County } ss. 334152

Filed for record this 24th day of October A. D., 19 69 at 10:30 o'clock A. M. and recorded in Book 179 of Photos on page 103. Fees $ 4.00

Gwynne L. Hayden
County Clerk and Ex-Officio Register of Deeds

By _____
Deputy

RECORDED
ABSTRACTED
INDEXED
CHECKED

1056370

MEMORANDUM OF EASEMENT AND RIGHT-OF-WAY AGREEMENT
WO# 190481 / 107.20

TO WHOM IT MAY CONCERN:

Please take notice Jeffrey Swaney and Michele Swaney, husband and wife (**Grantor**) has entered into an Easement and Right-of-Way Agreement with Powder River Energy Corporation (PRECorp), a Wyoming cooperative utility (**Grantee**).

The legal description of the centerline of the easement and property affected is attached hereto and marked as Exhibit A. Any third party who desires to know the terms and conditions of the Easement and Right-of-Way Agreement may direct a request to **Grantor** and **Grantor** shall be free to divulge any and all information associated with the Easement and Right-of-Way Agreement between **Grantor** and **Grantee**.

Any requests for information may be sent to **Grantor** at the following address:
Jeffrey and Michele Swaney
PO Box 2501
Gillette, WY 82717-2501

IN WITNESS WHEREOF, Grantor has executed this Agreement as of the 31 day of July, 2019.

GRANTOR:

Print: Jeffrey Swaney
Sign: [signature]
Print: Michele Swaney
Sign: [signature]

STATE OF Wyoming)
) ss.
COUNTY OF Campbell)

On this the 31 day of July, 2019, before me, the undersigned officer, personally appeared Jeffrey Swaney and Michele Swaney, husband and wife, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that s/he executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.
(SEAL)

Suzanne Gillum - Notary Public
County of Campbell
State of Wyoming
This Commission Expires: 11/1/2020

[signature]
Notary Public
My Commission Expires: 11-01-2020

IN WITNESS WHEREOF, Grantee has executed this Agreement as of the 31 day of July, 2019.

GRANTEE:

Print: Powder River Energy Corporation

Sign: Angela Sabus
Land Services Agent

STATE OF Wyoming)
) ss.
COUNTY OF CAMPBELL)

On this the 31 day of July, 2019, before me, the undersigned officer, personally appeared Angela Sabus, Land Services Agent for Powder River Energy Corporation, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that s/he executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

(SEAL)

TRACY D. JONES - NOTARY PUBLIC
COUNTY OF CROOK STATE OF WYOMING
My Commission Expires 11/4/2019

Tracy D Jones
Notary Public
My Commission Expires: 11/4/2019

POWDER RIVER ENERGY CORPORATION
A Touchstone Energy Cooperative

"Exhibit A"

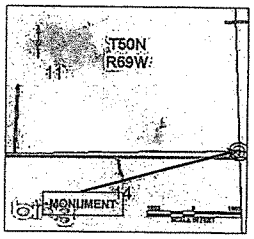
Swaney

Page 1 of 1
By and Between
Swaney and Powder
River Energy Corp.
Initials _____

T50N, R69W, 6th P.M., Campbell County, Wyoming
Section 11: SW¼SW¼

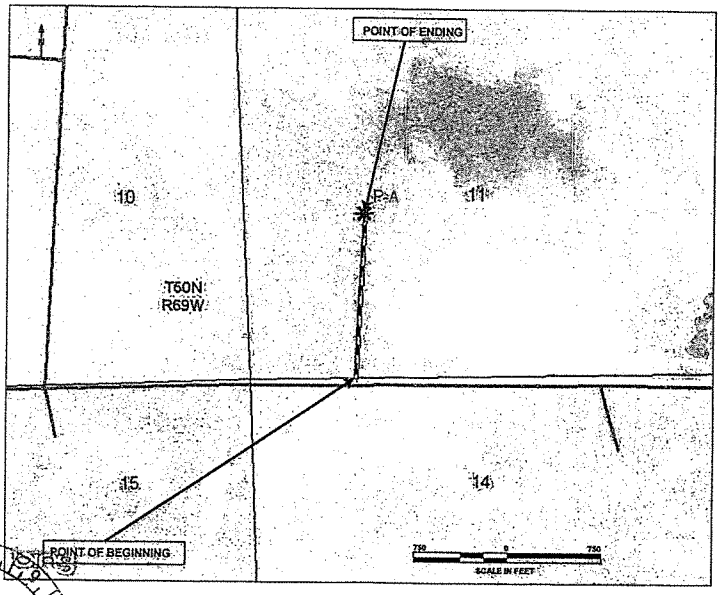
WO#: 190481

Bearing and distances are approximated based on GPS data gathered and projected into NAD 83 Wyoming State Plane, East Central Zone, US Survey feet.



An easement 30 Feet in width, being 15 Feet on each side of the following described line. Commencing at the Southeast Corner of Section 14, T50N, R69W, thence S88°55'59.424"W a distance of 4304 Feet, more or less, to the POINT OF BEGINNING; thence N2°26'34.143"E a distance of 1310 Feet, more or less, thus to the ending point.

The above described is for power line ROW extending a total of 1310 feet, more or less.



Point P-A is set at the center of a circular tract of land with a radius of 35 feet.

RECORDED
ABSTRACTED
INDEXED
CHECKED

RECEIVED
AUG 19 2019 08/19/2019
CAMPBELL COUNTY CLERK

1056370 Recorded on 08/19/2019 at 08:18 Fee 18.00
Book 3221 of PHOTOS Pages 642 to 644
Susan F. Saunders, Campbell County Clerk by: S. WALTER

CONSENT TO SUBDIVIDE

COMES NOW, Buffalo Federal Bank who is the holder and real party in interest in the documents entitled Mortgage, recorded 23 June 2020 in Book 3281, Page 71 between Jeffrey and Michele Swaney and Buffalo Federal Bank

For the following described property;

A tract of land being the SW¼SW¼, Section 11, T50N, R69W, 6th P.M.,
Campbell County, Wyoming

Hereby consent to the subdivision by Jeffrey and Michele Swaney for the following described property, to-wit:

A tract of land being the SW¼SW¼, Section 11, T50N, R69W, 6th P.M.,
Campbell County, Wyoming

I herby agree that to the best of my knowledge, binding arrangements have been made to assure purchasers of any part of the subdivision that upon full payment of the purchase price, a deed can and will be delivered conveying merchantable title subject only to noted reservations or restriction or record and free of encumbrances not specifically assumed by the purchasers, subject only to a proportionate share of such taxes and assessments thereon.

DATED this 21st day of April, 2021

_____ as AVP (Title) for Buffalo Federal Bank

STATE OF WYOMING)
) SS
COUNTY OF CAMPBELL)

The foregoing instrument was acknowledged before me this 21st day of April, 2021 by Josh Richardson, AVP (title) for Buffalo Federal Bank

Witness my hand and official Seal

_____

SHANNA R FIRNEKAS - NOTARY PUBLIC
COUNTY OF CAMPBELL STATE OF WYOMING
MY COMMISSION EXPIRES NOVEMBER 3, 2024

My commission expires: Nov. 3, 2024

Campbell County
wyoming

Campbell County Government

GENERAL LICENSE

Parties: The Parties to this License are Jeff Swaney, hereinafter referred to as LICENSEE, whose address is 190 S. Heptner Road Rozet, WY 82727

and CAMPBELL COUNTY GOVERNMENT and its Road and Bridge Department, whose address is 1704 4-J Road, Gillette, WY 82718, or Campbell County Public Works, whose address is 500 S. Gillette Avenue, Gillette, WY 82716, hereinafter referred to as COUNTY.

Purpose of License Request: The LICENSEE is planning the construction of a roadway approach to access parcels

hereinafter referred to as FACILITY.

License Location: (Attach aerial photo or topographic map identifying location of proposed License)

Section: SW Sec 11 Township: 50N Range: 69W

GPS Coordinates: (Dec.deg.) Entering R/W Latitude 44.322811 (Dec. deg.): Longitude -105.121469

(Dec.deg.) Exiting R/W Latitude _____ (Dec.deg.): Longitude _____

(GPS Datum NAD/83 accuracy to approximately 30')

County Road Name or Publicly Dedicated Street/Road Name South Heptner Road

(≈ 7/8ths mile W of Gray Road intersection, north side)

License Type

- ☐ "A" LICENSES: Infrastructure to be placed in COUNTY-controlled rights-of-way (i.e. pipelines, utilities, signs, etc.). **County Road and Bridge will process Type A Licenses**
- ☐ "B" LICENSES: Overhead lines or structures to be placed over COUNTY-controlled rights-of-way. **County Road and Bridge will process Type B Licenses**
- ☐ "C" LICENSES: Underground lines (bores) to be placed across and under COUNTY-controlled rights-of-way. **County Road and Bridge will process Type C Licenses**
- ☑ "D" LICENSES: New approaches onto COUNTY-controlled rights-of-way. **County Road and Bridge will process Type D Licenses.**
- ☐ "E" LICENSES: Infrastructure to be placed in publicly-dedicated rights-of-way other than County-controlled (i.e. gas lines in subdivision roads, etc.). **County Public Works will process Type E Licenses.**

LICENSEE Contact

Name: Mr. Jeff Swaney Phone Number: 307-680-5586

COUNTY hereby grants a License upon property the COUNTY acquired for and/or utilized in the operation and maintenance of a COUNTY road, to LICENSEE, subject to the following stipulations:

1. The FACILITY will be placed in a manner conforming to recognized standards, applicable federal, state, or local laws, codes, ordinances, and regulations; in the location shown on the attached "Exhibit A"; and as directed by the COUNTY. Placing the FACILITY in a location other than originally approved without obtaining prior COUNTY approval by submitting a revised "Exhibit A", may void the license.

2. Any future alterations, modifications, or removals of the FACILITY within the public right-of-way, required and requested by the COUNTY, shall be completed without delay. Adjustments will be accomplished at no expense to the COUNTY, unless otherwise provided for by law.

3. The license grants permission for the LICENSEE to occupy a portion of the right-of-way controlled by the COUNTY. This permission is limited by the type of controlling interest held by the COUNTY. Responsibility to satisfy any other fee (deeded) interest rests with the LICENSEE.

4. This license will not be modified, transferred, or assigned without the written consent of the COUNTY. This license does not allow for installation of additional facilities, nor does this license set aside a strip of land of specific width for the exclusive use by the LICENSEE.

5. Attached to this license is a map, topographic map, or plan sheet(s) labeled "Exhibit A", dated 2/11/2021, which clearly shows the FACILITY's alignment, grade, vertical and horizontal clearances, type of material, operating pressure and/or capacity, property ties, as well as dimensions from the proposed FACILITY to the roadway and/or right-of-way line, which by this reference is made a part thereof. For aerial crossing Licenses, Exhibit A shall show at a minimum the low sag design clearance above the high point of the roadway. For buried highway crossing License, Exhibit A shall show at a minimum the depth of the FACILITY relative to natural ground, roadway drainage ditch, and the roadway template as well as the proposed casing type and method of installation. Pipelines require plan sheets, preferably with aerial photo backgrounds, showing proposed alignment and appurtances. The maximum sheet size for the Exhibit A sheet(s) shall be 11" x 17".

6. The LICENSEE agrees to the standards for traffic control as outlined in the "Manual on Uniform Traffic Control Devices". Standards developed by the LICENSEE may be substituted for the cited manual provided they have been approved by the County Engineer. The LICENSEE must cease all operations if they do not comply with traffic control standards. Traffic control plans and road closure plans may be required by the County for approval prior to starting any work on the street right-of-way.

7. The LICENSEE agrees to forever indemnify the COUNTY and save it harmless from all liability for damages to property, or injury to death of persons, including all costs and expenses related thereto, arising wholly or in part, or in connection with the existence, construction, alteration, repair, renewal, use, or removal of the FACILITY by the LICENSEE or his agents, for those facilities located within the COUNTY right-of-way described or noted herein.

8. Specific construction considerations may be attached to this form by the COUNTY. The LICENSEE agrees to incorporate the applicable requirements into the design of the FACILITY and assures compliance with these requirements during the construction of the FACILITY. Non-compliance will void this permit.

9. The LICENSEE is required to notify the COUNTY in writing to cancel and/or nullify an issued license if the described FACILITY is to be abandoned in place, will be removed, or will not be constructed. The COUNTY will determine if abandonment in place will hinder the COUNTY's future operations and if the FACILITY must be removed at the time of abandonment.

10. This license will be null and void if construction of the described FACILITY does not commence within six (6) months of approval, unless prior arrangements have been made specifying a specific construction period. This license shall be null and void if the described FACILITY is not in use for a period of eighteen (18) months or longer, and the LICENSEE may be required to remove the FACILITY.

11. Based upon the complexity, construction methods or other concerns, the COUNTY may require part-time or full-time inspector(s) to the LICENSEE's project. The cost of such inspection will be at the sole expense of the LICENSEE.

12. The LICENSEE waives all claims against the COUNTY for any loss, damage or injury sustained to property of LICENSEE which is installed on COUNTY right-of-way under this agreement due to ordinary negligence of COUNTY or its employees.

13. The LICENSEE is hereby advised that any work operation in the vicinity of electric power lines shall be in compliance with W.S. 37-3-301 through 37-3-306, titled Wyoming High Voltage Power lines and Safety Restrictions Act, and the LICENSEE is further advised to comply with the provisions W.S. 37-12-301 through 37-12-304, titled Damage to Underground Public Utilities Facilities.

14. This license is issued with the understanding that conventional construction methods like: trenching, plowing, boring, pole setting by truck, etc. will be used. Activities like blasting, erection of poles or structures by helicopter or other other non-conventional methods will require specific prior approval by the COUNTY.

15. LICENSEE shall design, construct, maintain and operate the FACILITY so that it will not interfere with the use of the area subject to this License by the COUNTY. LICENSEE shall restore the surface and any damaged improvements and any disturbed adjacent areas caused by any failure of the design, construction, maintenance or operation of the FACILITY, to a condition comparable to the condition of the disturbed or damaged areas before the failure of the FACILITY.

17. After repair of any asphalt or asphaltic concrete roadways or pathways that are damaged and/or removed as a result of the construction of the FACILITY, the LICENSEE and COUNTY shall meet and document the post-construction condition of the roadway. This data will be used as a baseline to determine future maintenance repairs required of the LICENSEE that result from settlement and/or other means of roadway or pathway failure caused by the failure of the design, construction, maintenance or operation of the FACILITY.

18. No open-trench cutting of a COUNTY-controlled and maintained roadway will be allowed without prior consent of the COUNTY Road and Bridge Director.

19. LICENSEE must call for utility locates prior to installation of any FACILITY.

20. Additional COUNTY Stipulations (COUNTY representative to check those that apply)

Schedules, submittals and notifications (**Applies to all License Types**)

- ☐ As-constructed plans shall be submitted to Campbell County Public Works within 45-days of project completion
- ☐ As-constructed plans shall be submitted to Campbell County Road and Bridge within 45-days of project completion
- ☑ At least 48 hours notice of construction commencement shall be given to Campbell County Road and Bridge
- ☐ LICENSEE shall provide an as-constructed metes and bounds description of the installed pipeline alignment with the as-constructed drawings.
- ☐ LICENSEE shall submit construction schedule to County Road and Bridge prior to commencement of project
- ☐ LICENSEE shall submit a proposed reclamation schedule to County Road and Bridge prior to commencement of project
- ☐ LICENSEE shall submit traffic control plans to County Road and Bridge for any planned roadway disruption at least 10 days prior to the disruption.
- ☐ At the time of this application, LICENSEE shall notify County Road and Bridge of any anticipated COUNTY road closures or disruptions associated with the installation of the FACILITY.
- ☐ Other_____
- ☐ Other_____

Pipelines, roadway bores, roadway open-trench cuts and general underground utilities (**Applies to Type A and C Licenses**)

- ☐ An open-trench method of roadway crossing installation is approved. The trench shall be backfilled to the bottom of the surfacing material with a cement-based flowable fill as approved by the COUNTY Road and Bridge Director.
- ☐ Buried roadway crossing must be accomplished by jacking or boring and must be contained in an approved casing.
- ☐ Buried roadway crossing will be allowed to be uncased if the pipeline material meets the requirements of ASME B31.8 (0.5 design factor, Location Class 3)
- ☐ The trench is to be backfilled and compacted daily, and no open trenches will be allowed to be left overnight.
- ☐ Up to _____' of trench may be exposed at any one time providing appropriate barriers are placed around it.
- ☐ Trench backfill shall be compacted to a minimum of _____% of Modified Proctor.
- ☐ Reclamation of pipeline trenches, bore pits and other vegetation scars within the right-of-way must be complete (see exception for seeding) within _____ days of laying pipeline or completing bore. At no time can more than _____ feet of pipeline trench reclamation be incomplete on any given run of pipe. A COUNTY pathway cannot be out of service for longer than forty-five (45) days.
    - o Seeding exception: Reclamation seeding shall not occur from _____ through _____.
- ☐ Depth to top of bore casing must be a minimum of 4 feet below the lowest elevation of the ditch line.
- ☐ Bore casing type and method shall be reviewed by County Road and Bridge Director prior to installation, and must be designed to withstand traffic and roadbed loads. The casing shall be installed in a manner to prevent the formation of a waterway under the roadway, and if used, casing must be installed across the entire portion of the roadway right-of-way.
- ☐ The two ends of the bore casing must be marked at the right-of-way line as directed by the County Road and Bridge Director.
- ☐ Pipeline trench cannot encroach onto slope between shoulder and ditch.
- ☐ Other_____
- ☐ Other_____

Roadway approaches (**Applies to Type D Licenses**)

☑ Approaches onto COUNTY-controlled roadways must be built to at least the minimum standards as outlined on the attached Exhibit, including but not limited to the following:

1. No water will be allowed to run onto the COUNTY-controlled and maintained roadway from the approach roadway.
2. An 18" minimum diameter culvert must be installed under the approach if warranted. COUNTY will determine if a larger culvert is required. In this case, COUNTY has required that you install a 18 " diameter culvert.
3. The approach must have an all-weather aggregate (similar material to existing roadway surface, aggregate base course required) for gravel roadways and a paved surfacing for paved roadways.
4. The approach must provide a minimum of 500' of sight distance in each direction.
   a. Actual sight distance ≥800 ft L (east) and 2100 ft R (west) reviewed by K.Geis
5. Standard approach width is ≥20 '. COUNTY reserves the right to require a wider approach depending on the intended use of the approach. In this case, COUNTY requires a ≥20 ' wide approach.

☐ Provide photographs looking each direction down County Road from the proposed approach location

☐ Other_____

☐ Other_____

Overhead/aerial roadway crossings (**Applies to Type B Licenses**)

☐ Based on the electrical power line voltage of _____kV, the minimum low sag clearance above high point of road shall be _____ feet. (per W.S. 37-3-303 and using 18' base height). At no time will a low sag clearance be less than 24 feet.

☐ LICENSEE shall provide verification of the as-constructed minimum low sag clearance above the high point of the road within 45-days of completion of installation.

☐ All anchor and pole locations must be installed outside of COUNTY-controlled right-of-way.

☐ Other_____

☐ Other_____

Sign or Pole structures (**Applies to Type A Licenses**)

☐ Signs and sign posts placed within the right-of-way must meet minimum Rural District Detail standards per the Wyoming Department of Transportation (WYDOT). Details must show edge distance, height, break-away post size, sign support details and break-away post drill hole details at minimum.

☐ Light posts within ROW must meet _____

☐ Other_____

General (**Applies to all License Types**)

☑ No materials or equipment will be stockpiled or parked within right-of-way and/or within 30' of roadway shoulder

☑ No work may be conducted from the roadway surface

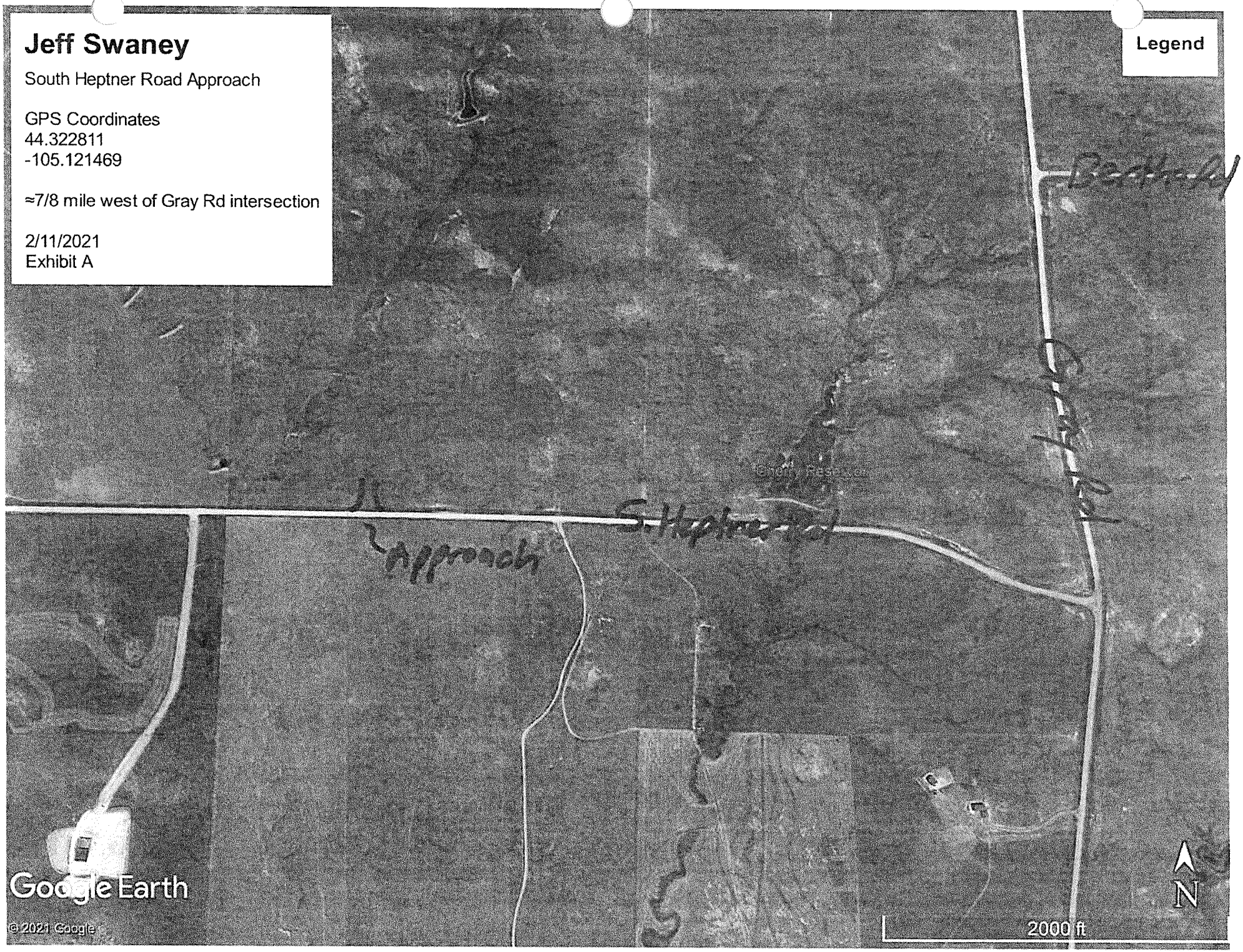
☐ All dirt and debris shall be swept from COUNTY paved roadways and COUNTY pathways on a daily/weekly/bi-weekly/monthly basis during construction

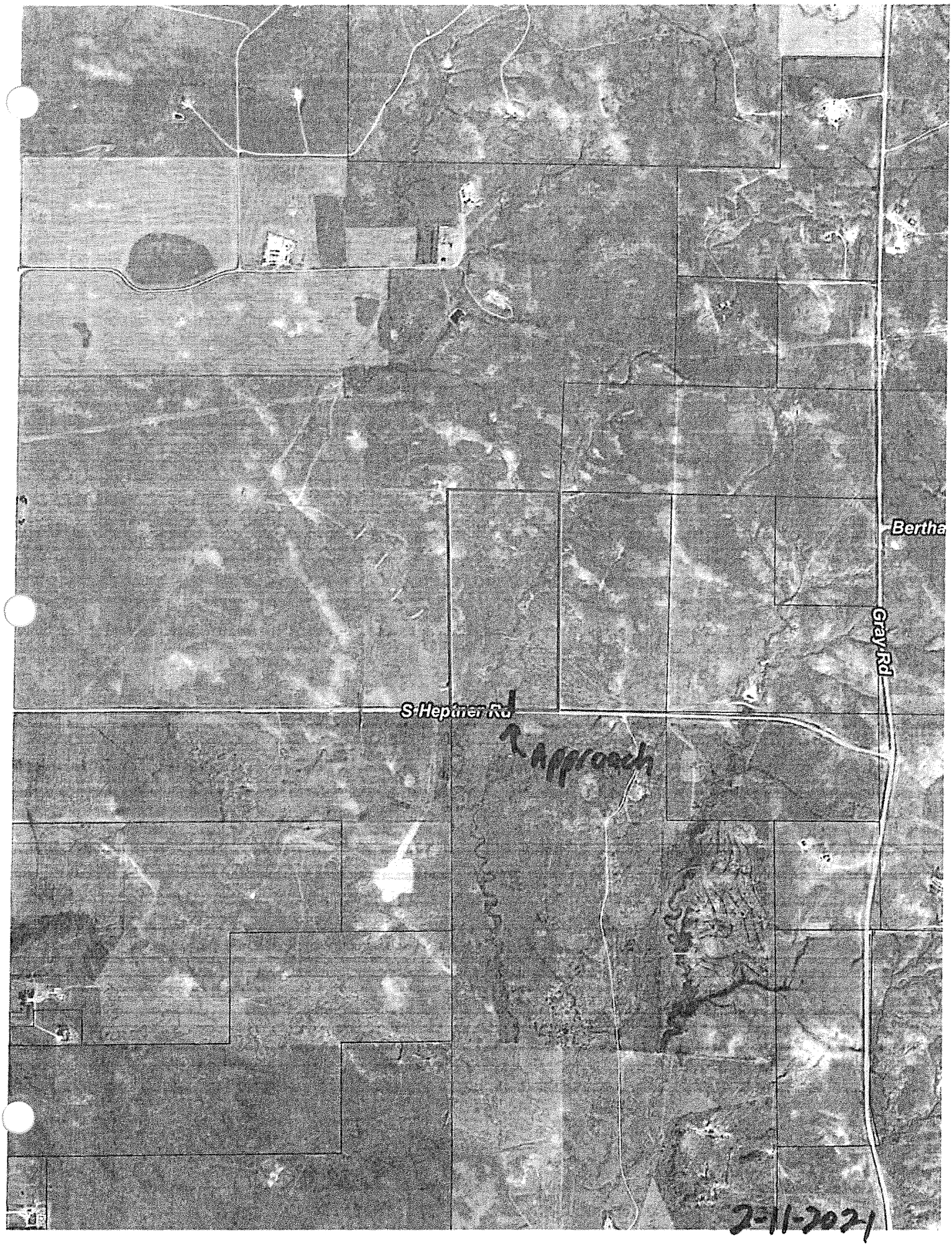
☑ Revegetation seed mix must be approved by the County Road and Bridge Director prior to reclamation.

☐ Work conducted within _____' of roadway shoulder will require jersey barrier placement

The undersigned, LICENSEE/Owner of the FACILITY, hereby accepts this License, subject to the terms and conditions stated herein.

ITEM	LICENSEE/Owner	Campbell County (COUNTY)
COMPANY NAME:	Jeff Swaney	Campbell County Government
BY: (Sign)		
BY: (print name)	Jeff Swaney	Kevin Geis
TITLE	Owner	Director - Road & Bridge
DATE:	Feb, 11, 2021	Feb 12, 2021
ADDRESS	190 S Heptner Road	N/A
ADDRESS:	Rozet, WY 82727	N/A
PHONE:	307-680-5586	307-682-4411


Jeff Swaney
South Heptner Road Approach
GPS Coordinates
44.322811
-105.121469
≈7/8 mile west of Gray Rd intersection
2/11/2021
Exhibit A
Legend
Heptner
S. Heptner Rd
Approach
Google Earth
© 2021 Google
2000 ft
N


Bertha
Gray Rd
S Heptner Rd
Approach
2-11-2021

AFFP
NOTICE OF APPLICATION FOR SUBD

Affidavit of Publication

STATE OF WYOMING }
COUNTY OF CAMPBELL } SS

Ann Kennedy Turner, being duly sworn, says:

That she is Publisher of the The Gillette News Record, a daily newspaper of general circulation, printed and published in Gillette, Campbell County, Wyoming; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

April 06, 2021, April 13, 2021

NOTICE OF
APPLICATION
FOR SUBDIVISION
PERMIT

Notice is hereby given that Jeffrey and Michele Swaney, Campbell County, will have applied for permit to subdivide SW 1/4 of SW 1/4 of Section 11 50N 60W. A Final Plat will be reviewed at the April 15 meeting at 7:00pm in the Campbell County Commissioners Chambers, 500 S. Gillette Avenue, Gillette, WY. The Plat can be reviewed at the office of Campbell County Planning and Zoning Division, 500 S. Gillette Avenue, Suite 1500, Gillette, WY.
April 6, 13, 2021

That said newspaper was regularly issued and circulated on those dates.
SIGNED:

Ann Kennedy Turner
Publisher

Subscribed to and sworn to me this 13th day of April 2021.

VALERIE A. KETTREY - NOTARY PUBLIC
COUNTY OF CAMPBELL
STATE OF WYOMING
My Commission Expires 08-03-21

Valerie A. Kettrey, Notary Public, Campbell County, Wyoming

My commission expires: August 03, 2021

Publication Fees: $ 73.50 pd

00032350 00367179

APR 13 2021

Jeffrey Swaney
190 S Heptner Road
Rozet, WY 82727

APR 6 2021

Name	Mailing Address	Mailing City	Mailing St	Mailing Zip
Jeffrey & Michele Swaney	190 S Heptner Rd	Rozet	WY	82727
Cynthia R & Holyoak Sandra L & Wayne Stewart	PO Box 314	Rozet	WY	82727
Romel Ralph & Eurith A Rev Living Trust	6451 Longview Rd	Rapid City	SD	57703
Miller Joan B Revocable Trust	703 W 13Th St	Laurel	MT	59044
Record Land & Livestock LLC	PO Box 302	Gillette	WY	82717
Gray Betty J Revocable Trust	PO Box 580	Moorcroft	WY	82721

The following page(s) contain the backup material for Agenda Item: 10:05 Resolution for Special Prosecution

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Resolution # _____

RESOLUTION FOR SPECIAL PROSECUTION

WHEREAS, the Campbell County and Prosecuting Attorney has entered into an agreement with Alex Berger, Weston County Attorney, in and for Weston County, Wyoming, or other designee of the Weston County Attorney's Office, to represent Campbell County and to make, in their sole discretion, a proper disposition of all potential criminal matters involving the State of Wyoming vs. Christopher T. King, DC-9501, DC-9560, and DC-9563, which the Campbell County Attorney's Office has a conflict of interest;

WHEREAS, Alex Berger or other designee of the Weston County Attorney's Office will provide their services free of charge to Campbell County, however the Campbell County Attorney's Office shall reimburse for all costs and expenses.

WHEREAS, Wyoming Statute §18-3-302 authorizes said action and its benefits Campbell County.

THEREFORE, be it resolved that Alex Berger or other designee of the Weston County Attorney's Office be authorized to act as a Special Deputy County Attorney to make proper disposition of all potential criminal matters involving the State of Wyoming vs. Christopher T. King, DC-9501, DC-9560, and DC-9563, as set forth above on behalf of Campbell County, Wyoming

DATED this _____ day of May, 2021.

THE BOARD OF COUNTY COMMISSIONERS
CAMPBELL COUNTY, WYOMING

_____
Bob Maul, Chairman

_____
Rusty Bell, Commissioner

_____
Colleen Faber, Commissioner

_____
Del Shelstad, Commissioner

_____
DG Reardon, Commissioner

ATTEST:_____
Susan Saunders, Campbell County Clerk

STATE OF WYOMING

COUNTY OF CAMPBELL

APPOINTMENT OF SPECIAL DEPUTY
CAMPBELL COUNTY AND PROSECUTING ATTORNEY

KNOW ALL PERSONS BY THESE PRESENT:

That I, Mitchell H. Damsky, County and Prosecuting Attorney in and for Campbell County, State of Wyoming , pursuant to the authority granted me by the Board of Commissioners of Campbell County by Resolution No._____, dated the _____ day of May, 2021, does hereby appoint Alex Berger, Weston County Attorney or other designee of the Weston County Attorney's Office as Special Deputy County Attorney, in and for Campbell County, Wyoming, to proceed to make, in their sole discretion, a proper disposition of all potential criminal matters involving the State of Wyoming vs. Christopher T. King, DC-9501, DC-9560 and DC-9563, which occurred in Campbell County, Wyoming.

It is understood that said Special Deputy County Attorney shall not receive any fee for the services performed pursuant to this appointment; however, said Special Deputy County Attorney shall be reimbursed for all costs and expenses such Special Deputy County Attorney may incur in the course of performing such services.

DATED this _____ day of May, 2021.

MITCHELL H. DAMSKY – WSB No. 6-2737
County and Prosecuting Attorney
in and for Campbell County, Wyoming
500 South Gillette Avenue, Suite B200
Gillette, Wyoming 82716
Phone: (307) 682-4310 Fax: (307) 687-6441

The following page(s) contain the backup material for Agenda Item: 10:10 Parking Garage Rehab Bid Award

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

Department of Public Works *Matt Olsen, P.E., Director*

500 S. Gillette Avenue, Suite 1400, Gillette, WY 82716 ● 307-685-8061 ● Building 307-682-1970 ● Solid Waste/Recycle 307-682-9499

MEMORANDUM

TO: Campbell County Board of Commissioners

FROM: Matt Olsen, PE, Public Works Director MtO

DATE: May 18, 2021

SUBJECT: Parking Garage Rehab Bid Award Recommendation

Bids were received on May 13, 2021 to perform parking garage slab rehabilitation for the Campbell County Parking Garage structure. Two contractors provided bids which were S&S Builders (Gillette) and Earthworks Solutions (Gillette). Several options were requested for bids which consisted of exploratory concrete repair with deck coatings, or just deck coatings.

Due to budgetary constraints and a long schedule with many unknowns, it is not recommended to perform the exploratory deck repairs at this time.

The deck coating bids were submitted as follows:

- S&S Builders - $112,707.50 (Epoxy system)
- Earthworks Solutions - $65,202.20 (Methyl Methacrylate aka. MMA system)

Public Works recommends award to Earthworks Solutions for the MMA deck coating system. The advantages of this system are less expensive but equivalent to an epoxy system for this type of application, fast cure times (meaning minimal impact to parking restrictions during construction) and this product is something that the Public Works Facilities Dept can maintain in the future.