AGENDA

CAMPBELL COUNTY BOARD OF COMMISSIONERS

COLLEEN FABER, Chairman
DEL SHELSTAD
JIM FORD
BUTCH KNUTSON
KELLEY MCCREERY

MAY 16, 2023

08:00 BOARD BRIEFING | 09:00 MEETING CALLED TO ORDER
PLEDGE OF ALLEGIANCE

CONSENT AGENDA

A. Consent Agenda

COMMISSION CALENDAR/VETERANS UPDATE

B. Commission Calendar

C. Veterans Update

REGULAR BUSINESS

D.	9:10 Mental Health Awareness Month Proclamation	Ashley McRae
E.	9:15 Landfill Tipping Fees Waiver Request – NHSFR	Aaron Lyles
F.	9:20 CST Program Contract, Juvenile & Family Drug Court	Jim Lyon
G.	9:25 CDS FY24 Early Head Start Grant Application	Stephanie Stevens
H.	9:30 CDS FY24 COLA & Quality Improvement Grant Application	Nathan Grotrian
I.	9:35 Community Services Block Grant (CSBG) FY24 Application	Kristin Young
J.	9:40 Airport Terminal Generators Bid Award	Todd Chatfield
K.	9:45 District Support Grant, Bennor Estates ISD	Clark Melinkovich
L.	9:50 District Support Grant, Rocky Point ISD	Clark Melinkovich
M.	9:55 District Support Grant, Rustic Hills ISD	Clark Melinkovich
N.	10:00 District Support Grant, Stone Gate Estates ISD	Clark Melinkovich
O.	10:05 Courtroom Remodel CMAR Contract	Clark Melinkovich
P.	10:10 EMPG-ARPA Grant Award Agreement	David King
Q.	10:15 Sole Source Purchase Request, EMPG-ARPA Siren	David King
R.	10:20 National Weather Service Recognizes Campbell County as a StormReady County	David Hintz

*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.

PUBLIC COMMENT

S. 10:30 For the Good of the County*

T. 11:00 Commissioners Final Comments

EXECUTIVE SESSION

U. 11:10 Wyoming Statute §16-4-405 – Statutory Reasons for Executive Sessions Matters Posing Threat to Security of Public or Private Property or Threat to Public Access |Personnel Matters | Pending or Potential Litigation | National Security Matters | Real Estate-Site Selection or Purchases | Attorney Client Privileged Information

ADJOURN

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Consent Agenda

MINUTES
Board of Commissioners Directors Workshop, May 1, 2023
Board of Commissioners Regular Meeting, May 2, 2023
Board of Commissioners Special Meeting – Joint Powers Budgets, May 4, 2023

MONTHLY REPORTS
Clerk of District Court – April 2023
County Clerk – April 2023
Sheriff's Office – April 2023
Treasurer's Office – April 2023

AGREEMENTS
Amendment Two to the Memorandum of Understanding between Campbell County, City of Gillette, and Campbell County Public Land Board regarding the allocation of costs amongst parties associated with the International Pathfinder Camporee events.

Cooperative Agreement between Navajo Transitional Energy Company (NTEC) and Campbell County to establish responsibilities and funding to construct and reconstruct the Campbell County Road named T-7.

APPOINTMENT OF COUNTY FIRE WARDEN
Pursuant to Wyoming State Statute §35-9-401, the Campbell County Board of Commissioners ratify the appointment of J.R. Fox as the Fire Warden for Campbell County, as recommended by Campbell County Fire Department Chief Jeff Bender and Campbell County Joint Powers Fire Board.

CHANGE IN POSITION ALLOCATION REQUESTS
Sheriff's Office – Requesting to change two part-time positions to one full-time (40 hours/week) position.

LINE ITEM TRANSFERS
Assessor
Transfer $2,465.10 from 100041-62000 Postage & Freight to 100041-62720 Software Cost

Fair
Transfer $250.00 from 100731-62200 Assn, Fees, and Licensure to 100731-62020 Communications/Network
Transfer $3,945.69 from 100731-63000 Buildings/Office/Lease/Rent to 100731-64000 Supplies
Transfer $2,000.00 from 100731-62450 EE Dev Meet Trav Meal Lodg to 100731-62260 Professional Services
Transfer $6,000.00 from 100731-62450 EE Dev Meet Trav Meal Lodge to 100731-63420 Special Event/Program Cost

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LINE ITEM TRANSFERS (continued)

Parks & Recreation
Transfer $1,500.00 from 100775-62260 Professional Services-Admin to 100775-63420 Special Event/Program Cost-Adult Pickleball

Road & Bridge
Transfer $2,000.00 from 100141-64200 Diesel Fuel to 100141-65180 Tires

Sheriff
Transfer $5,000.00 from 100052-64650 Food Service to 100052-62600 Employment Test & Background
Transfer $20,000.00 from 100052-64650 Food Service to 100051-65000 Vehicle/Equip Repair/Maint
Transfer $1,000.00 from 100052-64650 Food Service to 100051-62260 Professional Services

POSITION VACANCY JUSTIFICATIONS
Public Works/Landfill – Equipment Operator
Sheriff's Office – Administrative Assistant (Assigned to 24/7 Program)
Sheriff's Office – Custodian I

SOCIAL MEDIA REQUESTS
Extension Office – Makala Riley, 4-H Educator

HAND WARRANTS

CCEBTA – Health/Dental/Aflac	$755,370.77
Delta Dental of Wyoming	$1,717.60
Gallagher Benefit Services (Reliance)	$19,880.95
VSP of Wyoming	$7,920.86
Campco Federal Credit Union	$150.00
Campbell County Clerk – Tax Account	$294,906.32
Campbell County Treasurer	$43,242.55
Great West Trust Company	$28,730.00
Wyoming Child Support	$807.83
Black Hills Energy	$16,091.62
K2 Scientific, LLC	$9,140.46
First National Bank – Visa	$301.00

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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
May 1, 2023
Gillette, Wyoming

Directors Meeting

The Campbell County Board of Commissioners met for a Directors Workshop, Monday, May 1, 2023, at 1:30 PM.

Present were Colleen Faber, Butch Knutson, Kelley McCreery, Del Shelstad, Commissioners; Kyle Ferris, Deputy County Attorney; Denton Knapp, Commissioners Executive Director; Cindy Lovelace, County Clerk; Brandy Elder, Human Resource Director; Leslie Perkins, Public Information Officer; Kevin Geis, Road & Bridge Director; Matt Olsen, Public Works Director; Kelly Wallem, County Attorney Office Manager; Shannon Ireland, County Clerk Accounting Manager; members of the press. Commissioner Ford was absent from the meeting.

Liaison Reports were given by Commissioners.

Commissioner Faber provided an update on the FY 23/24 Budget process.

Denton Knapp provided an update on the proposal to host the 2024 WACO conference.

Denton Knapp provided an update on the Security Committee meeting.

Brandy Elder provided a personnel update and an update on upcoming events and services facilitated by the HR Department.

Kevin Geis provided a project update for the Road and Bridge Department.

Matt Olsen provided a project update for the Public Works Department.

Discussion was held concerning the termination of the Gillette College Grazing Leases.

Leslie Perkins provided updates on the 2021-2022 Annual Report, CGI Project, and Public Information Requests.

Denton Knapp presented the upcoming events.
- May 2nd – 8:00 AM Board Briefing | 9:00 AM Regular Meeting | Chambers
- May 10th – Chamber of Commerce: Governor's Lunch | 11:30 AM | CAM-PLEX Energy Hall
- May 15th – Directors Meeting | 1:30 PM | Chambers
- May 16th – 8:00 AM Board Briefing | 9:00 AM Regular Meeting | Chambers
- May 22nd – Parks & Recreation Board Meeting | 4:00 AM | Recreation Center
- May 23rd-25th – WCCA Spring Meeting | Douglas, WY
- May 29th – Memorial Day | Courthouse Closed

▪ May 30th – Veterans Breakfast | 8:00 AM | Senior Center

Budget Workshop was held.

There being no further business to come before the Commissioners, the meeting was adjourned at 3:45 PM.

Next Directors Meeting to be held June 5, 2023, at 1:30 PM.

_____	_____
Cindy Lovelace, County Clerk Board of County Commissioners	Colleen Faber, 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.campbellcountywy.gov

Office of County Commissioners
May 2, 2023
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, May 2, 2023. Chairman Faber called the meeting to order at 9:00 AM. Ron Merritt from Cornerstone Church of God led the Invocation and the Pledge of Allegiance.

Present were Colleen Faber, Butch Knutson, Kelley McCreery, Del Shelstad, Commissioners; Cindy Lovelace, County Clerk; Denton Knapp, Commissioners Executive Director; Kyle Ferris, Deputy County Attorney. Commissioner Jim Ford was absent from the meeting.

The following consent agenda was presented:
MINUTES
Board of Commissioners Managers Meeting, April 17, 2023
Board of Commissioners Regular Meeting, April 18, 2023
Board of Commissioners Fair Board Meeting, April 18, 2023
Board of Commissioners Airport Board Meeting, April 19, 2023

PAYROLL PAYMENTS
April 1, 2023; April 15, 2023

CANCELLATION/REBATE OF TAXES
#2021-202, 2021-203, 2021-204, 2021-205, 2021-206

AGREEMENTS
Amendment One to the Public Health Preparedness Response Unit Contract between Wyoming Department of Health, Public Health Division and Campbell County to increase the total dollar amount by $12,000 to $112,000.

BLM Plan Amendments for the Management of Greater Sage-Grouse Contract Coordination – Submission of the Contract Disclosure Letter stating that Campbell County has elected to coordinate its participation with several other Wyoming Counties with the assistance of Wyoming County Commissioners Association (WCCA), DJ&A Consulting (DJ&A) and DRU Consulting LLC.

CONTINGENCY FUND REQUESTS
CAM-PLEX – County's portion of the Gap Capital Funding Request
Transfer $85,250.00 from 100013-69800 General County Contingency to 100022-66150 CAM-PLEX Capital.

Commissioners Office/Circuit Court – To purchase a replacement chambers chair for Judge Phillips
Transfer $650.00 from 100013-69800 General County Contingency to 100013-64000 Supplies.

Fair – To purchase additional sheep, goat and swine panels and sheep gates.
Transfer $14,885.00 from 170013-69800 1% Contingency to 170731-66955 1% Youth Programs/Equip

CREDIT CARD REQUESTS
Clerk's Office – Shannon Ireland, Credit Limit $3,000

LINE ITEM TRANSFERS
Airport - Transfer $2,880.00 from 100751-64000 General Supplies to 100751-63040 Office Equip Lease

Emergency Management - Transfer $259.52 from 100411-62450 EE Dev Meet Trav Meal Lodge to 100411-64100 Clothing/Uniforms

Library - Transfer $34,245.00 from 100711-60005 Full Time-Regular to 100711.60200 Part Time-Regular

Parks & Recreation
Transfer $350.00 from 100775-63420 Special Event/Program Cost-Adult Basketball to 100775-63420 Special Event/Program Cost-Youth Soccer
Transfer $780.00 100775-63420 Special Event/Program Cost-Youth Basketball to 100775-63420 Special Event/Program Cost-Youth Soccer
Transfer $150.00 from 100775-63420 Special Event/Program Cost-Admin Tennis to 100775-63420 Special Event/Program Cost-Youth Soccer
Transfer $1,050.00 from 100775-62450 EE Dev Meet Trav Meal Lodge to 100775-63420 Special Event/Program Cost-Youth Soccer
Transfer $370.00 from 100777-63420 Special Event/Program-Basketball JH to 100775-63420 Special Event/Program Cost-Youth Soccer
Transfer $2,225.00 from 100772-65080 Building Maintenance to 100775-63260 Credit Card Handling Fees
Transfer $500.00 from 100772-63420 Special Event Program Cost to 100775-63260 Credit Card Handling Fees
Transfer $600.00 from 100772-63420 Special Event/Program Cost to 100775-63260 Credit Card Handling Fees
Transfer $500.00 from 100774-65080 Building Maintenance to 100775-63260 Credit Card Handling Fees
Transfer $581.00 from 100775-62450 EE Dev Meet Trav Meal Lodge to 100775-63260 Credit Card Handling Fees
Transfer $3,000.00 from 100775-65080 Building Maintenance to 100775-63260 Credit Card Handling Fees
Transfer $1,650.00 from 100775-63240 Sales/Lodging/Property Tax to 100775-63260 Credit Card Handling Fees
Transfer $414.00 from 100775-63240 Sales/Lodging/Property Tax to 100775-63260 Credit Card Handling Fees
Transfer $30.00 from 100773-63240 Sales/Lodging/Property Tax to 100775-63260 Credit Card Handling Fees
Transfer $480.00 from 100778-65080 Building Maintenance to 100778-63420 Special Event/Program Cost
Transfer $127.00 from 100772-64100 Clothing/Uniforms to 100772-65080 Building Maintenance

Sheriff
Transfer $5,000.00 from 100052-64650 from Food Service to 100051-64775 Animal Control Supp/Exp
Transfer $2,150.00 from 100052-64650 from Food Services to 100051-62200 Assn Dues, Fees & Licensure

OFFICE OF STATE PUBLIC DEFENDER
David Holmes – Full Time Assistant Public Defender for Sixth Judicial District

POSITION VACANCY JUSTIFICATIONS
Children's Developmental Services – Early Interventionist
Parks & Recreation – Senior Lifeguard
Sheriff's Office – Detention Officer/Deputy Sheriff
Sheriff's Office – Communication Technician

HAND WARRANTS

Black Hills Energy	$9,691.25
WAG – Division of Criminal Investigation	$39.00
Black Hills Energy	$1,108.35
Burns McDonald Engineering	$46,148.17
Home Depot	$579.30
Tractor Supply	$1,099.99
Verizon Wireless	$40.05
Black Hills Energy	$20,391.61
Campco Federal Credit Union	$150.00
Campbell County Clerk – Tax Account	$302,330.24
Campbell County Treasurer	$42,014.55
CenturyLink	$252.65
Great West Trust Company	$28,330.00
Wyoming Child Support Enforcement	$1,320.13
Black Hills Energy	$28,090.01
Campbell County Treasurer – Parks & Recreation CC Account	$9,500.00
HM Life Insurance – Stop/Loss	$173,785.26
Campbell County Clerk Tax Account	$25,878.11
Campbell County Treasurer – FLX/HSA	$2,152.49
Great West Trust Company	

Commissioner Shelstad moved the Board approve all items of the Consent Agenda as presented. Commissioner Knutson seconded the motion. All voted Aye. Motion carried.

Commissioner Shelstad moved the Board approve the vouchers as presented. Commissioner Knutson seconded the motion. All voted Aye. Motion carried.

A I Distributors	Lubricants	$378.55
Action Energy Serv	Building Maintenance	$388.24
Action Lock Key	Supplies	$15.92

AdBay Com	State Op Grant Pub Works	$1,860.00
Air Tech Heating	Building Maintenance	$221.00
Alsco	Janitorial Services	$166.29
Alternative Propane	Utilities	$1,310.00
Amazon Capital Svc	Postage & Freight/Fed Op Grant HlthWelCult Rec/Inv and Trial/Misc Exp	$2,774.54
Ameri Tech Equipment	Supplies	$80.24
American Family Life	Payroll Deduct	$32.38
American Heart Assn	Fed Op Grant HlthWelCult Rec	$68.00
American Millennium	Communication/Network Expense	$56.55
American Welding	Supplies	$38.83
Animal Medical Cntr	Law Enforcement Supplies	$514.44
Apex Mechanical	CCJPFB Maint	$3,437.50
Architectural Spec	Ins Claims Exp/Building Maintenance	$53,912.20
Arete Design Group	Cap Outlay - Building Maintenances Improv	$300.00
Arrow Printing Grap	Supplies/Spec Event/Prgm Cost/Printing/ Public Relations/Promotions	$1,509.00
ATT Airport	Communication/Network Expense	$175.55
ATT Childrens Devel	Fed Op Grant HlthWelCult Rec	$135.48
ATT Emergency Mgmt	Communication/Network Expense	$165.14
ATT Park Recreation	Communication/Network Expense	$232.58
ATT Sheriff	Communication/Network Expense	$37.24
Axis Forensic Tox	Radiology,Lab,Tox Services	$1,901.00
B M Suppliers	Inmate Supplies	$2,975.00
Background Invest	Special Event / Program Cost	$607.20
Bailey Jr., Ernest G	State Op Grant Pub Safety	$43.23
Ball Chain Mfg Co	1% Youth Programs/Equip	$772.00
Basin Radio Network	State Op Grant Pub Works/Public Relations/	$933.43
Bauder, Trena R.	Fed Op Grant HlthWelCult Rec	$32.07
Bear Creek Originals	Clothing/Uniforms	$559.78
Bell Nob Golf Shop	Assn Dues, Fees and Licensure	$1,377.38
Bennett Weber Hermst	Professional Services	$2,650.00
Besel, Shelly R.	EE Dev Meet Air Meal Lodg	$72.85
Big Horn Basque Club	Special Event / Program Cost	$385.00
Big Horn Tire	Vehicle/Equip Repair/Maint/Tires	$958.80
Bighorn Hydraulics	Supplies/Vehicle/Equip Repair/Maint	$315.94
Billings Caledonian	Special Event / Program Cost	$805.23
Black Hills Chemical	Postage & Freight	$1,467.03
Black Hills Enrg Gas	Fed Op Grant HlthWelCult Rec/Utilities	$4,877.76
Black Hills Pioneer	State Op Grant Pub Works	$724.00
Blackstone Audio	Non-Print Materials	$740.25
Bloedorn Lumber	Cap Outlay - Buildings Improv	$139.98
Bob Barker Company	Inmate Supplies	$891.96

Bobcat Of Gillette	Postage & Freight/Vehicle/Equip Repair/ Maintenance	$572.23
Bomgaars	Supplies/Janitorial Supplies/Tools/ Inmate Supplies/Special Event / Program Cost	$1,438.95
Border States Elec	Supplies/Office/Computer Supplies	$723.81
Boys Girls Club Cc	1% Hum Serv & Extern Sub Ab	$4,650.48
Brown Kennedy Ranch	Royalty Payments/Easements	$878.08
Buffalo Porta Potty	Vehicle/Equip Repair/Maint	$125.00
Burns McDonnell Eng	Reclamation/Remediation/Cmp	$72,256.78
Caldwell, Cody J.	Clothing/Uniforms	$200.00
Carr, Joli A.	Fed Op Grant HlthWelCult Rec	$86.47
Carrot Top Industrie	Postage & Freight	$621.61
Cash Wa Distributing	Fed Op Grant HlthWelCult Rec	$5,553.66
Casper Star Tribune	State Op Grant Pub Works	$249.72
Casteel, Julie B.	Special Event / Program Cost	$36.25
CBH Co Op	Misc Exp/Gasoline	$146.10
CC Chamber Of Commerce	EE Dev Meet Air Meal Lodg/Special Event	$5,115.00
CC Circuit Court	Investigation and Trial	$30.00
CC Comm Resource Coa	1% Youth Programs/Equip	$500.00
CC Conservation Dist	1% Hum Serv & Extern Sub Ab	$68,750.00
CC Dist Crt Rev Wit	Jurors & Witness Fees	$1,779.84
CC Fire Dept	Joint Powers Fire Board	$984,871.50
CC Health Misc	Wellness Program	$582.00
CC Public Land Brd	CAM-PLEX Ops/1% Youth Programs/Equip	$350,813.21
CC School Dist Coop	Supplies/Janitorial Supplies/Insurance Claims	$3,514.05
CC Senior Center	1% Senior Citizen Prog.	$43,385.00
CC Treasur CDS Ccard	Fees	$5,000.00
CDW Government	Fed Op Grant HlthWelCult Rec/PC & Net Supp	$2,665.12
Cedar Rapids Tire	Vehicle/Equip Repair/Maint	$146.43
CEM Sales & Service	Building Maintenance	$1,800.19
Center Point Large	Books and Printed Materials	$585.62
Centner, Julie M.	Assn Dues, Fees and Licensure	$120.00
Centurylink Long Dis	Communication/Network Expense	$650.14
Centurylink Phone	Communication/Network Expense	$16,987.68
Certified Folder	Public Relations/Promotions	$2,235.85
Charm Tex	Misc Exp	$391.90
Charter Comm Cable	Media/Subscriptions/Periodical/Communication/ Network Expense/Utilities	$1,663.23
Chatfield, Todd	EE Dev Meet Air Meal Lodg	$57.51
Childrens Home Soc	Investigation and Trial	$238.27
City Gillette Misc	Professional Services/Communication/Network Expense/Office Equip Maint Contracts/ Animal Control Supp/Exp	$5,661.00

City Gillette Util	Fed Op Grant Pub Works/Fed Op Grant HlthWelCult Rec/Communication/Network Expense/Utilities	$84,354.84
Clear Creek Counsel	State Op Grant Pub Safety	$545.00
Climb Wyoming	1% Hum Serv & Extern Sub Ab/Fed Op Grant HlthWelCult Rec	$9,644.68
Clinic Lab Blck Hill	Medical Services/Claims	$7,227.00
Cloud, Ruth S.	Professional Services	$90.00
Coca Cola Bottling	Supplies	$679.00
Collins Commun	Media/Subscriptions/Periodical/Building Maintenance/Professional Services	$1,015.32
Community Playthings	Fed Op Grant HlthWelCult Rec	$723.00
Contractors Supply	Building Maintenance/Tools/Postage & Freight	$9,877.79
Convergint Technolog	Postage & Freight	$1,369.00
Cordant Health Solut	Special Event/Program Cost/Medical Services	$2,375.10
Coremr	Software Cost (Subs/Maint)	$500.00
Corrisoft	Electronic Monitoring	$249.04
Council Commnity Svc	1% Hum Serv & Extern Sub Ab/Fed Op Grant HlthWelCult Rec	$25,850.40
Counseling Connect	State Op Grant Pub Safety	$2,750.00
Crescent Electric	Supplies	$77.15
Crum Electric Supply	Vehicle/Equip Repair/Maint	$3,438.66
Cummins Sales Svc	Vehicle/Equip Repair/Maint	$5,247.76
Cunningham, Michelle	Legal and Court Costs	$78.00
Curriculum Assoc	Office/Computer Supplies	$402.08
Day Law	State Op Grant Pub Safety	$1,712.17
Delta Wye	Building Maintenance	$1,069.14
Demco	Postage & Freight	$389.80
Denver Cutlery	Building Maintenance	$9,122.48
Discount School	Insurance Claims Expense	$203.99
Douglas Budget	State Op Grant Pub Works/Books&Printed Mat	$660.00
Dustbusters Enter	1% CO Rd Main & Pave Mgmt	$49,215.17
Edible Prairie Proj	1% Hum Serv & Extern Sub Ab	$3,000.00
Edwards, Charlene R.	Investigation and Trial	$70.00
Edwards, Sue	Professional Services	$180.00
Elgie, Elizabeth	Fed Op Grant HlthWelCult Rec	$394.00
Employment Matters	Legal and Court Costs	$15,375.00
Employment Testing	Employment Testing/Background	$38.00
Energy Car Wash	Vehicle/Equip Repair/Maint	$12.00
Evident Crime Scene	Postage & Freight	$392.60
EX Thirty Five Creat	Fed Op Grant HlthWelCult Rec	$800.00
Expresso Lube	Vehicle/Equip Repair/Maint	$396.91
Extreme Precision	Building Maintenance	$4,297.83
Family Health	Medical Services/Claims	$8,094.00

Farmer Brothers Co	Food Service and Supplies	$994.75
Fastcase	Law Library	$275.00
Fastenal Company	Supplies/Building Maintenance	$623.01
Federal Express	Postage & Freight/Fed Op Grant HlthWelCult	$53.11
FIB Mstrcrd Airport	EE Dev Meet Air Meal Lodg	$2,016.36
FIB Mstrcrd Library	EE Dev Meet Air Meal Lodg	$380.34
FIB Mstrcrd Park Rec	Board and Committee Expenses	$2,587.01
First Natl Bnk Visa	Misc Exp/Fed Op Grant HlthWelCult Rec/ ProfServices/Board and Committee Exp/EE Dev Meet Air Meal Lodg/Postage & Freight/Comm/ Network Expense/Wellness Program/State Op Grant Pub Safety/Vehicle/Equip Repair/Maint/ Assn Dues,Fees and Licensure	$31,405.91
Floyds Truck Center	Vehicle/Equip Repair/Maint	$513.96
Freedom Hills Is	1% District Support Grants	$13,311.80
Fry, Kimberly D.	Special Event / Program Cost	$224.01
Fun Express	Special Event / Program Cost	$48.54
Gale Cengage Learn	Electronic Materials	$749.70
Gallagher Benefit	Professional Services	$6,083.33
Gillette Abuse Refug	1% Hum Serv & Extern Sub Ab	$6,820.61
Gillette Comm Colleg	Professional Services/EE Dev Meet Air Mea	$3,761,592.00
Gillette News Record	State Op Grant Pub Works/Advert/ Publication/LegalNotice/Cap Outlay - Buildings Improv	$5,550.39
Gillette Printing	Jurors & Witness Fees/Special Event / Program Cost/Supplies	$2,521.33
Gillette Reprod Hlth	Fed Op Grant HlthWelCult Rec	$4,375.00
Gillette Steel	Building Maintenance/Vehicle/Equip Repair	$208.00
Gillette Winsupply	Supplies/Postage & Freight	$8,013.73
Git R Done Site Svc	Supplies	$810.00
Glaxosmithkline Phar	Medical Supplies	$10,214.48
Global HR Research	Postage & Freight	$4,737.97
Golden West Tech	Professional Services	$350.00
Govens Farm Ranch	Janitorial Supplies	$77.00
Grainger	Building Maintenance/Vehicle/Equip Repair	$517.60
Graves, Jeanette M.	Assn Dues, Fees and Licensure	$25.00
Grease Kings	Professional Services	$4,861.48
Grey Matters	Special Event / Program Cost	$550.00
Hakert, Richard J.	Royalty Payments/Easements	$393.60
Harris Govern User	EE Dev Meet Air Meal Lodg	$150.00
Hawkins	Utilities/Supplies	$8,334.02
Healing Hearts	Professional Services	$1,668.80
Heartland Kubota	Supplies	$587.36

Heartland Tanning	Building Maintenance	$457.57
Hills Products Group	Road Materials	$3,489.78
Holiday Inn Ex Chey	EE Dev Meet Air Meal Lodg	$472.00
Homax Oil Sales	Diesel Fuel/Lubricants	$52,488.80
Home Depot Childrens	Fed Op Grant HlthWelCult Rec	$432.00
Home Depot Extension	Supplies	$102.89
Home Depot Maint	Building Maintenance	$618.03
Home Depot Parks Rec	Special Event / Program Cost	$82.51
Home Depot Sheriff	Misc Exp	$518.23
Home Fire Foods	Public Relations/Promotions/1% Youth Programs /Equip/Board and Committee Expenses/Building Maintenance/EE Dev Meet Air Meal Lodg	$1,195.75
Honnen Equipment	Vehicle/Equip Repair/Maintenance	$220.08
Horning Horning McG	Legal and Court Costs	$2,379.60
Humphrey Law	Legal and Court Costs	$10,102.62
Humphreys Bar Grill	Jurors & Witness Fees	$571.03
Hurich, Jamie	State Op Grant Pub Safety	$58.50
IBM Corp	OfficeEquip/Computer/TechLease	$17,800.45
Idler, Haley R.	EE Dev Meet Air Meal Lodg	$32.10
Inland Truck Parts	Supplies/Vehicle/Equip Repair/ Maintenance	3,730.40
Interstate Batt BH	Vehicle/Equip Repair/Maint	$944.65
Interstate Powersyst	Vehicle/Equip Repair/Maint	$1,267.10
Interwest Safety	Postage & Freight	$3,039.14
Jares, Jamie L.	Reimbursement Expense	$65.00
JB Auto Glass	Insurance Claims Expense	$220.00
Jims Heating Ac Ref	Professional Services	$2,280.00
Johnstone Supply	Building Maintenance	$2,238.02
Jrs Laser Tag	Special Event / Program Cost	$500.00
Keyhole Broadcasting	State Op Grant Pub Works	$252.00
Kimball Midwest	Vehicle/Equip Repair/Maint	$342.18
Knecht Home Center	Cap Outlay - Buildings Improv	$149.13
Krogel, Allison	Special Event / Program Cost	$949.33
KSLT KLMP KTPT	State Op Grant Pub Works	$330.00
Kuchler, Joseph W.	EE Dev Meet Air Meal Lodg	$31.23
L N Curtis & Sons	Postage & Freight	$7,220.56
Lakeshore Learning	Fed Op Grant HlthWelCult Rec	$4,511.24
Lakeview Books	Postage & Freight	$437.40
Lakeway Lube Auto	Vehicle/Equip Repair/Maint	$92.65
Laramie County Clerk	Public Relations/Promotions	$1,919.00
Lego Guy The	Special Event / Program Cost	$1,200.00
Les Schwab Tires	Vehicle/Equip Repair/Maint	$159.96
LessonPix, Inc.	Media/Subscriptions/Periodical	$144.00

Liberty Law Offices	Legal and Court Costs	$1,256.80
Library Foundation	Postage & Freight	$78.15
Lindblom, Reba L.	EE Dev Meet Air Meal Lodg	$13.11
Line Finders	Vehicle/Equip Repair/Maint	$1,468.75
Little Sprouts	Professional Services	$810.00
Little Tikes Daycare	Professional Services	$115.00
Lowe Roofing	Building Maintenance	$46,871.65
Lynns Auto Repair	Postage & Freight	$6,175.05
M B Companies	Postage & Freight	$137.58
Macpherson Thompson	Insurance Claims Expense	$420.00
Magnolia Journal	Books and Printed Materials	$15.00
Mainline Inform Sys	Postage & Freight	$4,540.00
Marco Technologies	Cap Outlay - Buildings Improv	$7,293.96
Markee Escrow Serv	Local Cap Grant Gen Gov	$25,939.20
Martinez, Raena L.	Reimbursement Expense	$68.78
Maxi Sweep	Supplies	$682.15
Mckesson Med Surgic	Postage & Freight	$1,937.69
McRae, Ashley D.	Fed Op Grant HlthWelCult Rec	$487.32
Means First Ext Ws	Utilities	$133.95
Menards CDS	Furn/Equi Repair & Maint	$579.98
Menards Fleet	Vehicle/Equip Repair/Maint	$81.29
Menards Landfill	Supplies	$354.30
Menards Maintenance	Supplies	$2,735.76
Menards Museum	Volunteer Recognition	$434.37
Menards Park Rec	Supplies	$700.27
Menards Road Bridge	Supplies	$86.74
Menards Sheriff	Building Maintenance	$34.15
Merchen, Pamela J.	EE Dev Meet Air Meal Lodg	$159.38
Merck Sharp Dohme	Medical Supplies	$1,839.70
MFAC	Supplies	$381.00
Midland Implement Co	Cap Outlay - Equipment/EE Dev Meet Air	$14,725.00
Midwest Tapes	Non-Print Materials	$1,116.99
Miller Welding	Road Materials	$22,532.64
Mitchell McCormick	Medical Supplies	$373.25
Moghu USA	Grounds Maintenance	$5,980.00
Morgan, Tobey J.	Janitorial Services	$200.00
Motorola Solut	Communication/Network Expense/Cap Outlay - Vehicles	$41,471.16
Mountain States Lith	Supplies	$2,743.95
Mullinax	Road Materials	$80,000.00
Murray, Kayla A.	State Op Grant HlthWelCultRec	$74.67
Nafa Fleet Manage	Assn Dues, Fees and Licensure	$499.00
Naramore, James J Md	Medical Services/Claims	$1,000.00

Nelson Auto Glass	Vehicle/Equip Repair/Maint	$812.90
News Letter Journal	Books and Printed Materials	$65.00
Newstripe	Supplies	$90.02
Norco	Fed Op Grant HlthWelCult Rec/Special Event/Program Cost/Janitorial Supplies/Medical Supplies	$10,648.28
North Star Lighting	Vehicle/Equip Repair/Maint	$160.00
OAG Flightview	State Op Grant Pub Works	$928.86
Oc Equity	Printing/Spec Forms/Archiving	$5,675.24
ODP Business Solutio	Supplies/Fed Op Grant HlthWelCult Rec/ Insurance Claims Expense/Office/Comp	$3,288.23
Office Shop	Office Equip Maint Contracts	$122.03
Optum Flex	Professional Services	$176.25
Optum HSA	Professional Services	$1,072.50
Oreilly Auto Parts	Vehicle/Equip Repair/Maint	$85.74
Original Watermen	Clothing/Uniforms	$537.02
Overdrive	Electronic Materials	$4,435.71
Overhead Door Co	CCJPFB Maintenance	$230.00
Pacer Service Center	Investigation and Trial	$32.30
Pacific Steel Recyc	Supplies/Vehicle/Equip Repair/Maint	$300.96
Paintbrush Services	Buildings/Office Lease/Rent/Professional Services/Vehicle/Equip Repair/Maint	$899.00
Par West Turf Serv	Grounds Maintenance	$1,350.25
PB Clerk	Postage & Freight	$171.00
PB Dist Court	Supplies	$282.17
Pearson	Fed Op Grant HlthWelCult Rec	$1,429.38
Penworthy Company	Books and Printed Materials	$815.77
Personal Frontiers	1% Hum Serv & Extern Sub Ab/Professional Services/Fed Op Grant HlthWelCult Rec	$18,206.99
PFM Asset Management	Professional Services	$9,385.26
Pharmchem	Postage & Freight	$1,107.30
Piekkola, Sena M	EE Dev Meet Air Meal Lodg	$22.27
Pizza Hut	EE Dev Meet Air Meal Lodg	$84.45
Plainsman Printing	Postage & Freight	$1,187.27
Play With A Purpose	Fed Op Grant HlthWelCult Rec	$501.70
Playaway Products	Non-Print Materials	$295.95
PMCH	Professional Services	$5,530.00
Poole, Amy J.	Fed Op Grant HlthWelCult Rec	$83.84
Positive Promotions	Postage & Freight	$315.95
Postge Phone Airprt	Postage & Freight	$400.00
Powder River Const	Cap Outlay-Rd Bridge Runwy	$932.90
Powder River En Utl	Fed Op Grant Pub Works/Communication/ Network Expense/Utilities	$26,707.79
Powder River Exam	State Op Grant Pub Works	$120.00

Powder River Heating	Building Maintenance	$2,488.84
Powder River Worksaf	Special Event / Program Cost	$231.00
PRB Socty Human Res	Media/Subscriptions/Periodical	$140.00
Premier Biotech	State Op Grant Pub Safety	$112.80
Priority Dispatch	Cap Outlay - Equipment	$1,100.00
Proelectric	Vehicle/Equip Repair/Maint	$1,553.88
Purvis Industries	Building Maintenance/Postage & Freight	$6,596.64
Push Pedal Pull	Building Maintenance	$1,165.65
Quadient Leasing	Office Equip Maint Contracts/Postage & Freight	$521.91
Quill Corporation	Supplies	$219.21
Ram Computer Supply	Office/Computer Supplies	$806.83
Ramkota Hotel Caspr	EE Dev Meet Air Meal Lodg	$99.00
Razor City Bmx	1% Youth Programs/Equip	$1,000.00
Razor City Rental	Building Maintenance/Vehicle/Equip Repair/	$45.00
Record Supply	Lubricants/Supplies/Vehicle/Equip Repair/ Maint/Building Maintenance	$5,681.91
Recreation Supply	Supplies	$2,494.32
Redwood Tox Product	Postage & Freight	$166.07
Ricardos Cleaning	Janitorial Supplies	$8,400.00
Ringer Law	Legal and Court Costs	$1,050.00
Rocky Mtn Business	Misc Exp/OfficeEquip/Computer/TechLease/ Office Equip Maint Contracts/Prof Serv	$5,022.21
Sams Land	Royalty Payments/Easements	$3,226.80
Sanofi Pasteur	Medical Supplies	$8,768.69
Saracione, Rebecca R	EE Dev Meet Air Meal Lodg	$91.05
School Specialty	Fed Op Grant HlthWelCult Rec	$1,735.80
Schurtz, Jessica R.	EE Dev Meet Air Meal Lodg	$47.16
Schutz Foss Archit	Cap Outlay - Buildings Improv	$2,848.00
Second Chance Minist	1% Hum Serv & Extern Sub Ab	$420.10
Sentinel Offender	Electronic Monitoring/State Op Grant Pub Safety	$337.50
Servall Uniform	Clothing/Uniforms	$895.42
Sharpe, Marlene M.	Assn Dues, Fees and Licensure	$10.00
Sherwin Williams	Building Maintenance	$1,498.11
SHI International	Software Cost (Subs/Maint)	$8,307.00
Simplot Partners	Grounds Maintenance	$12,990.40
Simpsons Printing	Printing/Spec Forms/Archiving	$987.00
Sir Speedy	Supplies	$301.20
Smart Apple Media	Postage & Freight	$411.49
Snow Crest Chemicals	Professional Services	$636.00
Source Office Tech	Supplies/Office/Comp Supplies	$1,196.77
South Dakota Sheriff	EE Dev Meet Air Meal Lodg	$370.00
Southland Medical	Supplies	$404.77
Spencer Fluid Power	Supplies/CCJPFB Maintenance	$540.18

Sportsmith	Supplies	$107.19
Sprague, Jerrica	EE Dev Meet Air Meal Lodg	$12.45
Step Stone Counselin	State Op Grant Pub Safety	$9,316.50
Stericycle	Medical Supplies	$543.66
Summit Food Services	Misc Exp	$345.28
Sundahl Powers Kapp	Insurance Claims Expense	$440.00
Sundance Chambr Comm	State Op Grant Pub Works	$325.00
Surf N Suds	Medical Supplies	$26.46
TD Invest Rainlocker	Vehicle/Equip Repair/Maint	$406.04
TD Invest Winland	Vehicle/Equip Repair/Maint	$15.00
Teaching Strategies	EE Dev Meet Air Meal Lodg	$552.63
Templeton, Chancy R.	Professional Services	$1,000.00
That Embroidery Plac	Clothing/Uniforms/Wellness Program	$1,789.48
The Grease Barrel	Vehicle/Equip Repair/Maint	$727.67
Thomson Reuters West	Media/Subscriptions/Periodical	$908.74
Thunder Basin Ford	Vehicle/Equip Repair/Maint	$291.66
Top Office Products	Supplies	$323.70
Torgersons	Vehicle/Equip Repair/Maint	$760.51
Towneplace Suites	Special Event / Program Cost	$158.00
Travelers Indemnity	Insurance Claims Expense	$1,000.00
Trinity Services Grp	Food Service and Supplies	$50,768.12
Tru Tech Products	Supplies/Building Maintenance	$67.95
Turas Publishing	Merch/Supplies for Resale	$144.00
Two Guys Deco	Ins Claims Exp/Building Maintenance	$41,714.77
Tyler Tech	Professional Services	$3,200.00
U S Post CDS	Fed Op Grant HlthWelCult Rec	$372.33
U S Post Library	Postage & Freight	$252.00
U S Toy Co Constru	Fed Op Grant HlthWelCult Rec	$927.79
Unique Management	Office Equip Maint Contracts	$51.50
United Parcel Serv	Postage & Freight	$60.70
Universal Athletic	Spec Event / Prog Cost/Janitorial Supplies	$7,622.23
Urbin Law Office	Legal and Court Costs	$1,513.30
Van Ewing Const	Cap Outlay - Buildings Improv	$101,892.54
Verizon Adlt Drg Crt	Communication/Network Expense	$145.76
Verizon Emergcy Mgmt	Communication/Network Expense	$38.52
Verizon Fair	Communication/Network Expense	$81.48
Verizon Juv Prob	Communication/Network Expense	$248.90
Verizon Public Hlth	Communication/Network Expense	$251.54
Verizon Public Works	Communication/Network Expense	$552.50
Verizon Sheriff	Communication/Network Expense	$4,829.20
Vermont Systems	Cap Outlay-Computer/Tech Equip/Office Equip Maint Contracts	$5,140.00
Visionary Broadband	Communication/Network Expense	$6,992.52

Visitation Advocacy	1% Hum Serv & Extern Sub Ab	$14,095.50
Vista Leasing Co	OfficeEquip/Computer/TechLease/Office Equip Maint Contracts/Professional Services	$7,512.80
Vital Records Cont	Professional Services	$796.38
Wallem, Kelly J.	Investigation and Trial	$3.50
Walmart Children Dev	Fed Op Grant HlthWelCult Rec	$1,172.01
Walmart Clerk	Supplies	$4.56
Walmart Extension	Supplies	$844.98
Walmart Its	Cap Outlay-Computer/Tech Equip	$603.00
Walmart Juvenile Fam	State Op Grant Pub Safety	$76.74
Walmart Landfill	Supplies	$72.04
Walmart Library	Special Event / Program Cost	$233.55
Walmart Museum	1% Youth Programs/Equip	$77.83
Walmart Park Rec	Office/Computer Supplies	$1,179.13
Walmart Sheriff	Misc Exp	$1,256.83
Walmart Treasurer	Supplies	$62.10
Warne Chem Equip	Mach/Vehicle/Equip Lease Rent	$350.00
Waste Connections	Fed Op Grant Pub Works/Fed Op Grant HlthWelCult Rec/Utilities	$3,416.19
Water Guy	Professional Services	$552.00
Western Stationers	Supplies/Office/Comp Supplies	$4,942.94
Western Waste Sol	Fed Op Grant HlthWelCult Rec/Utilities	$991.50
Weston Co Gazette	State Op Grant Pub Works	$42.00
Westwood Pharmacy	Medical Services/Claims	$3,141.84
Wex Fleet Universal	Gasoline	$333.18
Whites Energy Motors	Cap Outlay - Vehicles/Vehicle/Equip Repair	$154,563.72
Whites Frontier Mtrs	Vehicle/Equip Repair/Maint	$152.95
Whole Life Counsel	Fed Op Grant HlthWelCult Rec	$1,800.00
Wilbur Ellis	Grounds Maintenance	$3,720.00
Work Warehouse	Special Event / Program Cost	$300.00
Wright Water Sewer	Utilities	$535.00
WY Dept Agriculture	Assn Dues, Fees and Licensure	$250.00
WY Dept Health Prevt	Med Supplies/Med Svcs/Claims	$878.00
WY Dept Transport	Subsidies	$171,061.83
WY Enterprise Tech	Office Equip Maint Contracts	$31.17
WY Public Defender	Legal and Court Costs	$258,055.60
WY Retirement Life	Payroll Deduct	$544.00
WY Retirement System	April Payoll Benefit	$458,382.84
WY Sec State Notary	Assn Dues, Fees and Licensure	$140.00
WY State Vet Lab	Medical Supplies	$12.92
WY Workforce Unempl	Workers Comp/Unemployment	$10,550.45
Wyo Conf Building Maint Offic	EE Dev Meet Air Meal Lodge	$175.00
Wyoming First Aid	Medical Supplies	$178.99

Wyoming Machinery	Vehicle/Equip Repair/Maint/Lubricants	$26,844.67
Wyoming Office Prod	Insurance Claims Expense	$21,718.30
Wyoming Rents	Mach/Vehicle/Equip Lease Rent	$250.00
Wyoming State Hist	Books and Printed Materials	$60.00
Wyoming Water Sol	Supplies/Office/Comp Supplies/Postage & Freight/ EE Dev Meet Air Meal Lodg/Building Maintenance/Professional Services	$2,508.22
Wyoming Wood Floors	Cap Outlay - Buildings Improv	$58,617.00
Y Environmental	Cap Outlay - Buildings Improv	$4,001.27
Youth Emergency Serv	1% Hum Serv & Extern Sub Ab/Fed Op Grant HlthWelCult Rec/State Op Grant Pub Safety/Professional Services	$60,728.06
Zamboni	Vehicle/Equip Repair/Maint	$467.93

Commissioner Knutson presented the Commission Calendar of Events.

- May 2nd – 8:00 AM Board Briefing | 9:00 AM Regular Meeting | Chambers
- May 10th – Chamber of Commerce: Governor's Lunch | 11:30 AM | CAM-PLEX Energy Hall
- May 12th – Gillette College Commencement | 7:00 PM | Pronghorn Center
- May 15th – Directors Meeting | 1:30 PM | Chambers
- May 16th – 8:00 AM Board Briefing | 9:00 AM Regular Meeting | Chambers
- May 17th – Wyoming Peace Officers Memorial | Noon | Sheriff's Office
- May 22nd – Parks & Recreation Board Meeting | 4:00 PM | Recreation Center
- May 23rd-25th – WCCA Spring Meeting | Douglas, WY
- May 29th – Memorial Day | Courthouse Closed
- May 30th – Veterans Breakfast | 8:00 AM | Senior Center

Commissioner Knutson moved the Board approve Resolution 3046 proclaiming May 4, 2023, as the National Day of Prayer, as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner Shelstad moved the Board approve Resolution 3047 proclaiming May 9th – 12th, 2023 as Economic Development Week, as presented. Commissioner Knutson seconded the motion. All voted Aye. Motion carried.

Commissioner Shelstad moved the Board approve up to four (4) hours of paid leave to encourage regular full-time Employees to volunteer at least an equal number of hours at the National High School Finals Rodeo to be held at Cam-Plex July 13th-22nd, 2023, with approval by the Department Head and/or Elected Official, as presented. Commissioner Knutson seconded the motion. All voted Aye. Motion carried.

Commissioner McCreery moved the Board approve the contract between the State of Wyoming Department of Health, Behavioral Health Division and Campbell County for the Campbell County Adult Treatment Courts to provide Court Supervised Treatment (CST) program services in the amount of $290,881.08 with a local match of $65,745 for the period July 1, 2023, to June 30, 2024,

as presented. Commissioner Knutson seconded the motion. All voted Aye. Motion carried.

Commissioner Shelstad moved the Board approve Campbell County to contract with Lubnau Law for civil assistance, in the amount not to exceed $50,000 from the General County account 100013 62280 Legal and Court Costs, as presented. Commissioner McCreery seconded the motion. All Voted Aye. Motion carried.

Public Comment was given.

Commissioners gave Final Comments. Commissioner Shelstad recognized Conestoga Elementary for doing trash pick-up on Union Chapel Road.

Workshop was held to discuss a proposed Bike Path by Clay Cundy and Joe Zabel on the Centennial Section.

Commissioner Shelstad moved the Board convene into Executive Session to discuss pending litigation and personnel matters. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Executive Session was held.

There being no further business to come before the Board of Commissioners, the meeting was adjourned at 11:32 AM. The next regular meeting of the Commissioners will be held Tuesday, May 16, 2023, at 9:00 AM in the Commissioners Chambers in the Courthouse.

_____	_____
Cindy Lovelace, County Clerk	Colleen Faber, Chairman
Board of County Commissioners	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.campbellcountywy.gov

Office of County Commissioners
May 4, 2023
Gillette, Wyoming

Special Meeting

The Campbell County Board of Commissioners met in a Special Meeting, Thursday, May 4, 2023, at 5:30 PM. at Gillette College – Pronghorn Center Flex Space.

Present were Colleen Faber, Jim Ford, Butch Knutson, Kelley McCreery, Del Shelstad, Commissioners; Denton Knapp, Commissioners Executive Director; Cindy Lovelace, County Clerk; Tony Langone, Fleet; Aaron Lyles, Cam-Plex Executive Director; Renae Keuck, Cam-Plex Director of Finance; Jeff Bender, Fire Chief; Julie Pierce, Fire Department Finance Director; Sean Brown, Gillette City Attorney; Members of Gillette City Council; Hyun Kim, Gillette City Administrator; Alicia Allen, Gillette City Clerk; Ralph Kingan, Mayor of Wright, Members of the CCPLB; Members of the JPFB; Shay Lundvall, Mayor of Gillette attended via teleconference.

Discussion was held concerning the FY 2023-2024 budget requests for the Cam-Plex and the Fire Department.

No action was taken by the Board.

There being no further business to come before the Board of Commissioners, the meeting was adjourned at 7:37 PM.

_____
Cindy Lovelace, County Clerk
Board of County Commissioners

_____
Colleen Faber, Chairman
Board of County Commissioners

CLERK OF DISTRICT COURT
MONTHLY STATEMENT
APRIL 2023

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

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 Pamela Merchen as Clerk of District Court within and for the County of Campbell, State of Wyoming, for the month ending **April**, 2023, and reported to the Board of District Court within and for the County of Campbell, State of Wyoming, Cheyenne, WY.

Template	Org	Object	Full Acct	Description	Amount
DIST COURT	100111	43190	1000-10-110-111-0000-43190	MISC FEES	$ 4,711.60
DIST COURT	100111	43200	1000-10-110-111-0000-43200	CIVIL FEE	$ 5,810.00
DIST COURT	100111	43210	1000-10-110-111-0000-43210	PROBATE FEES	$ 2,160.00
DIST COURT	100111	43220	1000-10-110-111-0000-43220	JURY FEES (Restitution of)	$ 50.00
DIST COURT	500552	45000	5000-00-500-552-0000-45000	FINES / Forfietures	$ 5,105.36
DIST COURT	100000	46000	1000-00-000-000-0000-46000	Bond Forfeiture	$ 35,000.00
				Total	$ 52,836.96

Tender Summary:

Cash	Quantity		Total
Coin			
$ 1s		x1	0
$ 5s		x5	0
$ 10s		x10	0
$ 20s		x20	0
$ 50s		x50	0
$100S		x100	0
Other			0
Cash Total			0
Checks	1		
Total			$ 52,836.96
Difference			$ -

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 2nd day of May, 2023

Joanna Stilson, Deputy

Pam Merchen, Clerk

COUNTY CLERK
MONTHLY STATEMENT
APRIL 2023

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

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 Cindy J. Lovelace as Campbell County Clerk within and for the County of Campbell, State of Wyoming, for the month ending APRIL 2023, and filed with the County Clerk for presentation to the Board of County Commissioners of said County as required by WS 18-3-814.

CNTY CLERK					
Template	Org	Object	Full Acct	Description	Amount
CNTY CLERK	100021	43170	1000-10-020-021-0000-43170	County Abandon, Veh title & Fees	$ 1,709.00
CNTY CLERK	100021	43140	1000-10-020-021-0000-43140	Recording Fees	14,056.00
CNTY CLERK	100021	43870	1000-10-020-021-0000-43870	Software Access Fees	1,908.00
CNTY CLERK	100021	43150	1000-10-020-021-0000-43150	Financing Fees	9,538.00
CNTY CLERK	100021	43160	1000-10-020-021-0000-43160	Vehicle Title Fees	23,926.00
CNTY CLERK	100021	41140	1000-10-020-021-0000-41140	Marriage License	540.00
CNTY CLERK	100021	43180	1000-10-020-021-0000-43180	Vin Fees, Sheriff & General	1,610.00
CNTY CLERK	100021	43190	1000-10-020-021-0000-43190	Misc Fees	783.50
CNTY CLERK	500566	43180	5000-00-500-566-0000-43180	Hwy Patrol Vins	
CNTY CLERK	500576	43180	5000-00-500-576-0000-43180	Police Vins	2,040.00
CNTY CLERK	100021	41100	1000-10-020-021-0000-41100	FULL/ LTD LIQUOR LICENSES	
CNTY CLERK	100021	41120	1000-10-020-021-0000-41120	MALT BEV/ CATERING PERMITS	-
CNTY CLERK	100023	43820	1000-10-020-023-0000-43820	REIMBURSEMENT INCOME	
CNTY CLERK	500569	43180	5000-00-500-569-0000-43180	Game & Fish Vins	-
				Total	$ 56,110.50

Tender Summary:

Cash	Quantity		Total
Coin			
$ 1s		x1	0
$ 5s		x5	0
$ 10s		x10	0
$ 20s		x20	0
Other			0
Cash Total			0
Checks	11632		56,110.50
Total			$ 56,110.50
Difference			

State of Wyoming)
County of Campbell)

I, hereby certify that the above is a true and corect 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 this 1ST day of MAY, 2023

Cindy J. Lovelace, Campbell County Clerk

BY: _____, Deputy

SHERIFF'S OFFICE
MONTHLY STATEMENT
APRIL 2023

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

.....

.....

.....

.....

.....

The State of Wyoming } ss.
County of Campbell }

This instrument was filed on the ___ day of _____ 20____.

County Clerk

By _____
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 30, 2023** 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.

1000-20-050-051-0000-42280	LAW ENFORCEMENT FORFEITURES	$	-
1000-20-050-051-0000-43115	E-911 FEES	$	-
1000-20-050-051-0000-43190	MISC FEES	$	11,566.50
1000-20-050-051-0000-43820	REIMBURSEMENT INCOME	$	16,800.00
1000-20-050-051-0000-46000	MISCELLANEOUS	$	-
1000-20-050-051-0000-49010	TRANSFERS IN FROM 1%	$	-
1000-20-050-052-0000-43190	MISC FEES	$	-
1000-20-050-052-0000-43820	REIMBURSEMENT INCOME	$	-
1000-20-050-052-0000-46000	MISCELLANEOUS	$	-
1000-20-050-053-0000-43090	SHERIFF 24/7 PROGRAM FEES	$	-
1800-20-050-051-0000-43115	E-911 FEES	$	-
3600-20-050-052-0000-43670	RESALE ITEMS	$	-
3600-20-050-052-0000-43680	CONCESSIONS/REVENUE/REIMB	$	-
	COUNTY TREASURY DEPOSIT:	**$**	**28,366.50**

ATTORNEY GENERAL'S OFFICE	SEX OFFENDER REGISTRATION FEES	$	550.00
TOW COMPANIES	TOWING FEES	$	-
CIRCUIT/DISTRICT COURTS	EXECUTIONS	$	-
VARIOUS LAW FIRMS	FORECLOSURE SALES	$	-
VARIOUS OUTSIDE ENTITIES	FORECLOSURE REDEMPTIONS	$	-
REFUND	OVERPAYMENT	$	2.00
	INTERMEDIARY FUNDS:	**$**	**552.00**

TOTAL:	**$**	**28,918.50**

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 1st day of May, 2023.

Sheriff of Campbell County

FISCAL YEAR 2022-2023

April 30, 2023

FIB	353153976	87,291.85	
FNB	007-8	18,431,770.50	
ACH	308-5	0.00	
FNB ARPA	11122009	4,793,210.74	
FNB CCSD	086-8	54,456.47	
FNB Flex	568-1	32,942.16	
FNB Health Benefits	315-8	2,505,028.30	
FNB Special Escrow	74-4	11,981,179.06	
FNB Airport PFC Account	133-3	366,102.62	
FNB CDS-CC Credit Card Fees	195-1	1,479.98	
FNB Library Credit Card Fees	862-1	1,338.29	
FNB Museum Credit Card Fees	11092301	417.66	
FNB North Landfill Credit Card Fees	864-8	2,422.74	
FNB Opioid Settlement	329-6	298,400.99	
FNB Sheriff Inmate Account	41-8	416,916.40	
FNB Recreation Credit Card Fees	139-2	22,949.52	
FNB State Drug Forfeiture Funds	132-5	23,939.15	
FNB Taxes Paid in Protest	2075305	0.73	
FNB-CDSCC-Region 13 Preschool Service	24-8	0.00	
FNB-CDSCC-Early Head Start	91-4	(0.00)	
NSF Checks		2,656.46	
Long & Short-Treasurer		2,100.00	
Clerk-Dist Crt-Sheriff-Engineer-Landfill-Public Health-Parks & Rec-Mus		3,945.63	
Cash & Currency		6,150.00	
TOTAL CASH ACCOUNTS	39,034,699.25		
TOTAL TDOA'S	306,115,587.56		
Premium & Discounts		22,538.91	
WGIF-Building Maintenance		38,270,045.98	179,958,237.91
WGIF-Campus Maintenance		4,235,781.31	
WGIFCampus Maintenance Tec		2,543,001.94	
WGIF-Capital Replacement Reserve		97,976,418.52	
WGIF-Fleet Management		8,679,663.81	
WGIF-Fleet Mgmt-PLB -City		1,165,420.97	
WGIF-Gillette College Activity & Education Center		0.00	
WGIF-Gillette College Rodeo		0.00	
WGIF-Jt Powers Rec Maint Fund		9,119,245.40	
WGIF-Road Equipment		3,161,002.87	
WGIF-1% Road Machinery Repl		5,070,784.96	
WGIF-Short Term Future Cap Const		9,736,872.15	
WYOSTAR-1% Municipalities		10,814,576.33	123,012,111.67
WYOSTAR-1% Optional		6,711,569.96	
WYOSTAR-Cap Fac Excess		1,065.91	
WYOSTAR-CCSD Dist Fund		-9,995,000.00	
WYOSTAR-Enhanced 911		595,798.81	
WYOSTAR-Fleet Management		0.00	
WYOSTAR-General		98,836,699.60	
WYOSTAR-General Held Revenues		0.00	
WYOSTAR-Health Benefits		5,080,081.15	
WYOSTAR-PILT		1,189,228.66	
WYOSTAR-Pronghorn Center Main Reserve		1,359,272.43	
WYOSTAR-SCFM		6,711,243.07	
WYOSTAR-Town of Wright Rec Maintenance		1,707,575.75	
WYOSTAR-Wyoming Lottery/Off Track Betting		3,145,237.98	
TOTAL		345,172,825.72	

Approved by the Board of County Commissioners this _____ day of _____, 2023.

_____

_____

_____

_____

_____

_____

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 _____, 2023; 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 _____ day of _____, 2023.

_____
County Clerk

4/30/2023		
Airport	**0.00**	0.00
American Road	**2,122.42**	2,122.42
Antelope Valley	**0.00**	0.00
ARPA Funds	**0.00**	0.00
Bennor Estates	**9,375.05**	9,375.05
BOCHES	**241,561.69**	241,561.69
Bond Disclosure	**4,500.00**	4,500.00
Box N Ranch Rd	**480.00**	480.00
Brunsen	**0.00**	0.00
Buckskin	**240.00**	240.00
Car Company Tax	**0.00**	0.00
Cash Reserve	**15,000,000.00**	15,000,000.00
Cemetery	**431,864.21**	431,864.21
Central Campbell County	**9,104.53**	9,104.53
Certificates of Purchase	**0.00**	0.00
City of Gillette	**243,063.44**	243,063.44
Collins Heights	**0.00**	0.00
Cottonwood I&S	**400.00**	400.00
County Sales Tax	**0.00**	0.00
Country Living Acres	**250.00**	250.00
Countryside I&S	**907.94**	907.94
Crestview I & S	**0.00**	0.00
Donkey Creek	**0.00**	0.00
Eight Mile I&S	**3,602.50**	3,602.50
Fair	**0.00**	0.00
Fire	**0.00**	0.00
Foundation	**5,797,477.04**	5,797,477.04
Fox Park	**300.43**	300.43
Fox Ridge	**1,500.00**	1,500.00
Freedom Hills	**18,854.70**	18,854.70
General County	**67,914,224.58**	67,914,224.58
Gillette Community College Dist	**189,636.77**	189,636.77
Gillette Community College Recap	**34,078.92**	34,078.92
Graceland	**4,860.00**	4,860.00
Green Valley Estates	**0.00**	0.00
Health Benefits Trust	**7,575,387.58**	7,575,387.58
Heritage Village	**3,456.29**	3,456.29
High Country Estates	**172.80**	172.80
Highway VIN Fees	**0.00**	0.00
Hospital	**1,449,369.10**	1,449,369.10
Hospital Bond	**40.43**	40.43
Hospital Bond Interest	**5.02**	5.02
Interstate Industrial	**0.00**	0.00
Investments-1% Muni Jt Powers	**9,852,479.09**	9,852,479.09
Investments-1% Optional	**6,621,404.96**	6,621,404.96
Investments-Building Maintenance	**44,218,389.28**	44,218,389.28
Investments-Campus Maintenance	**4,235,781.31**	4,235,781.31
Investments-Campus Tech Center- Fu	**2,543,001.94**	2,543,001.94
Investments-Cap Fac Excess	**1,065.91**	1,065.91
Investments-Capital Replace Reserve	**97,976,418.52**	97,976,418.52
Investments-Enhanced 911 Fees	**676,704.71**	676,704.71
Investments-Fleet Management	**18,076,872.61**	18,076,872.61
Investments-Gillette College	**0.00**	0.00
Investments-Jt Powers Rec Maintenan	**9,119,245.40**	9,119,245.40
Investments-PILT	**1,189,228.66**	1,189,228.66
Investments-Pronghorn Center Main R	**1,359,272.43**	1,359,272.43
Investments-SCFM County Road Fund	**6,750,345.01**	6,750,345.01
Investments-Short Term Future Capital	**9,736,872.15**	9,736,872.15
Investments-Town of Wright Rec Maint	**1,707,575.75**	1,707,575.75
Investments-Wyoming Lottery/Off Trac	**3,145,237.98**	3,145,237.98
Library	**0.00**	0.00
Little Thunder I&S	**4,680.00**	4,680.00
Lodging Tax	**78,426.11**	78,426.11
Los Caballos	**300.00**	300.00
McKenny	**800.00**	800.00
Meadow Springs I&S	**1,326.00**	1,326.00
Means	**0.00**	0.00
Means,Carter,N Hannum	**2,300.00**	2,300.00

Moon Ridge	**1,155.42**	1,155.42
Motor Vehicle County Fees	**0.00**	0.00
Motor Vehicle State Fees	**95,723.82**	95,723.82
Motor Vehicle Non Apportioned Fees	**0.00**	0.00
Motor Vehilce Temp Sticker/paper Fee	**0.00**	0.00
Mobile Machinery County Fees (MIP)	**0.00**	0.00
Mobile Machinery Pro-Rate (IRP)	**0.00**	0.00
Motor Vehicle Pro-Rate (MOP)	**0.00**	0.00
Motor Vehicle In Transit Permit	**20.00**	20.00
Motor Vehicle Temp Worker Decals	**0.00**	0.00
Museum	**0.00**	0.00
North Rangeland	**480.00**	480.00
Organ Donor Donations	**18.00**	18.00
Oriva Hills	**3,000.00**	3,000.00
Overbrook I&S	**1,200.00**	1,200.00
Peoples	**4,474.00**	4,474.00
Pineview	**2,380.00**	2,380.00
Pinnacle Heights	**200.00**	200.00
Prairieview	**1,520.00**	1,520.00
Predatory	**14,079.00**	14,079.00
Premium & Discounts	**22,538.91**	22,538.91
Rafter D	**462.35**	462.35
Recreation	**0.00**	0.00
Rock Road I&S	**537.50**	537.50
Rocky Point	**547.43**	547.43
Rustic Hills	**820.00**	820.00
Sales & Use Tax	**829,905.46**	829,905.46
School--1 Mill Optional	**0.00**	0.00
School--6 Mill County Wide	**2,904,794.81**	2,904,794.81
School--25 Mill Special School	**12,103,313.92**	12,103,313.92
School--BOCES	**0.00**	0.00
School--Cap Main	**0.00**	0.00
School--General School	**163,975.37**	163,975.37
School--Rec Mill	**484,132.87**	484,132.87
School Bond Redemption	**0.00**	0.00
School Bond Redemption Interest	**0.00**	0.00
Small Buttes	**300.00**	300.00
South Douglas Hwy	**22,782.29**	22,782.29
Southern Industrial	**0.00**	0.00
Southfork Estates	**1,224.41**	1,224.41
Southside	**0.00**	0.00
Special Escrow	**11,976,679.06**	11,976,679.06
Spring Hill Ranch I&S	**977.00**	977.00
Stonegate Estates	**10,145.57**	10,145.57
Sundog	**720.00**	720.00
Taxes-Transportable Homes	**0.00**	0.00
Taxes-2024	**0.00**	0.00
Taxes-Interest 2024	**0.00**	0.00
Taxes-2023	**0.00**	0.00
Taxes-Interest 2023	**0.00**	0.00
Taxes-2022	(0.00)	0.00
Taxes-Interest 2022	**0.00**	0.00
Taxes-2021	(0.00)	0.00
Taxes-Interest 2021	**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	**0.73**	0.73
Town of Wright	**8,605.16**	8,605.16
Veterans Exemptions	**0.00**	0.00
Watercraft VIN Fees	**0.00**	0.00
Weed & Pest	**268,909.29**	268,909.29
Wessex Impr & Service	**0.00**	0.00
Wild Horse Creek I&S	**1,524.41**	1,524.41
Wildlife Conservation Donation	**16.00**	16.00
Wright Water & Sewer	**11,099.68**	11,099.68
	345,172,825.72	345,172,825.72
	345,172,825.72	Balance on Daily Receip
	345,172,825.72	Balance on Trial Balance
	(0.00)	

AMENDMENT TWO TO THE MEMORANDUM OF UNDERSTANDING BETWEEN CAMPBELL COUNTY, WYOMING, THE CITY OF GILLETTE, WYOMING, AND THE CAMPBELL COUNTY PUBLIC LAND BOARD

1. **Parties.** This Memorandum of Understanding ("MOU") is entered into between Campbell County, Wyoming ("County"), whose address is 500 South Gillette Ave., Ste 1100, Gillette, WY 82716, the City of Gillette, Wyoming, ("City") whose address is 201 East 5th Street, Gillette, WY 82716, and the Campbell County Public Land Board ("Board"), whose address is 1635 Reata Drive, Gillette, Wyoming 82718.

2. **Purpose and Background.** The purpose of this MOU is to allocate certain costs amongst the parties associated with the International Pathfinder Camporee events to be held in 2024 and 2029 ("Camporee Events"). Currently, the Board and Andrews University-Center for Youth Evangelism ~~are negotiating~~ have a contract for the use of CAM-PLEX facilities for the Camporee Events ("Contract"). The Contract ~~would require~~ requires investment of significant sums of money into CAM-PLEX facilities. Specifically, the Contract ~~would require~~ requires site preparation and earthwork for Andrews University-Center for Youth Evangelism to set up a mobile amphitheater ("Amphitheater Costs"). Additionally, the Contract ~~would require~~ requires installation of certain water, sanitary sewer, road, irrigation, earthwork, and electrical infrastructure ~~as well as expenditures on miscellaneous other costs~~ (collectively "Other Costs"). Under the parties Agreement for Joint and Co-operative Action, as amended ("Joint Powers Agreement"), the City and County, as funding entities for the Board, are potentially responsible for financing the Board's budget requests, including budgetary requests associated with the Camporee Events and the Contract.

3. **Term of MOU.** This MOU is effective when all parties have executed it and all required approvals have been granted. The term of this MOU will begin on the effective date. This term of this MOU will end upon completion of the Contract between the Board and the Andrews University-Center for Youth Evangelism.

4. **Responsibilities of the City and County.**

   A. The City and County agree to split equally the Amphitheater Costs and Other Costs. ~~With respect to the Amphitheater Costs~~, The City's and County's payment obligations shall not exceed $1,500,000.00. By way of illustration, the City's and County's payment obligations will not exceed $750,000.00 each under this subsection.

   B. The parties agree that the City's and County's total payment obligations for costs related to either the Camporee Events or the Contract are limited to the amounts stated in Section 4(A) of this MOU.

5. **Responsibilities of the Board.**

   A. The Board agrees to be responsible for and pay any cost exceeding the amounts identified in Section 4 of this MOU ("Additional Cost"). The Board is not responsible for any costs incurred through direct contracts or agreements for services between the City and/or County and the Andrews University Center For Youth Evangelism to which the Board is not a signatory.

B. If Additional Costs occur, then the Board shall refrain from including any Additional Cost in its budget submissions to the City and the County under the Joint Powers Agreement.

C. In satisfying its obligation to pay for any Additional Cost, the Board shall refrain from utilizing any source of funds to which the City and County have contributed any sum of money.

D. In satisfying its obligation to pay for any Additional Cost, the Board may utilize sources of funds that the City and County have not contributed funds, including, but not limited to, authorized amounts from the Campbell County Public Land Board Operations Reserve fund, as amended.

6. **General Provisions.**

A. **Amendments.** Any party may request changes in this MOU. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by the parties to this MOU shall be incorporated by written instrument, executed and signed by all parties to this MOU.

B. **Applicable Law.** The construction, interpretation, and enforcement of this MOU shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the Sixth Judicial District, Campbell County, Wyoming.

C. **Availability of Funds.** Each payment obligation of the City or County is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation. If funds are not allocated and available for the Amphitheater Costs or Other Costs, the MOU may be terminated by the City or the County at the end of the period for which the funds are available. No penalty shall accrue to either the City or the County in the event this provision is exercised. Neither the City nor the County shall be obligated or liable for any future payments due or for any damages as a result of termination under this section.

D. **Entirety of Agreement.** This MOU, consisting of three (3) pages represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

E. **Governmental Immunity.** Neither the City, the County, nor the Board waives governmental immunity by entering into this MOU. The parties specifically retain all immunities and defenses available to them pursuant to WYO. STAT. §§ 1-39-101-120 and all other applicable law. Designations of venue, choice of law, enforcement actions, and similar provisions should not be construed as a waiver of governmental immunity. The parties agree that any ambiguity in this MOU shall not be strictly construed, either against or for any party, except that any ambiguity as to governmental immunity shall be construed in favor of governmental immunity.

DRAFT

F. **Independent Contractor.** Nothing in this MOU shall be interpreted as authorizing any party or its agents and/or employees to act as an agent or representative for or on behalf of any other party nor to incur any obligation of any kind on the behalf of the other party.

G. **Severability**. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

H. **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 MOU shall not be construed so as to create such status. The rights, duties, and obligations contained in this MOU shall operate only between the parties to this MOU and shall inure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU.

I. **Titles Not Controlling**. Titles of paragraphs are for reference only and shall not be used to construe the language in this MOU.

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

K. **Force Majeure**. No party shall be liable for failure to perform under this MOU 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, pandemics, 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. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.

7. **Signatures.** The parties to this MOU through their duly authorized representatives have executed this MOU on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

DRAFT

CITY OF GILLETTE

_____ _____
Shay Lundvall, Mayor Date

(S E A L)
ATTEST:

_____
Alicia Allen, City Clerk

CAMPBELL COUNTY

_____ _____
Colleen Faber, Chairman Date
Campbell County Board of Commissioners

(S E A L)
ATTEST:

_____
Cindy Lovelace, County Clerk

CAMPBELL COUNTY PUBLIC LAND BOARD

_____ _____
Darin Edmonds, Board Chairman Date

CITY ATTORNEY'S OFFICE APPROVAL AS TO FORM

_____ _____
Sean A. Brown Date

COUNTY ATTORNEY'S OFFICE APPROVAL AS TO FORM

_____ _____
Nathan J. Henkes Date

CAMPBELL COUNTY PUBLIC LAND BOARD ATTORNEY'S APPROVAL AS TO FORM

_____ _____
Joe Hallock Date

DRAFT

Campbell County Fire Department

J.R. Fox
Deputy Fire Chief

Jeff Bender
Fire Chief

Eric Acton
Fire Marshal

To: Campbell County Commissioners

From: Jeff Bender, Fire Chief

Date: May 11, 2023

RE: Fire Warden Appointment

The Campbell County, Gillette, Wright, Joint Powers Fire Board met on May 10th of 2023 and discussed with staff the recommendation of a replacement Fire Warden. As you are aware, Division Chief Dale Izatt has announced his planned retirement on June 16th of 2023. Division Chief Izatt is currently the Fire Warden for Campbell County as appointed by the Campbell County Commission pursuant to Wyoming State Statue §35-9-401.

The Joint Powers Fire Board formally approved the recommendation from Chief Bender that Deputy Chief J.R. Fox be forwarded to the Campbell County Commission for appointment consideration as Fire Warden. It is anticipated that a formal change would not occur until the retirement of Division Chief Izatt.

The Campbell County Fire Department and the Joint Powers Fire Board would like to congratulate Division Chief Izatt on his retirement and thank him for his years of dedicated service as our Fire Warden.

106 Rohan Ave. Gillette WY 82716
(p) 307-682-5319 | (f) 307-686-2222
www.ccfire.us

Request for Change in Position Allocation

Current Classification Title of Position if Applicable: Custodian II

Suggested Existing Classification Title for Position:

Department Requesting Change in Allocation: Sheriff's Office

Change in Hours Allocation if Applicable: Change two part-time positions (45 hours per week) to one full-time position (40 hours/week)

Explain Request for Change in Allocation and effect on the budget: The Sheriff's Office currently budgets for one part-time custodian II and two part-time custodian I positions working a total of 65 hours per week. We are requesting to change our custodian staffing to one full-time custodian II and one part-time custodian I (20 hours) reducing our total hours worked per week to 60 hours. We are making this request because it has been difficult to find qualified applicants to fill part-time positions. Most applicants are seeking full-time employment with benefits. Likewise, we are experiencing a high turnover rate in these positions. Our experience has been that once we train the employee, they seek full-time employment elsewhere. Our current long-term custodian II is requesting full-time employment. If this request is approved, this would allow us to keep a long-term employee and reduce the number of hours worked per week.

Department Head Signature: _____ Date: 5/8/23

Submit this document to Human Resources/Risk Management Director for review. HR Director will forward to Budget Officer for review. Budget Officer will forward to the Commissioners' for approval. Please attach a list of actual job tasks to be performed and estimate the effect on the budget by Fiscal Year include source of funding.

Human Resources Review Date:

Request is: ✓ Forwarded _____ Returned

Reason for action:

Human Resources Signature: _____

Budget Officer Review Date: 5 - 8 - 2023

Request is: ✓ Forwarded _____ Returned

Reason for action: Retention of current P/T Custodian by moving to F/T + eliminating approx vacant P/T position

Budget Officer Signature: _____

County Commissioners Review Date: _____-_____-_____

Request is: _____Approved _____Denied

Chairperson Signature: _____ Date: _____

Distribution of Finalized Form: Original-HR; Copy-Classification File; Copy-Department Head

BUDGET LINE-ITEM TRANSFER

TO: Grace Davis & Board of Commissioners

FROM: Troy Clements - Assessor

DATE: **5-3-2023**

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION: Locking in lower price before price increase with company May 6, 2023

Please make the following Budget line-item transfers:

	Transfer From: 100041			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
5-3-2023	$2,465.10	62000	Postage & Freight	62720	Software Cost

Department Head Signature: Troy H. Clements VSM

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shannon Ireland / Cindy Lovelace

FROM: Fair - Liz Edwards

DATE: 04/27/2023

SUBJECT: Line-Item Transfer Request

Please make the following Budget line-item transfers:

	Transfer From: 100731			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
04/27/2023	$250.00	62200	Assn, Fees, and Licensure	62020	Communications/Network Expense
	$3,945.69	63000	Buildings/Office Lease/Rent	64000	Supplies
	$2,000.00	62450	EE Dev Meet Trav Meal Lodg	62260	Professional Services
	$6,000.00	62450	EE Dev Meet Trav Meal Lodg	63420	Special Event / Program Cost

Department Head Signature: _____

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Grace Davis & Board of Commissioners

FROM: Parks and Recreation

DATE: April 26, 2023

SUBJECT: Budget Line-Item Transfer Request (Project Ledger transfer when noted)

JUSTIFICATION: Replace pickleball nets that are ripped and unrepairable.

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
April 26, 2023	$1,500	100775-62260 770775-Admin-profserv	Professional Services	100775-63420 770775-Adult-Pickleball-Progcost	Special Event/Prog Cost

Department Head Signature: _____ V8M

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Grace Davis & Board of Commissioners

FROM: ROAD & BRIDGE

DATE: **5/1/2023**

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION: **INCREASE IN TIRES REQUIRED**

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
5/1/2023	$2,000	100141-64200	DIESEL FUEL	100141-65180	TIRES

Department Head Signature: Kevin Weis VBW

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shannon Ireland & Board of Commissioners

FROM: Sheriff Scott Matheny

DATE: 5/3/2023

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION: Increased cost for testing.

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
5/3/2023	$5,000.00	100052-64650	Food Service	100052-62600	Employment Testing & Background

Department Head Signature: _____

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shannon Ireland & Board of Commissioners

FROM: Sheriff Scott Matheny

DATE: 5/3/2023

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION: Increased cost for maintenance and repairs.

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
5/3/2023	$20,000.00	100052-64650	Food Service	100051-65000	Vehicle/Equip Repair/Maint

Department Head Signature: _____

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shannon Ireland & Board of Commissioners

FROM: Sheriff Scott Matheny

DATE: 5/3/2023

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION: Increased cost for services.

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
5/3/2023	$1,000.00	100052-64650	Food Service	100051-62260	Professional Services

Department Head Signature: _____

Commissioner Signature: _____

2023-043

Position Vacancy Justification

Department:	**Public Works - Landfill**			Date:	**5/2/2023**
Position Title:	**Equipment Operator**				
Classification Grade:	**106**		Current Salary of Incumbent:		
Salary Range:	Min **20.18**		Mid **25.64**	Max **34.21**	
Justification for Hiring Position:	Budgeted				
Termed Incumbent:	N/A				
Position Originated:	Budgeted FY22-23				
Funding Source for Position:	County: x	State:	Federal:	Other:	Explain Other:
Status Code:	Full-Time	Part-Time x	Number of Annual Hours:		**Up to 18/week**
Reason for Vacancy:	Replacement due to Termination:		Replacement due to Retirement:		New Position: x
Existing Budgeted Position:	**Yes**				
Benefit Eligible:	**No**				
Department Head Signature & Date	[signature]		5/2/2023		
H.R. Resources Director Approval & Date	[signature]		5/4/2023		
Commissioner Approval & Date					

2023-044

Position Vacancy Justification

Department:	**Sheriff's Office**			Date:	**05/08/2023**
Position Title:	**Administrative Assistant (Assigned to the 24/7 Program)**				
Classification Grade:	**104**		Current Salary of Incumbent:	**$18.69**	
Salary Range:	Min **$17.47**		Mid **$22.20**	Max **$26.92**	
Justification for Hiring Position:	Filling existing budgeted position.				
Termed Incumbent:	Administrative Assistant (Resigned 5/19/2023)				
Position Originated:	Budgeted Position for Fiscal Year 2022-2023				
Funding Source for Position:	County: **Yes**	State:	Federal:	Other:	Explain Other:
Status Code:	Full-Time	Part-Time **Yes**	Number of Annual Hours:		**1,040**
Reason for Vacancy:	Replacement due to Termination: **Yes**		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	**Yes**				
Benefit Eligible:	**Yes**				
Department Head Signature & Date					**5/9/2023**
H.R. Resources Director Approval & Date					5/9/23
Commissioner Approval & Date					

2023-045

Position Vacancy Justification

Department:	**Sheriff's Office**			Date:	**05/08/2023**
Position Title:	**Custodian I**				
Classification Grade:	**102**		Current Salary of Incumbent:	**$15.85**	
Salary Range:	Min **$15.85**		Mid **$20.14**	Max **$24.42**	
Justification for Hiring Position:	Filling existing budgeted position.				
Termed Incumbent:	Custodian I (Resigned 4/14/2023)				
Position Originated:	Budgeted Position for Fiscal Year 2022-2023				
Funding Source for Position:	County: **Yes**	State:	Federal:	Other:	Explain Other:
Status Code:	Full-Time	Part-Time **Yes**	Number of Annual Hours:		**1,040**
Reason for Vacancy:	Replacement due to Termination: **Yes**		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	**Yes**				
Benefit Eligible:	**Yes**				
Department Head Signature & Date	Tony Mark				**5/9/2023**
H.R. Resources Director Approval & Date					5/9/23
Commissioner Approval & Date					

The following page(s) contain the backup material for Agenda Item: 9:10 Mental Health Awareness Month Proclamation

*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.

MENTAL HEALTH AWARENESS MONTH 2023

RESOLUTION NO. 3048

WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, all Americans face challenges in life that can impact their mental health, especially during a pandemic; and

WHEREAS, prevention and awareness is an effective way to reduce the burden of mental health conditions; and

WHEREAS, there are practical tools that all people can use to improve their mental health and increase resilience; and

WHEREAS, mental health conditions are real and prevalent in our county and nation; and

WHEREAS, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, health care provider, organization and citizen share the burden of mental health problems and has a responsibility to promote mental wellness and support prevention and treatment efforts; and

WHEREAS, we all have a role to play in ending the stigma around mental health issues and it starts by showing compassion, so everyone feels comfortable seeking help.

NOW, THEREFORE, BE IT PROCLAIMED, that the Campbell County Board of Commissioners hereby proclaim May 2023 as "Mental Health Awareness Month" in Campbell County. We call upon all members of our county to support efforts that increase community awareness, understanding, and action to promote Mental Health awareness in Campbell County and across our nation. Through these efforts, together, we can provide **Hope, Help and Healing** for those in our community who are facing challenges with Mental Health.

RESOLVED this 16th day of May 2023.
BOARD OF COUNTY COMMISSIONERS
CAMPBELL COUNTY, WYOMING

_____	_____
Colleen Faber, Chairman	Del Shelstad
_____	_____
Jim Ford	Butch Knutson
_____	ATTEST:_____
Kelley McCreery	Cindy Lovelace, County Clerk

The following page(s) contain the backup material for Agenda Item: 9:15 Landfill Tipping Fees Waiver Request – NHSFR

*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.

CAM-PLEX

CAM-PLEX Multi-Event Facilities
Campbell County Public Land Board
1635 Reata Dr.
Gillette, WY 82718

May 12, 2023

Board of County Commissioners, Campbell County, Wyoming
500 South Gillette Avenue
Gillette, Wyoming 82716

Dear Commissioners,

In the years that our community hosts the National High School Finals Rodeo (NHSFR), the Campbell County Board of Commissioners have graciously waived the tipping fees for waste collected at the event. This tradition is an important component of the event's overall success.

Please accept this letter of request for the waiver of the tipping fees for the NHSFR in 2023. Your continued support is sincerely appreciated.

Sincerely,

5/12/2023

Aaron Lyles
Executive Director

The following page(s) contain the backup material for Agenda Item: 9:20 CST Program Contract, Juvenile & Family Drug Court

*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.

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

Campbell County
wyoming

Denton Knapp
Executive Director of Administration

BOARD OF COMMISSIONERS
Colleen Faber, Chairman
Roy Knutson
Jim Ford
Del Shelstad
Kelley McCreery

Contract Approval Form

Instructions: *Fill out upon review by legal and risk management. Submit to Commissioner's Office with grant contract to be approved and signed.*

Date of Commissioner's Meeting May 16, 2023

Title State Fiscal Year 2024 Court Supervised Treatment Program Grant

Agency Wyoming Department of Health - Behavioral Health Division

Recipient Campbell County Juvenile and Family Drug Court

Funding Source State of Wyoming- Behavioral Health Division

Federal – CFDA/ALN ☐

State – State grant identifying number ☑ State Identifying Number -MD-2023-004

Other – Please explain:

Please mark as applicable:

☑ **Annual Contract Award** ☐ **New Contract Award** ☐ **Amendment to Contract Award**

☐ **Includes Capital Assets** ☐ **Bid/Request for Proposals Required** ☑ **Match Fund Required - Request Form Required**

Date range of contract 7/1/2023 to 6/30/2024

Amount Awarded: $135,635.48 STATE FUNDING Amount Applied for: $144,429

Summary The funding award includes $125,719.68 for 4 adult slots and 6 juvenile slots; $2,839.50 for drug testing and $7,076.30 from the Surcharge for special funding.
See attached for Match, In-Kind, and Additional program funding detail.
The mission of the Campbell County Juvenile & Family Drug Court, combined with the Youth Intervention Track, is to decrease the use of alcohol and other substances, as well as offenses related to these uses, and to improve the mental health, life skills and competencies of the program Participants. Account: 310452

Date of Legal Review 4/6/2023

Date of Risk Management Review 4/27/2023

Approval Signature

Chairman, Coleen Faber **Clerk's Office**

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

Campbell County
wyoming

Denton Knapp
Executive Director of Administration

BOARD OF COMMISSIONERS
Colleen Faber, Chairman
Roy Knutson
Jim Ford
Del Shelstad
Kelley McCreery

Match Fund Approval Form

Instructions: *Fill out upon review by legal and risk management. Submit to Commissioner's Office with grant contract to be approved and signed.*

Date of Commissioner's Meeting 5/16/2023

Title of Grant Requiring Match: State Fiscal Year 2024 Court Supervised Treatment Program Grant

Department Requesting Match: Campbell County Juvenile and Family Drug Court

Is matching fund request already budgeted? ☐

Indicate line account(s) match is budgeted: 100452 payroll and line items

If matching fund is not already budgeted, please provide details on where new matching funds are located or detail a request:

Requested for FY24 in payroll and line items

Please mark as applicable:

☑ **Annual Contract Award** ☐ **New Contract Award** ☐ **Amendment to Contract Award**

☐ **Includes Capital Assets** **Bid/Request for Proposals Required** ☑ In-Kind - Amount $81,900

Date range of grant contract 7/1/2023-6/30/2024

Grant Amount $135,635.48 **Required Match Amount** $31,556 **Match Request % of Total Award** 25.1%

Additional Funding Request: $4,697

Summary

The required match of $31,556 is based on program slots award ($125,719.68) and the additional program funding of $4,697 for a total of $36,252 that was submitted on the application from the County will go towards funding 25% of the salary, benefits and taxes for the Drug Court Assistant; the drug court cell phone bill; the annual audit cost; and mental health counseling for all drug court participants. In-Kind county match amount is $81,900 in building usage, IT, custodial and other related expenses.

Clerk's Office Approval

Approval Signature

Chairman, Coleen Faber

Wyoming Department of Health

Behavioral Health Division
122 W 25th Street, Herschler 2 West, Suite B
Cheyenne, WY 82002
(307) 777-6494 • 800-535-4006
Fax (307) 777-5849 • www.health.wyo.gov

Stefan Johansson
Director

Mark Gordon
Governor

March 8, 2023

Ref.: MD-2023-004

Campbell County Juvenile Services
Governing Body for the Campbell County Juvenile and Family Drug Court
500 S Gillette Ave Ste 1100
Gillette, WY 82716

Program Team for the Campbell County Juvenile and Family Drug Court
500 S Gillette Ave Ste B600
Gillette, WY 82716

Dear Governing Body and Program Team:

Notice of FY24 Funding Award for the Campbell County Juvenile and Family Drug Court

On March 7, 2023, the Court Supervised Treatment Funding Panel (Panel) met to discuss funding requests for the upcoming fiscal year (FY) 2024. After careful deliberation and discussion, the following funding decision for your program is as follows:

The Panel has awarded funding to the Campbell County Juvenile and Family Drug Court (Program) in the amount of $125,719.68. Your program was funded for 4 adult slots and 6 juvenile slots, pending a fully executed contract between the Wyoming Department of Health, Behavioral Health Division and your Program. This notice is not a promise of contract or funding. Please review your budget and make any necessary revisions for the best use of funds if the amount awarded is different from the requested amount.

In addition to the funds awarded by the Panel, your Program will receive $2,839.50 for drug testing. These funds may only be spent on drug testing supplies and testing confirmations. The Program will also receive surcharge funding in the amount of $7,076.30 to support the special projects listed in the Program's FY24 application. Please understand future surcharge funding is not guaranteed and it is recommended that you do not rely on this additional state funding to support your program activities. The total contract amount for your program will be $135,635.48.

The Panel would like to remind all of the CST programs of the importance of complying with statutory requirements and Department of Health rules in programmatic operations. The Panel would also like to emphasize the importance of completing training requirements and strongly encourage the attendance of all team members at the statewide conference in May. Please see the attached save the date for details regarding the conference.

The Behavioral Health Division would like to thank you for all your work on behalf of the program participants and the residents of Wyoming.

Sincerely,

Ben Kifer
Court Supervised Treatment Program Panel
Chairperson

c: Nicky Anderson, Assistant Deputy on Policy and Legislation, Department of Family Services
Sue Chatfield, Assistant Attorney General, State of Wyoming
Diane Lozano, State Public Defender, Office of the State Public Defender
Dan Shannon, Director, Department of Corrections
Contract file

Campbell County
Wyoming

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

Denton Knapp
Executive Director of Administration

Board of Commissioners
Del Shelstad,Chairman
Rusty Bell
Colleen Faber
Robert Maul
Don Hamm

December 19, 2022

Court Supervised Treatment Program
Wyoming Department of Health
Behavioral Health Division
6101 Yellowstone Rd., Ste. 220
Cheyenne, WY 82002

RE: Campbell County Juvenile & Family Treatment Court
Fiscal Year 2023/2024 Grant Application

Dear Sir or Madam:

This letter is written to confirm the Board of Campbell County Commission's continued support for the Juvenile & Family Treatment Court program.

In addition to the cash match commitment as referenced in the grant application, Campbell County continues to support the program by providing in-kind services which includes office space within the Campbell County Courthouse of roughly 4,500 square feet of space. The current lease rate for downtown office space ranges anywhere from $15 per square foot up to $18 per square foot placing the value of the office space within the Courthouse at a minimum of $67,500.

General utilities are also supplied which includes heating, cooling, electricity, trash removal, cleaning, telephone, internet, computer software, IT support and general maintenance with an estimated value of $14,400 per year.

Based upon the foregoing, the in-kind value of services provided to the Juvenile & Family Treatment Court by Campbell County government is conservatively valued at $81,900.

Thank you for your support of our program and if I can be of further assistance, please let me know.

Sincerely,

Everett Denton Knapp, Jr.
Executive Director of Administration

cc: James Lyon

CONTRACT BETWEEN
WYOMING DEPARTMENT OF HEALTH, BEHAVIORAL HEALTH DIVISION
AND
BOARD OF CAMPBELL COUNTY COMMISSIONERS AS GOVERNING BODY FOR THE CAMPBELL COUNTY JUVENILE AND FAMILY DRUG COURT

1. **Parties.** The parties to this Contract are Wyoming Department of Health, Behavioral Health Division (Agency), whose address is: 122 West 25th Street, Herschler Building 2 West, Suite B, Cheyenne, Wyoming 82002, and Board of Campbell County Commissioners as Governing Body for the Campbell County Juvenile and Family Drug Court (Contractor), whose address is: 500 South Gillette Avenue, Suite 1100, Gillette, Wyoming 82716. This Contract pertains to the Court Supervised Treatment Program of the Agency.

2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the Contractor shall provide substance use disorder treatment services as a sentencing alternative, in accordance with the Court Supervised Treatment Programs Act, Wyo. Stat. §§ 7-13-1601 through 1616, including all current state rules and regulations, Code of Federal Regulations (CFR) Title 42, and Agency policies and procedures, which are incorporated into this Contract by this reference.

3. **Term of Contract.** This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from July 1, 2023 or Effective Date, whichever is later, through June 30, 2024. All services shall be completed during this term.

4. **Payment.**

   A. The Agency agrees to pay the Contractor for the services described in Section 5 below and in Attachment A, Statement of Work, which is attached to and incorporated into this Contract by this reference. Total payment under this Contract shall not exceed one hundred thirty-five thousand, six hundred thirty-five dollars and forty-eight cents ($135,635.48) Payment shall be made within forty-five (45) days after submission of invoice pursuant to Wyo. Stat. § 16-6-602. Contractor shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Contract.

      (i) The total Contract amount in Section 4.A., above, includes one hundred twenty-five thousand, seven hundred nineteen dollars and sixty-eight cents ($125,719.68) to provide services listed in Attachment A.

      (ii) The total Contract amount in Section 4.A., above, includes two thousand, eight hundred thirty-nine dollars and fifty cents ($2,839.50) to be used for drug testing supplies and testing services.

(iii) The total Contract amount in Section 4.A., above, includes seven thousand, seventy-six dollars and thirty cents ($7,076.30) to be used for special projects listed in Attachment A.

B. Upon written notice of unusual circumstances from the Contractor that temporarily affect the Contractor's ability to fulfill the requirements of this Contract, the Agency may authorize payment if, in the sole judgement of the Agency, the circumstances warrant payment.

C. No payment shall be made for work performed before the Effective Date of this Contract. Should the Contractor fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such time as the Contractor performs its duties and responsibilities to the satisfaction of Agency.

D. Except as otherwise provided in this Contract, the Contractor shall pay all costs and expenses, including travel, incurred by Contractor or on its behalf in connection with Contractor's performance and compliance with all of Contractor's obligations under this Contract.

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

A. Provide the services, supports, reports, and data as described in Attachment A.

B. Comply with Attachment B, Business Associate Agreement, which is attached to and incorporated into this Contract by this reference.

C. Comply with Attachment C, Data Management Plan, which is attached to and incorporated into this Contract by this reference.

D. Adhere to expectations outlined in the Court Supervised Treatment Guidelines, which are incorporated into this Contract by this reference.

E. Submit Agency approved invoice template for payment on the twenty-fifth (25th) day of each month, or the closest business day to the twenty-fifth of the month, whichever is later. Utilities, vehicle expenses, computer hardware, advertising, equipment maintenance, equipment rental, office space, construction costs, grant writing, case management system, and program evaluation are not allowable expenses under this Contract. Local funds must be utilized for these expenses.

F. Submit detailed expense reports verifying monthly expenditures at the request of the Agency.

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

A. Pay Contractor in accordance with Section 4 above.

B. Consult with and advise the Contractor, as necessary, about the requirements of the Contract.

C. Utilize data collected for reporting and decision-making.

7. **General Provisions.**

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

B. **Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Contract 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 Contract as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.

C. **Assignment Prohibited and Contract 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 Contract without the prior written consent of the other party. The Contractor shall not use this Contract, 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 Contractor which are pertinent to this Contract. The Contractor 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 Contractor which are pertinent to this Contract. The Contractor 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 Contract, the Contract may be terminated by the Agency at the end of the period

for which the funds are available. The Agency shall notify the Contractor 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 Contracts.** The Agency may award supplemental or successor contracts for work related to this Contract or may award contracts to other contractors for work related to this Contract. The Contractor shall cooperate fully with other contractors and the Agency in all such cases.

G. **Compliance with Laws.** The Contractor shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Contract.

H. **Confidentiality of Information.** All documents, data compilations, and reports owned by the Agency under the terms of this Contract shall be kept confidential by the Contractor unless written permission is granted by the Agency for its release. If Contractor receives a request for information owned by the Agency, Contractor shall notify the Agency within ten (10) days of such request and shall not release such information to a third party unless directed to do so by the Agency. In all cases, Contractor shall ensure the confidentiality of information about clients by implementing the requirements of 42 CFR § 2.31; and comply with the requirements of Wyo. Stat. § 7-13-1610.

I. **Entirety of Contract.** This Contract, consisting of ten (10) pages; Attachment A, Statement of Work, consisting of four (4) pages; Attachment B, Business Associate Agreement, consisting of five (5) pages; and Attachment C, Data Management Plan, consisting of five (5) pages, represent the entire and integrated Contract 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 Contract and the language of any attachment or document incorporated by reference, the language of this Contract shall control, with the exception of that contained in Attachment B, Business Associate Agreement.

J. **Ethics.** Contractor 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 Contractor's profession.

K. **Extensions.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein.

L. **Force Majeure.** Neither party shall be liable for failure to perform under this Contract 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 Contract 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 Contractor shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Contract, the Contractor shall be free from control or direction over the details of the performance of services under this Contract. The Contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the Contractor in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the Contractor 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. The Contractor 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 Contractor or the Contractor's agents or employees as a result of this Contract.

O. **Nondiscrimination.** The Contractor 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 Contract.

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

Q. **Notice of Sale or Transfer.** The Contractor shall provide the Agency with notice of any sale, transfer, merger, or consolidation of the assets of the Contractor. Such notice shall be provided in accordance with the notices provision of this Contract and, when possible and lawful, in advance of the transaction. If the Agency determines that the sale, transfer, merger, or consolidation is not consistent with the continued satisfactory performance of the Contractor's obligations under this Contract, then the Agency may, at its discretion, terminate or renegotiate the Contract.

R. **Ownership and Return of Documents and Information.** Agency is the official custodian and owns all documents, data compilations, and reports submitted to the data system designated by the Agency in relation to the performance of this Contract. Upon termination of this Contract for any reason, Contractor agrees to submit a final report of all data not submitted to the data system designated by the Agency. Contractor owns all information not explicitly stated in Attachment A that is collected and maintained for the purpose of providing services pursuant to Wyo. Stat. §§ 7-13-1601 through 1615. Contractor agrees to submit information contained in the records designated by the Agency to the Agency as required by the reporting requirements of this Contract. Otherwise, the parties agree that Contractor remains solely responsible for the confidentiality, integrity, availability, maintenance, storage, and destruction of records owned by Contractor.

S. **Prior Approval.** This Contract 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 Contract 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. § 9-2-3204(b)(iv).

T. **Insurance Requirements.**

(i) During the term of this Contract, the Contractor 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 Contractor 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 Contractor or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

(iii) The Contractor 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 Contractor, such insurance in the name of the Contractor, 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 Contractor under this Contract.

(vi) All policies required by this Contract 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.

U. Insurance Coverage. The Contractor 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 Contract 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 Contractor's

home state to perform work under this Contract 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 Contractor 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 Contract, if such coverage is required by law. If workers' compensation coverage is obtained by Contractor through the Wyoming Department of Workforce Services' workers' compensation program, Contractor shall also obtain Employer's Liability "Stop Gap" coverage through an endorsement to the CGL policy required by this Contract, 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 Contractor shall be duly registered with the Department of Workforce Services and obtain such unemployment insurance coverage as required. The Contractor 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. **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 Contractor, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval from the Agency.

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

X. **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 Contract and the Contractor 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. 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 Contract 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.

Y. **Taxes.** The Contractor 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.

Z. **Termination of Contract.** This Contract may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Contract may be terminated by the Agency immediately for cause if the Contractor fails to perform in accordance with the terms of this Contract.

AA. **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 Contract shall not be construed so as to create such status. The rights, duties, and obligations contained in this Contract shall operate only between the parties to this Contract and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract.

BB. **Time is of the Essence.** Time is of the essence in all provisions of this Contract.

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

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

EE. **Counterparts.** This Contract 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 Contract. Delivery by the Contractor of an originally signed counterpart of this Contract by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

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

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

AGENCY:
Wyoming Department of Health, Behavioral Health Division

_____ _____
Stefan Johansson, Director Date

_____ _____
Matthew Petry, MPA, Senior Administrator Date

CONTRACTOR:
Board of Campbell County Commissioners as Governing Body for the Campbell County Juvenile and Family Drug Court

_____ _____
Signature Date

_____
Printed Name and Title

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

* 230626 04-26-2023
Cole R. White, Assistant Attorney General Date

Statement of Work (SOW)
Wyoming Department of Health, Behavioral Health Division (Agency)
Services to be provided by Board of Campbell County Commissioners as Governing Body for the Campbell County Juvenile and Family Drug Court (Contractor)
For services to be provided from July 1, 2023, or Effective Date, whichever is later, through June 30, 2024

I. Purpose

The purpose of this Contract is to set forth the terms and conditions by which the Contractor shall provide substance use disorder treatment services as a sentencing alternative, in accordance with the Court Supervised Treatment Program Act, Wyo. Stat. §§ 7-13-1601 through 1616, including all current state rules and regulations, Code of Federal Regulations (CFR) Title 42, and Agency policies and procedures.

II. Definitions

A. **Ancillary Services** – any service provided to the participant not directly related to substance abuse treatment

B. **Participant Status** – status of the participant, i.e. pre-program, in-program, graduated, post-program, ineligible, suspended, terminated

C. **Supervision Contacts** – any supervising individual; usually probation, parole, or monitoring agent; who has contact with the participant

D. **Secondary Participants** – any relative who receives services of the Court Supervised Treatment (CST) Program in conjunction with the participant

III. Scope of Work

A. Timely Communication, Corrective Action Plans, and Withholding of Funds

1. When specific information or action is requested from the Contractor under the scope of the Contract, the Contractor shall respond to Agency in good faith within the timeframe defined in the request or the Agency reserves the right to withhold payment from Contractor until the Contractor provides any requested forms, reports, information, or proof of deliverables.

2. Failure to comply with Contract requirements may result in Contractor being placed on a Corrective Action Plan (CAP). Contractor will work with the Agency on the contents and implementation of the CAP. Failure to implement the CAP may result in the withholding of funds or termination of this contract.

IV. Deliverables Table

TOTAL PAYMENT UNDER THIS CONTRACT NOT TO EXCEED ONE HUNDRED THIRTY-FIVE THOUSAND, SIX HUNDRED THIRTY-FIVE DOLLARS AND FORTY-EIGHT CENTS ($135,635.48).

DELIVERABLE	TIMELINE
A. Maintain an average of four (4) adult participants and six (6) juvenile participants each quarter, as awarded by the funding panel and reported on the Agency designated data system	Report is due by the last business day of the month following the reported quarter within the Contract Term

DELIVERABLE	TIMELINE
B. Enter data into the Agency designated data system including, but not limited to:	Report is due by the last business day of the month following the reported quarter within the Contract Term
1. Participant statuses	
2. Number of screenings	
3. Demographic information	
4. Drug test quantities and results	
5. Days of sobriety	
6. Units and levels of treatment services	
7. Ancillary services	
8. Supervision contacts	
9. In-Program recidivism	
10. Post-Program recidivism	
11. Secondary participants	
12. Number of drug-free babies born in-Program	
13. Co-occurring disorders and diagnoses	

DELIVERABLE	TIMELINE
C. Submit Unemployment Certificate of Good Standing	October 3, 2023

DELIVERABLE	TIMELINE
D. Submit Worker's Compensation Certificate of Good Standing	October 3, 2023

DELIVERABLE	TIMELINE
E. Submit independent financial audit report from previous fiscal year	January 31, 2024

DELIVERABLE	TIMELINE
F. Report to Agency CST Program staff any Sentinel Event that has occurred regarding the Contractor's clients or staff. Sentinel Events are those involving death or serious physical or psychological injury or risk thereof	Ongoing throughout Contract Term unless otherwise stated

DELIVERABLE	TIMELINE
G. Implement Program according to governing statutes, state rules and regulations, and state policies including, but not limited to the following:	Ongoing throughout Contract Term unless otherwise stated
1. Treatment contract requirements	
2. Drug testing requirements	
3. Monitoring requirements	
4. Utilizing match funds	

DELIVERABLE	TIMELINE
H. Maintain or exceed the following Program goals:	Ongoing throughout Contract Term unless otherwise stated
1. Fifty-nine percent (59%) or higher retention rate for participants	
2. Less than twelve percent (12%) in-Program recidivism	
3. Track post-Program recidivism for at least three (3) years for participants that have graduated or terminated from the Program	
4. One hundred percent (100%) compliance with a requirement for participants to have at least one hundred twenty (120) days of sobriety prior to graduation	

DELIVERABLE	TIMELINE
I. All members of the CST Program team and Substance Use Disorder Treatment Provider must meet training requirements as outlined in CST Program Guidelines, Key Component #9:	Ongoing throughout Contract Term unless otherwise stated
1. Submit verification of training hours for each team member. Final payment of this Contract will not be issued until verification of training hours for each team member is received by the Agency	

DELIVERABLE	TIMELINE
J. National Accreditation	Ongoing throughout Contract Term unless otherwise stated
1. Ensure Substance Use Disorder Treatment Provider maintains appropriate national accreditation for substance use disorder services provided under this Contract	

DELIVERABLE	TIMELINE
K. State Certification	Ongoing throughout Contract Term unless otherwise stated
1. Ensure Substance Use Disorder Treatment Provider maintains appropriate state certification for substance use disorder services provided under this Contract	

DELIVERABLE	TIMELINE
L. Budget	
1. Submit revised budget based on this Contract amount	July 31, 2023
2. Submit any necessary budget revision requests via email at cstprogram@wyo.gov. Requests shall include the amount of funding to be moved, the budget lines effected, and a reason for the move	Ongoing throughout Contract Term unless otherwise stated

DELIVERABLE	TIMELINE
M. Coordinator's Meeting	Date to be determined by Agency, notice will be provided thirty (30) days in advance
1. Contractor's Program coordinator shall attend annual Coordinator's meeting if offered by the Agency	

DELIVERABLE	TIMELINE
N. Submit Invoice on Agency-approved template	The 25th day of each month or next business day through Contract Term
1. If using a template different from the one provided by the Agency, it must include all areas included on the provided template	

DELIVERABLE	TIMELINE
O. Expenditures	Ongoing throughout Contract Term unless otherwise stated
1. Provide proof of monthly expenditures upon Agency request	

DELIVERABLE	TIMELINE
P. Submit finalized policies and procedures manual on template provided by the Agency	September 29, 2023

DELIVERABLE	TIMELINE
Q. Special Projects	Ongoing throughout Contract Term unless otherwise stated
1. Purchase of items for basic needs on behalf of participants includes but is not limited to: transportation, clothing, eyeglasses, groceries, beds, bedding, phone cards, medical expenses, and utilities	
2. Additional therapy sessions for individuals or families	

V. Changes to SOW

The Contractor shall submit a written request to the Agency if changes to this SOW are desired. The written request shall include the changes being offered and the reason for the changes. The Agency shall review the request and any additional information provided regarding the changes, and shall provide the Contractor with written notice of acceptance or denial of said request within thirty (30) days.

In the event it is determined by the Agency that a change to this SOW is required, a contract amendment shall be made to this Contract in accordance with Section 7.A. of this Contract.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

The following page(s) contain the backup material for Agenda Item: 9:25 CDS FY24 Early Head Start 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.

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

Campbell County
wyoming

Denton Knapp
Executive Director of Administration

BOARD OF COMMISSIONERS
Colleen Faber, Chairman
Roy Knutson
Jim Ford
Del Shelstad
Kelley McCreery

Grant Application Approval Form

Instructions: *Submit to Commissioner's Office with grant application attached.*

Date of Commissioner's Meeting 5/16/2023

Due Date of Grant Application June 1st, 2023

Title Early Head Start

Agency Administration for Children & Families - Office of Headstart

Recipient Children's Developmental Services of Campbell County

Funding Source

Federal – CFDA/ALN ☑ 93.600

State – State grant identifying number ☐

Other – Please explain: ☐

Please mark as applicable:

☑ **Annual/Continuing Grant** ☐ **New Grant** ☑ **Match Required** (include Match Form) ☐ **Includes Sub-recipients**

☐ **Includes Capital Assets** ☐ **Bid/Request for Proposals Required**

Date range: 9/1/2023-8/31/2024

County Match: $98,500
Total Federal & County Match: $492,500

Amount $394,000

Summary CDS-CC has established the Early Head Start Program for 36 low-income/at-risk infants, toddlers, and pregnant women to build strong families and a foundation for School Readiness. Special emphasis is placed on assisting parents as they work towards self-sufficiency, fostering parental and extended family member's involvement, assuring family wellness, and assuring children are ready for school. Grant request is for $384,000 for program operations and $10,000 in Training & Technical Assistance.

Approval Signature

Chairman, Colleen Faber

Clerk's Office

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

Campbell County
wyoming

Denton Knapp
Executive Director of Administration

BOARD OF COMMISSIONERS
Colleen Faber, Chairman
Roy Knutson
Jim Ford
Del Shelstad
Kelley McCreery

Match Fund Approval Form

Instructions: *Fill out upon review by legal and risk management. Submit to Commissioner's Office with grant contract to be approved and signed.*

Date of Commissioner's Meeting 5/16/2023

Title of Grant Requiring Match: Early Head Start

Department Requesting Match: Children's Development Services of Campbell County

Is matching fund request already budgeted? ☐

Indicate line account(s) match is budgeted:

If matching fund is not already budgeted, please provide details on where new matching funds are located or detail a request:

FY 24 Request 100701 salaries & operating

Please mark as applicable:

☑ **Annual Contract Award** ☐ **New Contract Award** ☐ **Amendment to Contract Award**

☐ **Includes Capital Assets** ☐ **Bid/Request for Proposals Required**

Date range of grant contract 9/1/2023-8/31/2024

Grant Amount $394,000 **Required Match** $98,500 **Match Request % of Total Award** 20%

Summary Additional Match $86,859

County match proposed for the Children's Developmental Services of Campbell County - Early Head Start program as the non-federal portion of the grant. Required match is $98,500. Additional in-kind match in the amount of $86,859 will be attributed to the grant.

Clerk's Office Approval

Approval Signature

Chairman, Colleen Faber

ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

February 14, 2023

Grant No. 08CH011225

Dear Head Start Grant Recipient:

An application for funding for the upcoming budget period must be submitted by June 1, 2023.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Early Head Start
Program Operations	$384,000
Training and Technical Assistance	$10,000
Total Funding	**$394,000**

Program	Early Head Start
Federal Funded Enrollment	36

Period of Funding: 09/01/2023 - 08/31/2024

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a continuation application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

Application Instructions are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Resources" section of the HSES.

Please contact Kerri Timmerman-Edwards, Head Start Program Specialist, at 404-562-0365 or kerri.timmerman-edwards@acf.hhs.gov or Candice Jewell, Grants Management Specialist, at 303-844-7243 or candice.jewell@acf.hhs.gov with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the current budget period.

Program Improvement (One-Time) Requests

Grant recipients encountering program improvement needs that cannot be supported by the agency budget are invited to apply for one-time funding. This funding must be applied for separately through the appropriate amendment in HSES. Program Improvement requests are prioritized and subject to funding availability. For questions regarding program improvement needs and requests, please contact the regional office.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Cheryl Lutz/

Cheryl Lutz
Regional Program Manager
Office of Head Start

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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 interaction activities. Home visits support the family as the child's primary teacher.

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: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	
☒ Application	☒ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
	08CH011225

5a. Federal Entity Identifier:	5b. Federal Award Identifier:
N/A	08CH011225

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:	Children`s Developmental Services of Campbell County

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. UEI:
836000103	W8QKYMHVL4Z3

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:	Nathan
Middle Name:			
* Last Name:	Grotrian		
Suffix:			

Title:	Executive Director
Organizational Affiliation:	

* Telephone Number:	(307) 682-2392	Fax Number:	
* Email:	nathan.grotrian@campbellcountywy.gov		

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 o

*** 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: 09/01/2023 | * b. End Date: 08/31/2024

18. Estimated Funding ($):

* a. Federal	394,000
* b. Applicant	98,500
* c. State	
* d. Local	
* e. Other	0
* f. Program Income	
* g. TOTAL	492,500

*** 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:	Ms.
* First Name:	Colleen
Middle Name:	
* Last Name:	Faber
Suffix:	
* Title:	CDS County Comissioner, Chairman
* Telephone Number:	(307) 682-7283
Fax Number:	
* Email:	colleen.faber@campbellcountywy.gov
* Signature of Authorized Representative:	
* Date Signed:	

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 12/31/2022

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	$	$	$ 384,000	$ 98,500	$ 482,500
2. Early Head Start: TTA	93.600			10,000	0	10,000
3.						
4.						
5. Totals		$ 0	$ 0	$ 394,000	$ 98,500	$ 492,500

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	$ 207,137	$ 0	$	$	$ 207,137
b. Fringe Benefits	150,522	0			150,522
c. Travel	0	0			0
d. Equipment	0	0			0
e. Supplies	5,461	0			5,461
f. Contractual	0	0			0
g. Construction	0	0			0
h. Other	20,880	10,000			30,880
i. Total Direct Charges (sum of 6a-6h)	384,000	10,000			$ 394,000
j. Indirect Charges	0	0			$ 0
k. TOTALS (sum of 6i and 6j)	$ 384,000	$ 10,000	$	$	$ 394,000
7. Program Income	$	$	$	$	$

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. Early Head Start: Program Operations	$ 98,500	$	$	$ 98,500
9. Early Head Start: TTA				0
10.				
11.				
12. TOTAL (sum of lines 8-11)	$ 98,500	$ 0	$ 0	$ 98,500

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ 394,000	$ 123,125	$ 123,125	$ 123,125	$ 24,625
14. Non-Federal	$ 98,500				98,500
15. TOTAL (sum of lines 13 and 14)	$ 492,500	$ 123,125	$ 123,125	$ 123,125	$ 123,125

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:

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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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Certification of Filing and Payment of Federal Taxes 4

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:	Ms.	* First Name:	Colleen
Middle Name:			
* Last Name:	Faber		
Suffix:			
* Title:	CDS County Comissioner, Chairman		
* Telephone Number:	(307) 682-7283	Fax Number:	
* Email:	colleen.faber@campbellcountywy.gov		
* 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 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%

Year 3

Percent of EHS Children meeting or exceeding Teaching Strategies Gold Widely Held Expectations	
Domain	**Spring 2021/2022**
Social-Emotional	94%
Motor	100%
Language	81%
Cognitive	88%
Literacy	88%
Mathematics	81%

Year 4

Percent of EHS Children meeting or exceeding Teaching Strategies Gold Widely Held Expectations	
Domain	**Spring 2022/2023**
Social-Emotional	%
Motor	%
Language	%
Cognitive	%
Literacy	%
Mathematics	%

Challenges:

- Attendance at socializations.
- Families living in crisis.
- Adapting activities to meet developmental needs of all ages.

Action Steps:

- 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.
- Early Head Start staff completed additional training in implementation of the PIWI model. Information from this training was implemented during group socializations and home visits to increase parent-child interactions.
- Ongoing review of attendance data for group socializations and continuous adaptation of scheduling to accommodate family needs and preferences.
- Continued work with mental health consultant in implementation of TBRI model to help support families through crisis.
- Increase utilization of available resources in the Partners for a Healthy Baby curriculum and Teaching Strategies to individualize and scaffold learning activities for all developmental levels.

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.
Year 3
• **26** families returned in-kind documentation during the first half of the 2021-2022 program year. During the first half of the 2021-2022 program year, 7 of the 36 enrolled Early Head Start participants were pregnant women.
Year 4
• **32** families returned in-kind documentation during the first half of the 2022-2023 program year. During the first half of the 2022-2023 program year, 3 of the 36 enrolled Early Head Start participants were pregnant women.
Challenges: • Engaging parents in taking the lead during home visits and group socializations. • Attendance at socializations.
Action Steps: • Early Head Start staff completed additional training in implementation of the PIWI model. Information from this training was implemented during group socializations and home visits to increase parent-child interactions. • Ongoing work with mental health consultant in implementation of Trust Based Relational Intervention (TBRI). This has helped EHS staff support families to continue to develop connected, responsive relationships between parent and child. • 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. • Developed a document outlining roles of parents and staff during socializations. This document is reviewed individually with each family to allow for intentional conversations regarding parent-child interaction and engagement.

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.
Year 3
• Ongoing collaboration with the local Head Start preschool to facilitate transitions from Early Head Start to Head Start.
Year 4
• Continued collaboration with the local Head Start preschool to facilitate transitions from Early Head Start to Head Start.
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-childcare 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).

Year 3
• Communication with local health care providers has improved and records are being received more regularly.
Year 4
• Established professional services agreement with a registered nurse to support health tracking and health education • Partners for a Healthy Baby curriculum includes information on supporting your child's health.
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.
Year 3
• Early Head Start partnered with Eat.Read.Grow to host an event for Early Head Start families. 32 EHS children and family members participated in the event. All in attendance were served a meal, participated in family literacy activities, signed up for library cards and received a book to take home. All 36 EHS families received 2 bags of groceries including produce and meat, regardless of their ability to attend the event. • Families were supported in obtaining food boxes through the Salvation Army and Council of Community Services.

- EHS families were encouraged to participate in the free summer meal program through the local school district. Many families walked to and from area schools to pick up their daily food bags.
- Educate families on USDA meal patterns and requirements.

Year 4

- Edible Prairie Project provided weekend food bags to children in EHS families through their Summer Weekend Meals for Kids program.
- EHS staff supported families in connecting with the Council of Community Services to receive holiday food baskets.
- Nutrition education incorporated into monthly socializations.
- Partners for a Healthy Baby curriculum handouts used to support healthy lifestyle choices.

Action Steps:

- Provide families with information and support to apply for locally grown produce baskets through Edible Prairie Project.
- Continue to promote easy, budget friendly, and nutritious foods and recipes.
- Support families in exploring local parks and other free resources for active play and exploration.
- Continue to support participation in the Summer Weekend Meals for Kids program.
- Assist Parent Group in coordinating with Cent$ible Nutrition to present to the group.

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 consultations.
- 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.

Year 3

- EHS Home visitors meet with mental health consultant for 4 hours per month to further skills and knowledge in implementation of TBRI (Trust Based Relational Intervention) and receive support in working with individual families.
- Mental Health consultant is available as needed to support individual families or staff in challenging situations.
- Two sessions of Love and Logic parenting classes were offered to parents at no cost.
- EHS Home Visitors regularly share information from the curriculum regarding ACEs, the impact of trauma, resiliency, and ways to positively support child development.

Year 4

- Additional 2-day training in Trust Based Relational Intervention (TBRI) was completed by all staff.
- Ongoing training and support from Mental Health Consultant.
- EHS Home Visitors continue to share information from the curriculum regarding ACEs, the impact of trauma, resiliency, and ways to positively support child development.

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.
Year 3
• EHS staff continue to meet with the mental health consultant twice monthly. • Individual mental health consultation is available as needed for families or staff. • Home visitors work closely with families to develop individualized plans specific to difficult issues they may be experiencing. For families with a history of substance abuse/misuse, this may include discussions related to red flags that indicate they may be using and developing a safety plan if the home visitor observes the identified red flags. • An enrolled pregnant woman relapsed and was able to enter a treatment program. Her EHS Home Visitor was able to work closely with the woman's attorney and treatment facility to continue to complete EHS Home Visits through zoom on a weekly basis while the mother was in treatment to provide education, support, and resources.
Year 4
• All EHS Home Visitors attended the Region 8 Head Start conference. • Twice monthly meetings with mental health consultant for ongoing support with implementation of TBRI and supporting families. • Home Visitors supported families struggling with addiction in identifying appropriate resources and supports, creating a safe home environment for their children, and developing healthy connections with their children.
Action Steps: • Coordinate with Campbell County Sheriff's Office to schedule training on drugs in the community, signs of drug use/abuse, and home visitor safety.

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.
Year 3
• Curriculum and other resources are used to support families in understanding the importance of tummy time and the developmental impacts of containers.
Year 4
• Partners for a Healthy Baby curriculum includes resources to educate families on the importance of tummy time. • EHS continues to work closely with Part C staff to coordinate consultation for those children who are demonstrating potential signs of a delay.
Action Steps: • Continue to utilize curriculum and other resources to provide education to families on the developmental impact of containers and the importance of tummy time.
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.

Year 3

- EHS Home Visitors completed training on implementation of the PIWI (Parents Interacting with Infants) model. Strategies learned have been implemented during home visits to promote parent-child interaction.
- Planning for the next visit occurs with the parent with a focus on their priorities for their child's development.
- Child goals are developed with families and aligned with in-kind activities to encourage parents to engage in developmentally supportive interactions with their children between visits.
- EHS staff completed a training on Developmental Parenting, which emphasizes home visiting practices which support quality parent child interactions.

Year 4

- EHS staff completed 2-day TBRI training.
- Twice monthly meetings with mental health consultant to support home visitors with implementation of TBRI principles.
- EHS Home Visitors partner with parents to build strong connection with their children through daily rituals and routines.

Action Steps:

- Complete book study of Developmental Parenting with all EHS Home Visitors.

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.
Year 3
• Completed PIWI training. Information gained through this training was used to restructure group socializations to ensure that there were clearly identified expectations and developmental focus. • Childcare for siblings during Discovery Times was able to resume. • Collaboration with families to identify best times for scheduling and potential barriers to attendance.
Year 4
• Redesigned the schedule for socializations to establish more consistent and predictable schedule. • Continued collaboration with families to identify best times for scheduling, barriers to attendance, and parent interests. • Established process for consistent program communication regarding upcoming activities to include communication from both home visitors and administrative assistant.
Challenges: • Overall attendance at group socializations is low.
Action Steps: • Redesign parent surveys to seek ongoing feedback regarding ways to improve the socialization experience for all families. • Gather input from Parent Group and Policy Council regarding the best way to seek and receive feedback. • Professional development regarding implementation of the PIWI model. • Work with mental health consultant to explore incorporation of TBRI Nurture Groups into the group socialization structure.

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 46 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 22 socializations distributed over the course of the program year. 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 individualized plans 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 46 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 22 group socializations per year. Socializations are planned jointly with families with a focus on parent education and enhancing parent-child relationships. *Parents Interacting with Infants (PIWI)* is used to support successful 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 years.

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 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, 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 to meet program requirements.

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. The majority of 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 Manager, 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 Council members can serve up to five 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.

Childcare is provided onsite by CDS staff during Policy Council meetings to assist parent members in attending monthly meetings.

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 within the Early Head Start program.

The EHS Manager 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 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, professional development, and the opportunity to 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
Executive Director (Administrative-100%)			$5,610		.05
Financial Services Manager (Administrative- 100%)			$7,045		.10
EHS Manager (Administrative-20%)	$38,718		$24,639	.9	
Early Childhood Special Education Manager			$4,635		.05
Early Childhood Manager			$3,957		.05
Administrative Assistant/Family Services Technician (Administrative-25%)			$39,050	.9	
Home Visitor (3)	$168,419		$0	3	
Instructional Support			$2,850		
Total Personnel	**$207,137**		**$87,786**	**4.8**	**.65**

Early Head Start Line-Item Budget

	A EHS Program Operations Budget	B EHS T/TA CANG 084121	C Non-Federal Contribution
Social Security	$15,846		$4,873
Worker's Compensation	$2,900		$892
Health/Dental/Life Insurance	$90,944		$38,963
Retirement	$38,569		$11,859
Flexible Benefits	$2,263		$938
Total Fringe Benefits	**$150,522**		**$57,525**
d) EQUIPMENT $ -0-			
e) SUPPLIES			
Office Supplies	$3,300		$20
Child and Family Service Supplies	$2,061		$6,336
Other Supplies Program Copying/Postage	$100		$100
Total Supplies	**$5,461**		**$6,456**
f) CONTRACTUAL $ -0-			
g) CONSTRUCTION $ -0-			
h) OTHER			
Utilities	$1,154		$9,512
Child Liability Insurance	$71		$100
Local Travel	$2310		$2,080
Nutrition Services	$50		$1,600
Child Services Consultants	$10,200		$5,400
Parent Services	$95		$14,148
Publications/Advertising/Printing	$3,600		$200

Early Head Start Line-Item Budget

	A EHS Program Operations Budget	B EHS T/TA CAN 084121	C Non-Federal Contribution
Training or Staff Development		$10,000	
Association Dues	$3,400		$552
Total Other (h)	**$20,880**		**$33,592**
TOTAL DIRECT CHARGES	**$384,000**	**$10,000**	**$185,359**
INDIRECT COSTS	**-0-**	**-0-**	**-0-**
TOTALS - ALL BUDGET CATEGORIES	**$384,000**	**$10,000**	**$185,359**
TOTAL BUDGET **A. Program Funds $384,000** **B. T& TA Funds $10,000** **C. TOTAL FEDERAL SHARE $394,000** **(Columns A+B+C below)** **TOTAL NON-FEDERAL $ 185,359** **TOTAL $579,359**			

Budget Justification of "Federal Resources"

CDS-CC has been operating and serving the children and families of Campbell County, Wyoming for 54 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. Currently, all EHS staff receive comparable wages with others in the community and region.

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. Compensation packages were reviewed in 2022 and all staff receive competitive wages and benefits. 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 $212,100.** EHS Staff members include five full-time employees; these positions are employed 12 months a year:

EHS Manager – This position 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 **$38,718** are used to pay for coordinating Early Head Start. The total salary and benefits for the Early Head Start Coordinator total $121,795. The federal dollars used to support the EHS Coordinator position equal **$66,987** or 55% 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 **$168,419** 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. No federal funds are currently budgeted for this position.

Total Personnel: $207,137

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 $2,598 a month. Employees pay a share of insurance premiums, which is currently $100 per month for family coverage.

Fringe Benefits total: $150,522

Equipment - There are no costs for equipment.

Supplies - Included in this budget category are costs for program office supplies ($3,300) as well as copying/postage ($100). Child and family services supplies ($2,061) are used to purchase supplies for spaces utilized by the Early Head Start program as well as supplies for Home Visits and Discovery Times. Total federal funds budgeted for **supplies** is **$5,461.**

Contractual

There is no contractual cost reflected in this category.

Construction

There is no construction cost reflected in this category.

Other

Utilities - Included in the utilities cost category are electric, water, sewer, gas, and garbage costs based on per square footage use. Approximately 4,382 square feet are dedicated towards the EHS program, representing 50.1% of total square footage. The total estimated cost for utilities for the EHS program is $10,666 amounting to $889 per month, with **$1,154** in federal funds allocated to this expense.

Child Liability Insurance reflects the cost of pre-school accident insurance for 36 children in the EHS program totaling $171, with **$71** in federal funds budgeted for this expense.

Local Travel - Included in this category are vehicle operating expenses and vehicle maintenance expenses. Vehicle operating expenses consist of travel expenses to and from home visits for a total of $933. 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. The budgeted amount for vehicle maintenance is $1,377. The total for local travel is **$2,310.**

Nutrition Services- Included in this category are costs attributed to providing children and their families snacks and family style meals during Discovery Times, a minimum of 22 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 $105 for children's food. Adult food for Discovery Times is budgeted at $1545. Total federal funds budgeted for nutrition services is **$50.**

Child Services Consultants- Included in this category are childcare, translation services, health services, mental health consultation, and nutrition consultation. Childcare expenses are budgeted to assist parents in attending Parent Meetings, Policy Council meetings, Discovery Times and Health Services Advisory Committee meetings. Parents can request reimbursement of $2.50 an hour for their first child and $1.50 an hour for each additional child to cover childcare expenses while participating in program activities. Translation services are budgeted and provided through this line item, at $25.00/hour, for our non-English speaking families. Federal funds budgeted for childcare and translation total $100. Health Services is a contract with a health care professional. These responsibilities include monitoring and tracking each enrolled child and pregnant woman's health care. This is calculated at $30.00/hour for two and a half (2.5) hours per week for a total of $2,000 in federal funds. Mental Health consultation services are provided for the program through a contract with Whole Life Counseling. The agreement provides consistent mental health consultation services for enrolled families, consultation with EHS staff and ongoing implementation support and training for trauma-informed approaches such as Trust Based Relational Intervention (TBRI). This contract is budgeted based on four (4) hours per month x $150/hour with additional individualized consultation scheduled as needed for

a total of $8,000. Consultation for the review of USDA menus by a Registered Dietician is budgeted at $100 in federal funds. The total budgeted for **child services consultants** is **$10,200.**

Parent Services include funding for parent activities, travel, books and resources. 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 $0.655 per mile. Total federal funds budgeted for travel reimbursement equal $50. There is also $45 for in federal funds for the program to purchase books and resources to be shared with families throughout home visits and socialization. Total line-item budget for **Parent Services** is **$95.**

Publications/Advertising/Printing includes the costs for program printing, advertising, and website management. Program Printing ($500) reflects cost for printing EHS forms, brochures, and public awareness materials. Advertising and website management includes costs associated with expanding the digital footprint of Children's Developmental Services to reach more eligible families within Campbell County. This category reflects the Early Head Start portion of payment to a digital marketing consultant for website design, maintenance, search engine optimization, and advertising materials. This is a shared expense divided among all programs at Children's Developmental Services of Campbell County. The total federal EHS share for this line is $3,100. Total federal funds budgeted for **Publications/Advertising/Printing** equal **$3,600.**

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 - Child Plus will be used for managing program data at a budgeted cost of **$3,400.**

Total for "Other"= **$20,880**

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

Total Direct Charges= $394,000

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 – The Executive Director dedicates 5% of time directly to administering the EHS program and budget totaling $5,610**.** The total salary and benefits for the Executive Director total **$173,595. There are no Federal dollars allocated to this position.**

Financial Service Manager – Jana Webb dedicates 10% of time directly to perform accounting procedures and fiscal management of the EHS program totaling **$7,045.**

Coordination

Early Childhood Special Education Manager – Natalie Terrell dedicates 5% of her time to assure coordination between the EHS program and the Part C and Part B programs totaling **$4,635.**

Early Childhood Manager– Tausha Edmonds dedicates 5% of time coordinating required training for EHS staff, parents, and care givers totaling **$3,957.**

Early Head Start Manager – Stephanie Stevens coordinates services provided by the EHS Program. Campbell County provides **$24,639** towards this salary, which is considered in-kind. The supervision of Part C Services totals 10% or $7,040.

Administrative Assistant/Family Services – This position provides 90% or 36 hours a week to the EHS program for administrative support and family services. In-kind donations of **$39,050** are provided by Campbell County towards this salary.

Instructional Support- 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 allow for transportation support to be provided to those families in need. This cost is budgeted based on the substitute pay rate of $16.97/hour. Campbell County provides **$2,850** annually for instructional support.

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)	**$4,873**
Health/Dental/Life Insurance	**$38,963**
Retirement - calculated at .1862	**$11,859**
Health Savings Account	**$938**
Worker's Compensation	**$892**
Total personnel and fringe Benefits-Non-Federal	**$57,525**

SUPPLIES

This budget category includes program office supplies ($20) as well as copying/postage ($100), and child and family services supplies ($6,336.) Campbell County provides **$6,456** towards the purchase of supplies.

OTHER

Utilities- The total estimated annual cost to the Early Head Start program for utilities is $10,666. Campbell County provides **$9,512** for utilities.

Child Liability Insurance- Campbell County contributes **$100** towards the cost of pre-school accident insurance for 36 children in the EHS program.

Local Travel includes costs for vehicle maintenance and repair ($163) and vehicle operating expenses ($1,917) for vehicles operated by EHS Home Visitors while traveling for program purposes. Campbell County's total contribution for **local travel** is **$2,080.**

Nutrition Services include costs attributed to providing children and their families nutrition meals and snacks a minimum of 22 times per year during Discovery Times. Campbell County provides **$1,600** towards food costs not reimbursed by USDA.

Child Services Consultants- Campbell County provides in-kind match for childcare and translation services ($1,400), health services ($2,000), mental health consultation ($1,500) and nutrition consultation ($500). The total in-kind donation for **Child Services Consultants** equals **$5,400.**

Parent Services include funding for activities/travel ($200) and books and resources that can be shared with families during home visits and group socializations ($100). This category also includes parent/volunteer time for meetings. This includes the cost of time for parents to attend monthly policy council meetings (3 parent members @ 2 hrs./mo.) and parent meetings (8 parents at 1 hour per month) at $16.97/hour. These costs total $2,851. Parents also volunteer time working with their children on individual child goals (36 parents at one and one-half hours per month) at the Instructional Assistant rate of $16.97 for a total of $10,997. Total parent in-kind **is** $13,848. Non-federal contributions for **parent services** total **$14,148.**

Association Dues- Campbell County provides funds to pay dues to Regional and State Head Start Associations. The total for dues is **$552.**

TOTAL NON-FEDERAL BUDGET - $185,359

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 Financial Service Manager 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 $2,598/mo.**	**Retire-ment .1862**	**Salaries**	**HSA Benefit**	**Total**
EHS Manager (.20)	**$970**	**$176**	**$5,612**	**$2,360**	**$12,671**	**$135**	**$21,924**
Administrative Assistant (.25)	**$747**	**$136**	**$7,014**	**$1,818**	**$9,763**	**$169**	**$19,647**
Executive Director (.05)	**$430**	**$78**	**$1,559**	**$1,045**	**$5,610**	**$38**	**$8,760**
Financial Services Manager (.10)	**$539**	**$98**	**$3,117**	**$1,312**	**$7,045**	**$75**	**$12,186**
Totals	**$2,686**	**$488**	**$17,302**	**$6,535**	**$35,089**	**$417**	**$62,517**

EHS Paid Positions:

EHS Coordinator (20%) - **$21,924**

EHS Administrative Assistant/Family Services (25%) - **$19,647**

In-Kind Administrative Positions:

Executive Director (5%) - **$8,760**

Financial Services Manager (10%) - **$12,186**

Percent of Administrative Personnel to Total EHS Program Budget is 12.7% of the total program cost.

Children's Developmental Services of Campbell County

Early Head Start Self-Assessment Report

2021-2022 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 implement the use of ChildPlus Software to assist with effective and efficient data management.

Goal 2: Early Head Start will develop a system to consistently document eligibility determination due to homelessness.

Goal 3: Early Head Start will develop a more efficient procedure to update and maintain the emergency binder.

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. 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, Amanda Brooks, Laci Hart

Designing Quality Health Services
Stephanie Stevens, Kristina Tyler

Monitoring and Implementing Quality Family and Community Engagement Services
Amanda Brooks, Kristina Tyler, Laci Hart

Monitoring and Implementing Fiscal Infrastructure
Stephanie Stevens, Bob Tranas, Jana Webb

Monitoring ERSEA: Eligibility, Recruitment Selection, Enrollment, and Attendance
Stephanie Stevens, Amanda Brooks

Home Visit/Discovery Observations
Kristina Tyler observed by Nichole Shelstad
Amanda Brooks observed by Vicki Gilmour
Laci Hart observed by Bob Tranas
Discovery Time observation: Stephanie Stevens

Timeframe and data collection tools

The annual self-assessment was conducted from August 1 to September 30, 2022. The following data sources were utilized during this review:

- Focus Area Two Monitoring Protocol
- 2020-2021 Annual Self-Assessment
- Individual Child/Family Files
- ChildPlus
- Program goals
- Community Assessment
- Financial reports
- Policies and Procedures
- Head Start Early Learning Outcomes Framework
- Parent, Family, and Community Engagement Framework
- School Readiness Goals
- 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 Manager, Early Childhood Special Education Manager, Early Childhood Manager, Early Childhood Special Education Manager, and the Financial Services Manager. 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.
- Policy Council and Board of Directors review monthly financial reports. Financial decisions are presented for review/approval at both meetings.
- 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.
- 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.
- Established systems in place to support compliance with HSPPS and grant requirements.
- 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 status is clearly noted on each application and is verified by a parent signature.
- All applications and verification documents are reviewed by 3 staff members who are trained in ERSEA requirements
- Data is aggregated monthly 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.

Education and Child Development Services

- School Readiness Goals are aligned with the HSELOF. Parents and Early Head Start staff collaborated to develop and align the goals.
- Transition planning begins at age 2 ½. Supporting the child and family through preschool transitions becomes a family goal if desired. EHS staff supports families to complete necessary paperwork and other requirements for enrollment in the preschool they choose.
- Early Head Start and Head Start have collaborative meetings to coordinate smooth transitions between programs
- Teaching Strategies GOLD checkpoints are completed 3 times per year. Results are analyzed for the program and shared with Policy Council and Board of Directors. Ongoing assessment data is

reviewed regularly and used to track individual child development, make appropriate referrals, and identify areas in need of additional focus as a program. GOLD data is shared with the preschool of choice. EHS staff also complete developmental screening, hearing, and vision screening at enrollment and prior to transitions.

- All EHS staff have been trained in implementing the Partners for a Healthy Baby curriculum with fidelity. This research-based curriculum was selected by a committee of parents and EHS staff.
- The TLC Coaching model and reflective supervision are used to continuously improve implementation of research-based home visiting practices.
- EHS staff engage in twice monthly mental health consultation to support implantation of the TBRI model. This trauma informed approach helps build the capacity of staff and parents to build connections between parent and child and reduce need for discipline.
- Individual child development goals are developed in collaboration with the family and align with the HSELOF and Wyoming State Early Childhood Learning standards.

Health Services

- Supporting families in establishing a medical home and insurance begins during the application process with attempts to identify barriers and provide resources. We partner with various organizations by establishing an MOU and arranging meetings with those organizations to educate their staff about our program. Research-based curriculum has resources to educate parents about the importance of maintaining continuous healthcare.
- Families receive individualized support to ensure that children attend well child visits, regular dental examinations, and receive immunizations.
- Regular mental health consultation to support implementation of the TBRI model for staff and families. Mental health consultation to individual families can be scheduled on an as needed basis
- EHS Home Visitors use Life Skills Progression, ASQ-SE assessments, and other resources to monitor family progression towards self-sufficiency and social emotion development. This information is used to support appropriate referrals when needed.
- Follow CACFP guidelines for Discovery meals and accommodate feeding needs for each child.
- Partners for a Healthy Baby curriculum contains information to support healthy lifestyles for children and parents.

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. Using these documents, we help families identify their individual family goals and outline them on our weekly lesson plans, where we document their progress and challenges.
- EHS maintains partnerships with community agencies such as the extension office, cent$ible nutrition, and the Council of Community Services to support economic mobility and housing instability.
- CPR training is provided annually for all enrolled families who are interested in certification.

Areas for Program Improvement

1. Revise procedures for tracking health services and communicating status and needs to home visitors and families. Staff turnover has created many challenges. New and experienced staff will benefit from training and review of the health tracking requirements in the HSPPS.
2. Developing a module to track and analyze data gathered through completion of the Life Skills Progression tool. This will allow us to gather data on individual family and program levels. This data can be used to identify family strengths, guide the family goal setting process, and identify professional development needs.
3. Increase community partnerships and strengthen existing partnerships impacted by COVID-19.

Progress in meeting goals and objectives for the 2021-2022 Program Year

Goal 1: Early Head Start will implement the use of ChildPlus Software to assist with effective and efficient data management.

Progress: The setup modules were completed and ChildPlus was used to track enrollment, home visits, family communication, health, screening, and referrals throughout the program year. Staff participated in training on different modules as needs arose. Many paper forms were able to be replaced by tracking in ChildPlus. Staff turnover in the Administrative Assistant position created challenges.

Goal 2: Early Head Start will develop a system to consistently document eligibility determination due to homelessness.

Progress: The McKinney-Vento definition of homelessness and current procedures were reviewed. Utilizing tools available through the Office of Head Start, and homelessness determination checklist was developed. This form is completed during the waitlist interview process and signed by the parent and home visitor to acknowledge accuracy.

Goal 3: Early Head Start will develop a more efficient procedure to update and maintain the emergency binder.

Progress: Current procedures were reviewed and clarified. The emergency binder will be updated at least monthly by the EHS Administrative Assistant. EHS Home Visitors will communicate changes in emergency contact information to the administrative assistant as they become aware of new information. Staff turnover in the EHS Administrative Assistant position has created challenges in this maintenance of this new routine.

<u>Recommendations for program improvement</u>

Goal 1: Review and refine system for tracking health records requests and accountability for communicating upcoming needs with staff and families.

Action Steps:

- Review Health requirements outlined in the HSPPS with all EHS staff
  Person responsible/time frame: EHS Manager
  Fall 2022
- Establish professional services contract with registered nurse to assist with health tracking and management of health services.
  Person responsible/time frame: EHS Manager
  Fall 2022

- Design efficient and consistent system for tracking health records requests to include follow up on records requested but not received.
  Person responsible/time frame: EHS Administrative Assistant; EHS Manager; EHS Nurse
  Fall 2022
- Schedule regular meetings with EHS Nurse, EHS Home Visitors, and EHS Administrative Assistant to ensure effective communication of health needs and how to support families with compliance.
  Person responsible/time frame: EHS Staff
  Winter 2022-2023

Goal 2: Utilize information from the Life Skills Progression to identify family strengths and help set goals for family growth

Action Steps:

- Review administration and use of LSP with all home visitors
  Person responsible/time frame: EHS Manager
  Fall/Winter 2022
- Create a custom module in ChildPlus to track and analyze LSP data on individual family, caseload, and program levels.
  Person responsible/time frame: EHS Administrative Assistant and EHS staff
  Spring/Summer 2023

Goal 3: Early Head Start will increase the number of community partnerships and strengthen relationships with existing community partners

Action Steps:

- Review current MOU list and target key partners to focus on strengthening relationships
  Person responsible/time frame: EHS Staff
  Winter/Spring 2022-2023
- Meet with or present to key community partners to increase awareness of EHS program in the community
  Person responsible/time frame: EHS Staff
  Winter/Spring 2022-2023
- Establish relationship and MOU with SNAP benefits office to increase referrals of SNAP recipients.
  Person responsible/time frame: EHS Staff
  Winter/Spring 2022-2023

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

COUNTY COMMISSIONERS

Colleen Faber | Jim Ford | Butch Knutson | Kelley McCreery | Del Shelstad

BOARD OF DIRECTORS

Bertine Bahige | Ruth Cloud | Vicki Gilmour | Nichole Shelstad | Tyler Watts

Early Head Start: Policy Council, Health Services Advisory Committee, Parent Committee
CDS-CC Foundation Board

*1. Executive Director: Nathan Grotrian

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

- Early Childhood Instructors (8)
  - Instructional Assistants (18)
- Food Service Supervisor

***2. Early Childhood Special Education Manager:**
Natalie Terrell

- Speech Language Pathologists (4)
- Occupational Therapist (2)
- Physical Therapist
- Early Childhood Special Education Supervisor:
  - Early Childhood Special Education Instructors (8)
  - Bus Driver (2)
  - Bus Assistant

***4. Early Head Start Manager:**
Stephanie Stevens

- Early Head Start Home Visitors (3)
- Early Head Start Administrative Assistant
- Part C
  - Early Interventionist (3)

Contract: Nurse & Mental Health Consultant

Financial Services Manager:
Jana Webb

- Administrative Coordinator
- Administrative Assistant

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)	
						Instructional Assistant Floater (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 (2)	Early Childhood Special Education Instructor (2)
Instructional Asst. (2)	Instructional Asst. (2)	Instructional Asst. (2)	Instructional Asst. (2)

***Chain of Command**

	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 2023-2024 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 2023	EHS:	$ -
7							EI:	$ -
8							Childcare:	$ -
							Admin:	$ -
10	Annual ERSEA Training	EHS Policies/ Procedures and OHS Webinars	All staff who determines eligibility and all governance members.	Annual training on Eligibility, Recruitment, Selection, Enrollment, and Attendance. Participants will understand the eligibility determination process and the ramifications for not abiding by those procedures.	EHS Manager	Oct-23	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 socialization, etc.	EHS Manager	Oct-23	EHS:	$ 1,200.00
15							EI:	$ -
16							Childcare:	$ -
17							Admin:	$ -

EHS Training and Technical Assistance Plan

	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	Oct-23	EHS:	
20							EI: $	-
21							Childcare: $	-
22							Admin: $	-
23	Community Assessment	Regional T.TA Staff; ECLKC resouces	EHS Manager; EHS Administrative Assistant	Participants will learn about completing a thorough Communicty Assessment	EHS Manager	Fall 2023	EHS: $	-
24							EI: $	-
25							Childcare: $	-
26							Admin: $	-
27	WHSA	Regional Office, Regional T.TA Staff, WHSA Members	EHS Manager	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: $	700.00
28							EI: $	-
29							Childcare: $	-
30							Admin: $	-
31	Region 8 Leadership Institute	Regional T.TA Network	EHS Manager/ Executive Director/ Fiscal Manager	Regional training focusing on data, leadership, oversight, etc.	EHS Manager	Summer 2024	EHS: $	1,000.00
32							EI: $	-
33							Childcare: $	-
34							Admin: $	-

Appendix

	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	CPR/First Aid Recertification	CPR/First Aid trainign materials	EHS Home visitors and EHS parents who need to obtain or renew CPR/First Aid certification	To maintain CPR/First Aid certification required by state licensing and NAEYC.	CDS-CC CPR/First Aid Instructors	January 2024	EHS: $	175.00
37							EI: $	-
38							Childcare: $	-
39							Admin: $	-
40	Annual required DFS training	Early Childhood Manager	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 Manager	Aug-24	EHS:	
41							EI: $	-
42							Childcare: $	-
43							Admin: $	-
44	Hearing Screening Training: Obtaining, Interpreting, Referring, and Following-up on Hearing Screening Results for Infants, Toddlers, and Preschoolers	EHDI-Wyoming/CDS-CC Audiologist/ECLKC Resources	EHS Home Visitors, EI's	Participants will be trained on how to use the the Otoacoustic Emissions (OAE) and pure tone hearing screening.	EHS Manager	Fall 2023	EHS:	
45							EI: $	-
46							Childcare: $	-
47							Admin: $	-
48	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:	
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	PIR Training	Regional T.TA Staff; ECLKC resources; ChildPlus Resources	EHS Staff	Participants will further their understanding of PIR requirements and how to accurately and effectively complete PIR.	EHS Manager	Winter/Spring 2023-2024	EHS:	
54							EI: $ -	
55							Childcare: $ -	
56							Admin:	
57	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 2023-2024 program year.	EHS: $ 1,300.00	
58							EI: $ -	
59							Childcare: $ -	
60							Admin: $ -	
61	Transportation/Defensive Driving Training	Campbell County Human Resources	CDS-CC Staff	To become a safe and educated driver.	Human Resources	According to Campbell County Policy	EHS:	
62							EI: $ -	
63							Childcare: $ -	
64							Admin: $ -	
65	FERPA and Confidentiality	Annual confidentiality and FERPA Training at CDS-CC	EHS Staff	Awareness and understanding of FERPA Law and the responsibility of each staff member to follow strict confidentiality requirements.	Early Intervention Manager, Early Head Start Manager	Spring 2024	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	Drug and Alcohol Awareness Training to meet Campbell County requirement	Campbell County Human Resources	All CDS-CC Staff	Increase awareness of the signs of drug and alcohol addictions and how to address them appropriately	EHS Manager and Safety Manager	Annually	EHS:	
71							EI: $	-
72							Childcare: $	-
73							Admin: $	-
74	Drug Awareness, Safety, Self Defense Training	Campbell County Sheriff's Department	EHS Staff, Part C Home Visitors and Therapists	Increase awareness of the signs of drug and alcohol addictions and indicators of drug use/abuse that may be seen in homes; self defense techniques and awareness for increase home visitor safety	EHS Manager	Fall 2023	EHS:	
75							EI: $	-
76							Childcare: $	-
77							Admin: $	-
78	ALICE Training	Campbell County Human Resources; online trainign resources	All CDS-CC Staff	Increase staff safety and confidence in knowledge of appropriate actions during an act of violence.	Safety Manager	TBD	EHS: $	-
79							EI: $	-
80							Childcare: $	-
81							Admin: $	-
82	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: $	-
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	Head Start Governance Training Series	Feldesman Tucker Leifer Fidell LLP	EHS Policy Council Members; Board of Directors, EHS Staff	Fulfill training requirement for governing body and policy council. Increase understanding of roles and responsibilities of the board and policy council.	EHS Manager	Fall 2023	EHS: $	1,750.00
88							EI: $	-
89							Childcare: $	-
90							Admin: $	-
91	ChildPlus Training Scramble	ChildPlus	EHS Staff	Increase knowledge of how to utilize ChildPlus to full potential to increase efficiency within Early Head Start program	EHS Manager	Sept 2023	EHS: $3,875	
92							EI: $	-
93							Childcare: $	-
94							Admin: $	-
95							EHS: $	-
96							EI: $	-
97							Childcare: $	-
98							Admin: $	-
99							EHS: $	10,000.00
100								
101								
102								

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, child in foster care, or homeless	4
76-100% of poverty or public assistance	3
Slightly over income guidelines, up to 130% of guideline	2
131% 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 2022

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: _____

IS THIS FAMILY ELIGIBLE FOR THE PUBLIC HEALTH HOME VISITING PROGRAM? _____If so, who will follow up? _____

Revised 2022

Policies for the Early Head Start Criteria Ranking Checklist
CFR. 1302.14

Policy:

It is the policy of Children's Developmental Services of Campbell County to prioritize selection of participants based on community needs, family income, categorical eligibility, age, eligibility for early intervention services as determined under IDEA, and other relevant child or family risk factors.

Purpose:

To prioritize applicants with the greatest need for selection and enrollment in the Early Head Start program.

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 home visitor who completed the waitlist interview, EHS Coordinator, and the EHS Administrative Assistant or anther 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 for each client on the waiting list should 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. Give the updated form to EHS Administrative assistant so the application can be updated in ChildPlus.

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, SSI or SNAP benefits). Appropriate documentation shall be collected and documented by the staff person verifying eligibility.

A child whose family's income is below poverty line or who is categorically eligible has priority over an over-income child to be served under the 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 serve up to 10% of children from incomes above the poverty line who would benefit from the Early Head Start program but do not meet income or categorical eligibility requirements. Over income families will be enrolled only if their criteria ranking score is higher than all income and categorically eligible applicants. In the event that 2 applicants have the same score, and one is over-income, the income or categorically eligible applicant will be enrolled first.

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.

*Other- used to reflect other risk factors related to family composition such as multiple children, older children previously removed from the home, etc. Please clearly document the reason for awarding additional points and note the number of points awarded (0-2)

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. Mark this criterion for known prenatal drug exposure or reported developmental concerns. If there are concerns and the child has not been referred to Part C, offer parents the option to schedule a developmental screening prior to enrollment in EHS. 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. (McKinney-Vento Homeless Assistance Act)

*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, open DFS case, 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.*

Revised 2022

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

POLICY COUNCIL SIGN OFF SHEET

FOR: **EARLY HEAD START GRANT APPLICATION 2023-2024**

GRANTEE NAME: **CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY**

MAILING ADDRESS: **1801 S. 4-J ROAD, GILLETTE, WY 82718**

DATE: **April 24, 2023**

AMOUNT: **$492,500**

I, _____, 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, 2023, through August 31, 2024, was completed on this day.

_____ _____

Policy Council Chairperson Date

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 2023-2024**

GRANTEE NAME: **CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY**

MAILING ADDRESS: **1801 S. 4-J ROAD, GILLETTE, WY 82718**

DATE: **April 26, 2023**

AMOUNT: **$ 492,500**

I, _____, 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, 2023, through August 31, 2024, was completed on this day.

_____ _____

CDS-CC BOD Chairperson Date

Campbell County wyoming

Accredited by the National Academy of Early Childhood Programs

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

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, 2023, through August 31, 2024, will not exceed 15 percent of $492,500.

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

_____ _____

Nathan Grotrian
Executive Director

Date

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/manufacturing#_____
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

The following page(s) contain the backup material for Agenda Item: 9:30 CDS FY24 COLA & Quality Improvement 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.

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

Campbell County
wyoming

Denton Knapp
Executive Director of Administration

BOARD OF COMMISSIONERS
Colleen Faber, Chairman
Roy Knutson
Jim Ford
Del Shelstad
Kelley McCreery

Grant Application Approval Form

Instructions: *Submit to Commissioner's Office with grant application attached.*

Date of Commissioner's Meeting 5/16/2023

Due Date of Grant Application 6/1/2023

Title Cost-of-Living-Adjustment & Quality Improvement Grant - EHS Supplemental

Agency Administration for Children & Families - Head Start

Recipient Children's Developmental Services of Campbell County

Funding Source

Federal – CFDA/ALN ☑ 93.600

State – State grant identifying number ☐

Other – Please explain: ☐

Please mark as applicable:

☐ **Annual/Continuing Grant** ☐ **New Grant** ☐ **Match Required** ☐ **Includes Sub-recipients**

☐ **Includes Capital Assets** ☐ **Bid/Request for Proposals Required** ☑ Other: Supplemental grant to EHS

Date range: 9/1/2023-8/31/2024

Amount $36,684

Summary This grant is supplemental to the Early Head Start program grant. The COLA amount is $21,504 and the Quality Improvement amount is $15,180. This grant application is to accommodate county approved COLA and continued staff professional development utilizing consultants to enhance practice-based coaching for home visitors and to improve the community needs assessment process for the CHS program.

Approval Signature

Chairman, Colleen Faber

Clerk's Office

ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

March 23, 2023

Grant No. 08CH011225

Dear Head Start Grant Recipient:

The Consolidated Appropriations Act, 2023, contains an increase for Head Start of $960 million over the Fiscal Year (FY) 2022 level. This includes a cost-of-living adjustment (COLA) of $596 million and a $262 million Quality Improvement investment. The COLA supports a 5.60 percent adjustment above FY 2022 funding levels to increase the pay scales of Head Start and Early Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs. Quality Improvement funds are allocated proportionately based on federal funded enrollment levels, with additional adjustments given to smaller grant recipients to allow for a meaningful investment, as permitted by the Act.

The following table reflects the COLA and Quality Improvement increases available for FY 2023.

Funding Type	Early Head Start
Cost-of-Living Adjustment (COLA)	$21,504
Quality Improvement (QI)	$15,180
Total Funding	**$36,684**

Please note, these permanent increases are effective at the start of the FY 2023 budget period and are retroactive if this period has already commenced. Allocations are subject to adjustment if changes are made to annual funding/enrollment levels. Applicable to recipients operating both a Head Start and Early Head Start program, allocations for each funding type by program **must** be budgeted accordingly in application submissions.

Application Submission Requirements

The supplemental application is due **April 21, 2023** (except for recipients that have yet to submit their FY 2023 Non-Competing New (NCN) or Non-Competing Continuation (NCC) application. In these instances, the due date for COLA and Quality Improvement funds will be the due date for the NCN or NCC application) and must be submitted in the Head Start Enterprise System (HSES). To apply, please select the **Financials** tab, **Grant Application** tab, **Fiscal Year 2023**, and add the **'Supplement – COLA and Quality Improvement'** amendment type. No other supplemental application type will be accepted for this funding opportunity.

Recipients that have not yet submitted their FY 2023 NCN or NCC application may include their COLA and Quality Improvement allocations in the annual application. If included, the NCN or NCC must contain separate project narratives and budget justifications for COLA and Quality Improvement as outlined in guidance described later in this notice. All supporting documentation for COLA and Quality Improvement must be clearly identified and uploaded in the 'Application and Budget Justification Narrative' folder under the 'Documents' tab within the NCN or NCC.

For additional information on the allowable uses of COLA and Quality Improvement funding, refer to Program Instruction ACF-PI-HS-23-02.

Contents of ‘Supplement – COLA and Quality Improvement’ Application

Applications must include separate project narratives and detailed budget justifications for each funding type, COLA and Quality Improvement, and by program, Head Start and/or Early Head Start. Each narrative must use 12-point font, and not exceed 10 pages. All narratives, budget justifications, and other supporting documentation must be uploaded into respective folders within the **Documents** tab of the application.

For COLA, the following must be demonstrated:

- A permanent increase of no less than the required 5.6 percent adjustment to the pay scale for each Head Start/Early Head Start position, including current employees and unfilled vacancies subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- A rationale and supporting documentation detailing agency policies and procedures if a position is receiving less than the required COLA percentage or differential COLA increases;
- The provision of a no less than 5.6 percent increase to all delegate agencies and partners or justification if less than the required percentage or differential increases are provided to delegate agencies and partners;
- Written confirmation that increases will be applied retroactively to the start of the FY 2023 budget period with a description of how funds will be distributed to affected employees, if applicable;
- The planned uses for any portion of the COLA funds to offset higher operating costs, once the 5.6 percent increase is provided to all staff, delegates and partners.

For Quality Improvement, the following must be demonstrated:

- Investments are consistent with Sec. 640(a)(5) of the Act (except programs are not bound by the requirements that at least 50 percent of the funds be used for staff compensation or that no more than 10 percent of funds be used on transportation. For more information on allowable activities as outlined in the Act, please see Attachment A);
- Investments made in Quality Improvement should be ongoing; description and written confirmation that funds will be used for ongoing purposes consistent with Section 640(a)(5) of the Act;
- If funds are used for staff wages, written confirmation that increases will be applied retroactively to the start of the FY 2023 budget period with a description of how funds will be distributed to all affected employees.
- If funds are used for one-time activities in the FY 2023 budget period, describe plans for how the funds will be allocated in the subsequent budget period.

Recipients are strongly encouraged to commit to sustained quality improvement investments, such as further increasing wages of Head Start/Early Head Start educational staff. However, grant recipients have the flexibility to use these funds to support the greatest local needs, consistent with Section 640(a)(5) of the Act.

Declination of Funds

If any portion of the funding identified above will not be requested, a statement regarding this decision must be submitted through HSES Correspondence no later than the date the application is due. The subject line of the HSES Correspondence should read –“[recipient grant number] [recipient name] –declination of [all or portion] COLA/QI funds”. As a reminder, these funds are permanent increases to the Head Start and Early Head Start base funding levels. A declination of any portion of the funds may impact budgets for subsequent years.

Application's Budget Tab Requirements

Data entered on the **Budget** tab within the application populates the SF-424A. Funding for both, COLA and Quality Improvement, must be included and within the appropriate program, Head Start or Early Head Start.

Non-Federal Match

The budget and detailed budget justification must include each source of non-federal match, including estimated amount per source and the valuation methodology. Flexibilities continue for waiver requests of the non-federal match requirement through the public health emergency due to the COVID-19 pandemic. If a non-federal match waiver is being request, a value of $0 must be entered in Section C of the SF-424A of the application. No additional justification is required, and the issuance of a notice of award constitutes approval of the request.

Supporting Documents

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the application must be provided. Through the public health emergency, at a minimum a statement confirming approval by Governing Body and Policy Council members available for contact will be accepted.

Upon expiration of the public health emergency, flexibilities for application requirements including requests for non-federal match waivers and Governing Body and Policy Council approvals will no longer be in effect. Applications submitted after the expiration must meet the full requirements.

The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. For questions or assistance, please contact Kerri Timmerman-Edwards, Head Start Program Specialist, at 404-562-0365 or kerri.timmerman-edwards@acf.hhs.gov or Candice Jewell, Grants Management Specialist, at 303-844-7243 or candice.jewell@acf.hhs.gov.

Program Improvement (One-Time) Requests

Grant recipients encountering program improvement needs that cannot be supported by the agency budgets or other resources are invited to apply for one-time funding. This funding must be applied for separately through the appropriate supplemental amendment type in HSES. Program Improvement requests generally include but not limited to facility projects (construction, purchase, or major renovations requiring 1303 applications or minor repairs and enhancements), are prioritized and, issued funding subject to the availability of funds. If a program improvement request is submitted, please allow for additional time for a final decision. For questions regarding program improvement needs and requests, please contact the regional office.

For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

Sincerely,
The Office of Head Start

Attachment A

Allowable Uses of Quality Improvement Funds as Specified in the Head Start Act

1. To improve the compensation (including benefits) of educational personnel, family service workers, and child counselors, as described in Sections 644(a) and 653 of the Head Start Act, in the manner determined by the Head Start agencies (including Early Head Start agencies) involved, to support the following —
    - ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality;
    - improve staff qualifications and assist with the implementation of career development programs for staff that support ongoing improvement of their skills and expertise; and
    - provide education and professional development to enable teachers to be fully competent to meet the professional standards established under Sec. 648A(a)(1) of the Act, including—
        - providing assistance to complete postsecondary course work;
        - improving the qualifications and skills of educational personnel to become certified and licensed as bilingual education teachers, or as teachers of English as a second language; and
        - improving the qualifications and skills of educational personnel to teach and provide services to children with disabilities

2. To support staff training, child counseling, and other services necessary to address the challenges of children from immigrant, refugee, and asylee families; homeless children; children in foster care; children with limited English proficiency; children of migrant or seasonal farmworker families; children from families in crisis; children referred to Head Start programs (including Early Head Start programs) by child welfare agencies; and children who are exposed to chronic violence or substance abuse.

3. To ensure that the physical environments of Head Start programs are conducive to providing effective program services to children and families, and are accessible to children with disabilities and other individuals with disabilities.

4. To employ additional qualified classroom staff to reduce the child-to-teacher ratio in the classroom and additional qualified family service workers to reduce the family-to-staff ratio for those workers.

5. To ensure that Head Start programs have qualified staff that promote the language skills and literacy growth of children and that provide children with a variety of skills that have been identified, through scientifically based reading research, as predictive of later reading achievement.

6. To increase hours of program operation, including the following —
    - conversion of part-day programs to full-working day programs; and
    - increasing the number of weeks of operation in a calendar year.

7. To improve community wide strategic planning and needs assessments for Head Start programs and collaboration efforts for such programs, including outreach to children described in no. 2 above.

8. To transport children in Head Start programs safely.

9. To improve the compensation and benefits of staff of Head Start agencies, in order to improve the quality of Head Start programs.

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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 interaction activities. Home visits support the family as the child's primary teacher.

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: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	
☒ Application	☒ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
	08CH011225

5a. Federal Entity Identifier:	5b. Federal Award Identifier:
N/A	08CH011225

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:	Children`s Developmental Services of Campbell County

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. UEI:
836000103	W8QKYMHVL4Z3

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:	Nathan
Middle Name:			
* Last Name:	Grotrian		
Suffix:			

Title:	Executive Director
Organizational Affiliation:	

* Telephone Number:	(307) 682-2392	Fax Number:	
* Email:	nathan.grotrian@campbellcountywy.gov		

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 o

*** 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: 09/01/2023 | * b. End Date: 08/31/2024

18. Estimated Funding ($):

* a. Federal	394,000
* b. Applicant	98,500
* c. State	
* d. Local	
* e. Other	0
* f. Program Income	
* g. TOTAL	492,500

*** 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:	Ms.
* First Name:	Colleen
Middle Name:	
* Last Name:	Faber
Suffix:	
* Title:	CDS County Comissioner, Chairman
* Telephone Number:	(307) 682-7283
Fax Number:	
* Email:	colleen.faber@campbellcountywy.gov
* Signature of Authorized Representative:	
* Date Signed:	

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 12/31/2022

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	$	$	$ 384,000	$ 98,500	$ 482,500
2. Early Head Start: TTA	93.600			10,000	0	10,000
3.						
4.						
5. Totals		$ 0	$ 0	$ 394,000	$ 98,500	$ 492,500

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	$ 207,137	$ 0	$	$	$ 207,137
b. Fringe Benefits	150,522	0			150,522
c. Travel	0	0			0
d. Equipment	0	0			0
e. Supplies	5,461	0			5,461
f. Contractual	0	0			0
g. Construction	0	0			0
h. Other	20,880	10,000			30,880
i. Total Direct Charges (sum of 6a-6h)	384,000	10,000			$ 394,000
j. Indirect Charges	0	0			$ 0
k. TOTALS (sum of 6i and 6j)	$ 384,000	$ 10,000	$	$	$ 394,000
7. Program Income	$	$	$	$	$

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. Early Head Start: Program Operations	$ 98,500	$	$	$ 98,500
9. Early Head Start: TTA				0
10.				
11.				
12. TOTAL (sum of lines 8-11)	$ 98,500	$ 0	$ 0	$ 98,500

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ 394,000	$ 123,125	$ 123,125	$ 123,125	$ 24,625
14. Non-Federal	$ 98,500				98,500
15. TOTAL (sum of lines 13 and 14)	$ 492,500	$ 123,125	$ 123,125	$ 123,125	$ 123,125

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:

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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:	Ms.	* First Name:	Colleen
Middle Name:			
* Last Name:	Faber		
Suffix:			
* Title:	CDS County Comissioner, Chairman		
* Telephone Number:	(307) 682-7283	Fax Number:	
* Email:	colleen.faber@campbellcountywy.gov		
* 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 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%

Year 3

Percent of EHS Children meeting or exceeding Teaching Strategies Gold Widely Held Expectations	
Domain	**Spring 2021/2022**
Social-Emotional	94%
Motor	100%
Language	81%
Cognitive	88%
Literacy	88%
Mathematics	81%

Year 4

Percent of EHS Children meeting or exceeding Teaching Strategies Gold Widely Held Expectations	
Domain	**Spring 2022/2023**
Social-Emotional	%
Motor	%
Language	%
Cognitive	%
Literacy	%
Mathematics	%

Challenges:

- Attendance at socializations.
- Families living in crisis.
- Adapting activities to meet developmental needs of all ages.

Action Steps:

- 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.
- Early Head Start staff completed additional training in implementation of the PIWI model. Information from this training was implemented during group socializations and home visits to increase parent-child interactions.
- Ongoing review of attendance data for group socializations and continuous adaptation of scheduling to accommodate family needs and preferences.
- Continued work with mental health consultant in implementation of TBRI model to help support families through crisis.
- Increase utilization of available resources in the Partners for a Healthy Baby curriculum and Teaching Strategies to individualize and scaffold learning activities for all developmental levels.

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.
Year 3
• **26** families returned in-kind documentation during the first half of the 2021-2022 program year. During the first half of the 2021-2022 program year, 7 of the 36 enrolled Early Head Start participants were pregnant women.
Year 4
• **32** families returned in-kind documentation during the first half of the 2022-2023 program year. During the first half of the 2022-2023 program year, 3 of the 36 enrolled Early Head Start participants were pregnant women.
Challenges: • Engaging parents in taking the lead during home visits and group socializations. • Attendance at socializations.
Action Steps: • Early Head Start staff completed additional training in implementation of the PIWI model. Information from this training was implemented during group socializations and home visits to increase parent-child interactions. • Ongoing work with mental health consultant in implementation of Trust Based Relational Intervention (TBRI). This has helped EHS staff support families to continue to develop connected, responsive relationships between parent and child. • 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. • Developed a document outlining roles of parents and staff during socializations. This document is reviewed individually with each family to allow for intentional conversations regarding parent-child interaction and engagement.

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.
Year 3
• Ongoing collaboration with the local Head Start preschool to facilitate transitions from Early Head Start to Head Start.
Year 4
• Continued collaboration with the local Head Start preschool to facilitate transitions from Early Head Start to Head Start.
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-childcare 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).

Year 3
• Communication with local health care providers has improved and records are being received more regularly.
Year 4
• Established professional services agreement with a registered nurse to support health tracking and health education • Partners for a Healthy Baby curriculum includes information on supporting your child's health.
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.
Year 3
• Early Head Start partnered with Eat.Read.Grow to host an event for Early Head Start families. 32 EHS children and family members participated in the event. All in attendance were served a meal, participated in family literacy activities, signed up for library cards and received a book to take home. All 36 EHS families received 2 bags of groceries including produce and meat, regardless of their ability to attend the event. • Families were supported in obtaining food boxes through the Salvation Army and Council of Community Services.

- EHS families were encouraged to participate in the free summer meal program through the local school district. Many families walked to and from area schools to pick up their daily food bags.
- Educate families on USDA meal patterns and requirements.

Year 4

- Edible Prairie Project provided weekend food bags to children in EHS families through their Summer Weekend Meals for Kids program.
- EHS staff supported families in connecting with the Council of Community Services to receive holiday food baskets.
- Nutrition education incorporated into monthly socializations.
- Partners for a Healthy Baby curriculum handouts used to support healthy lifestyle choices.

Action Steps:

- Provide families with information and support to apply for locally grown produce baskets through Edible Prairie Project.
- Continue to promote easy, budget friendly, and nutritious foods and recipes.
- Support families in exploring local parks and other free resources for active play and exploration.
- Continue to support participation in the Summer Weekend Meals for Kids program.
- Assist Parent Group in coordinating with Cent$ible Nutrition to present to the group.

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 consultations.
- 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.

Year 3

- EHS Home visitors meet with mental health consultant for 4 hours per month to further skills and knowledge in implementation of TBRI (Trust Based Relational Intervention) and receive support in working with individual families.
- Mental Health consultant is available as needed to support individual families or staff in challenging situations.
- Two sessions of Love and Logic parenting classes were offered to parents at no cost.
- EHS Home Visitors regularly share information from the curriculum regarding ACEs, the impact of trauma, resiliency, and ways to positively support child development.

Year 4

- Additional 2-day training in Trust Based Relational Intervention (TBRI) was completed by all staff.
- Ongoing training and support from Mental Health Consultant.
- EHS Home Visitors continue to share information from the curriculum regarding ACEs, the impact of trauma, resiliency, and ways to positively support child development.

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.
Year 3
• EHS staff continue to meet with the mental health consultant twice monthly. • Individual mental health consultation is available as needed for families or staff. • Home visitors work closely with families to develop individualized plans specific to difficult issues they may be experiencing. For families with a history of substance abuse/misuse, this may include discussions related to red flags that indicate they may be using and developing a safety plan if the home visitor observes the identified red flags. • An enrolled pregnant woman relapsed and was able to enter a treatment program. Her EHS Home Visitor was able to work closely with the woman's attorney and treatment facility to continue to complete EHS Home Visits through zoom on a weekly basis while the mother was in treatment to provide education, support, and resources.
Year 4
• All EHS Home Visitors attended the Region 8 Head Start conference. • Twice monthly meetings with mental health consultant for ongoing support with implementation of TBRI and supporting families. • Home Visitors supported families struggling with addiction in identifying appropriate resources and supports, creating a safe home environment for their children, and developing healthy connections with their children.
Action Steps: • Coordinate with Campbell County Sheriff's Office to schedule training on drugs in the community, signs of drug use/abuse, and home visitor safety.

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.
Year 3
• Curriculum and other resources are used to support families in understanding the importance of tummy time and the developmental impacts of containers.
Year 4
• Partners for a Healthy Baby curriculum includes resources to educate families on the importance of tummy time. • EHS continues to work closely with Part C staff to coordinate consultation for those children who are demonstrating potential signs of a delay.
Action Steps: • Continue to utilize curriculum and other resources to provide education to families on the developmental impact of containers and the importance of tummy time.
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.

Year 3

- EHS Home Visitors completed training on implementation of the PIWI (Parents Interacting with Infants) model. Strategies learned have been implemented during home visits to promote parent-child interaction.
- Planning for the next visit occurs with the parent with a focus on their priorities for their child's development.
- Child goals are developed with families and aligned with in-kind activities to encourage parents to engage in developmentally supportive interactions with their children between visits.
- EHS staff completed a training on Developmental Parenting, which emphasizes home visiting practices which support quality parent child interactions.

Year 4

- EHS staff completed 2-day TBRI training.
- Twice monthly meetings with mental health consultant to support home visitors with implementation of TBRI principles.
- EHS Home Visitors partner with parents to build strong connection with their children through daily rituals and routines.

Action Steps:

- Complete book study of Developmental Parenting with all EHS Home Visitors.

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.
Year 3
• Completed PIWI training. Information gained through this training was used to restructure group socializations to ensure that there were clearly identified expectations and developmental focus. • Childcare for siblings during Discovery Times was able to resume. • Collaboration with families to identify best times for scheduling and potential barriers to attendance.
Year 4
• Redesigned the schedule for socializations to establish more consistent and predictable schedule. • Continued collaboration with families to identify best times for scheduling, barriers to attendance, and parent interests. • Established process for consistent program communication regarding upcoming activities to include communication from both home visitors and administrative assistant.
Challenges: • Overall attendance at group socializations is low.
Action Steps: • Redesign parent surveys to seek ongoing feedback regarding ways to improve the socialization experience for all families. • Gather input from Parent Group and Policy Council regarding the best way to seek and receive feedback. • Professional development regarding implementation of the PIWI model. • Work with mental health consultant to explore incorporation of TBRI Nurture Groups into the group socialization structure.

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 46 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 22 socializations distributed over the course of the program year. 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 individualized plans 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 46 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 22 group socializations per year. Socializations are planned jointly with families with a focus on parent education and enhancing parent-child relationships. *Parents Interacting with Infants (PIWI)* is used to support successful 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 years.

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 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, 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 to meet program requirements.

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. The majority of 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 Manager, 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 Council members can serve up to five 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.

Childcare is provided onsite by CDS staff during Policy Council meetings to assist parent members in attending monthly meetings.

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 within the Early Head Start program.

The EHS Manager 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 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, professional development, and the opportunity to 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
Executive Director (Administrative-100%)			$5,610		.05
Financial Services Manager (Administrative- 100%)			$7,045		.10
EHS Manager (Administrative-20%)	$38,718		$24,639	.9	
Early Childhood Special Education Manager			$4,635		.05
Early Childhood Manager			$3,957		.05
Administrative Assistant/Family Services Technician (Administrative-25%)			$39,050	.9	
Home Visitor (3)	$168,419		$0	3	
Instructional Support			$2,850		
Total Personnel	**$207,137**		**$87,786**	**4.8**	**.65**

Early Head Start Line-Item Budget

	A EHS Program Operations Budget	B EHS T/TA CANG 084121	C Non-Federal Contribution
Social Security	$15,846		$4,873
Worker's Compensation	$2,900		$892
Health/Dental/Life Insurance	$90,944		$38,963
Retirement	$38,569		$11,859
Flexible Benefits	$2,263		$938
Total Fringe Benefits	**$150,522**		**$57,525**
d) EQUIPMENT $ -0-			
e) SUPPLIES			
Office Supplies	$3,300		$20
Child and Family Service Supplies	$2,061		$6,336
Other Supplies Program Copying/Postage	$100		$100
Total Supplies	**$5,461**		**$6,456**
f) CONTRACTUAL $ -0-			
g) CONSTRUCTION $ -0-			
h) OTHER			
Utilities	$1,154		$9,512
Child Liability Insurance	$71		$100
Local Travel	$2310		$2,080
Nutrition Services	$50		$1,600
Child Services Consultants	$10,200		$5,400
Parent Services	$95		$14,148
Publications/Advertising/Printing	$3,600		$200

Early Head Start Line-Item Budget

	A EHS Program Operations Budget	B EHS T/TA CAN 084121	C Non-Federal Contribution
Training or Staff Development		$10,000	
Association Dues	$3,400		$552
Total Other (h)	**$20,880**		**$33,592**
TOTAL DIRECT CHARGES	**$384,000**	**$10,000**	**$185,359**
INDIRECT COSTS	**-0-**	**-0-**	**-0-**
TOTALS - ALL BUDGET CATEGORIES	**$384,000**	**$10,000**	**$185,359**
TOTAL BUDGET **A. Program Funds $384,000** **B. T& TA Funds $10,000** **C. TOTAL FEDERAL SHARE $394,000** **(Columns A+B+C below)** **TOTAL NON-FEDERAL $ 185,359** **TOTAL $579,359**			

Budget Justification of "Federal Resources"

CDS-CC has been operating and serving the children and families of Campbell County, Wyoming for 54 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. Currently, all EHS staff receive comparable wages with others in the community and region.

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. Compensation packages were reviewed in 2022 and all staff receive competitive wages and benefits. 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 $212,100.** EHS Staff members include five full-time employees; these positions are employed 12 months a year:

EHS Manager – This position 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 **$38,718** are used to pay for coordinating Early Head Start. The total salary and benefits for the Early Head Start Coordinator total $121,795. The federal dollars used to support the EHS Coordinator position equal **$66,987** or 55% 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 **$168,419** 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. No federal funds are currently budgeted for this position.

Total Personnel: $207,137

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 $2,598 a month. Employees pay a share of insurance premiums, which is currently $100 per month for family coverage.

Fringe Benefits total: $150,522

Equipment - There are no costs for equipment.

Supplies - Included in this budget category are costs for program office supplies ($3,300) as well as copying/postage ($100). Child and family services supplies ($2,061) are used to purchase supplies for spaces utilized by the Early Head Start program as well as supplies for Home Visits and Discovery Times. Total federal funds budgeted for **supplies** is **$5,461.**

Contractual

There is no contractual cost reflected in this category.

Construction

There is no construction cost reflected in this category.

Other

Utilities - Included in the utilities cost category are electric, water, sewer, gas, and garbage costs based on per square footage use. Approximately 4,382 square feet are dedicated towards the EHS program, representing 50.1% of total square footage. The total estimated cost for utilities for the EHS program is $10,666 amounting to $889 per month, with **$1,154** in federal funds allocated to this expense.

Child Liability Insurance reflects the cost of pre-school accident insurance for 36 children in the EHS program totaling $171, with **$71** in federal funds budgeted for this expense.

Local Travel - Included in this category are vehicle operating expenses and vehicle maintenance expenses. Vehicle operating expenses consist of travel expenses to and from home visits for a total of $933. 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. The budgeted amount for vehicle maintenance is $1,377. The total for local travel is **$2,310.**

Nutrition Services- Included in this category are costs attributed to providing children and their families snacks and family style meals during Discovery Times, a minimum of 22 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 $105 for children's food. Adult food for Discovery Times is budgeted at $1545. Total federal funds budgeted for nutrition services is **$50.**

Child Services Consultants- Included in this category are childcare, translation services, health services, mental health consultation, and nutrition consultation. Childcare expenses are budgeted to assist parents in attending Parent Meetings, Policy Council meetings, Discovery Times and Health Services Advisory Committee meetings. Parents can request reimbursement of $2.50 an hour for their first child and $1.50 an hour for each additional child to cover childcare expenses while participating in program activities. Translation services are budgeted and provided through this line item, at $25.00/hour, for our non-English speaking families. Federal funds budgeted for childcare and translation total $100. Health Services is a contract with a health care professional. These responsibilities include monitoring and tracking each enrolled child and pregnant woman's health care. This is calculated at $30.00/hour for two and a half (2.5) hours per week for a total of $2,000 in federal funds. Mental Health consultation services are provided for the program through a contract with Whole Life Counseling. The agreement provides consistent mental health consultation services for enrolled families, consultation with EHS staff and ongoing implementation support and training for trauma-informed approaches such as Trust Based Relational Intervention (TBRI). This contract is budgeted based on four (4) hours per month x $150/hour with additional individualized consultation scheduled as needed for

a total of $8,000. Consultation for the review of USDA menus by a Registered Dietician is budgeted at $100 in federal funds. The total budgeted for **child services consultants** is **$10,200.**

Parent Services include funding for parent activities, travel, books and resources. 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 $0.655 per mile. Total federal funds budgeted for travel reimbursement equal $50. There is also $45 for in federal funds for the program to purchase books and resources to be shared with families throughout home visits and socialization. Total line-item budget for **Parent Services** is **$95.**

Publications/Advertising/Printing includes the costs for program printing, advertising, and website management. Program Printing ($500) reflects cost for printing EHS forms, brochures, and public awareness materials. Advertising and website management includes costs associated with expanding the digital footprint of Children's Developmental Services to reach more eligible families within Campbell County. This category reflects the Early Head Start portion of payment to a digital marketing consultant for website design, maintenance, search engine optimization, and advertising materials. This is a shared expense divided among all programs at Children's Developmental Services of Campbell County. The total federal EHS share for this line is $3,100. Total federal funds budgeted for **Publications/Advertising/Printing** equal **$3,600.**

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 - Child Plus will be used for managing program data at a budgeted cost of **$3,400.**

Total for "Other"= **$20,880**

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

Total Direct Charges= $394,000

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 – The Executive Director dedicates 5% of time directly to administering the EHS program and budget totaling $5,610**.** The total salary and benefits for the Executive Director total **$173,595. There are no Federal dollars allocated to this position.**

Financial Service Manager – Jana Webb dedicates 10% of time directly to perform accounting procedures and fiscal management of the EHS program totaling **$7,045.**

Coordination

Early Childhood Special Education Manager – Natalie Terrell dedicates 5% of her time to assure coordination between the EHS program and the Part C and Part B programs totaling **$4,635.**

Early Childhood Manager– Tausha Edmonds dedicates 5% of time coordinating required training for EHS staff, parents, and care givers totaling **$3,957.**

Early Head Start Manager – Stephanie Stevens coordinates services provided by the EHS Program. Campbell County provides **$24,639** towards this salary, which is considered in-kind. The supervision of Part C Services totals 10% or $7,040.

Administrative Assistant/Family Services – This position provides 90% or 36 hours a week to the EHS program for administrative support and family services. In-kind donations of **$39,050** are provided by Campbell County towards this salary.

Instructional Support- 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 allow for transportation support to be provided to those families in need. This cost is budgeted based on the substitute pay rate of $16.97/hour. Campbell County provides **$2,850** annually for instructional support.

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)	**$4,873**
Health/Dental/Life Insurance	**$38,963**
Retirement - calculated at .1862	**$11,859**
Health Savings Account	**$938**
Worker's Compensation	**$892**
Total personnel and fringe Benefits-Non-Federal	**$57,525**

SUPPLIES

This budget category includes program office supplies ($20) as well as copying/postage ($100), and child and family services supplies ($6,336.) Campbell County provides **$6,456** towards the purchase of supplies.

OTHER

Utilities- The total estimated annual cost to the Early Head Start program for utilities is $10,666. Campbell County provides **$9,512** for utilities.

Child Liability Insurance- Campbell County contributes **$100** towards the cost of pre-school accident insurance for 36 children in the EHS program.

Local Travel includes costs for vehicle maintenance and repair ($163) and vehicle operating expenses ($1,917) for vehicles operated by EHS Home Visitors while traveling for program purposes. Campbell County's total contribution for **local travel** is **$2,080.**

Nutrition Services include costs attributed to providing children and their families nutrition meals and snacks a minimum of 22 times per year during Discovery Times. Campbell County provides **$1,600** towards food costs not reimbursed by USDA.

Child Services Consultants- Campbell County provides in-kind match for childcare and translation services ($1,400), health services ($2,000), mental health consultation ($1,500) and nutrition consultation ($500). The total in-kind donation for **Child Services Consultants** equals **$5,400.**

Parent Services include funding for activities/travel ($200) and books and resources that can be shared with families during home visits and group socializations ($100). This category also includes parent/volunteer time for meetings. This includes the cost of time for parents to attend monthly policy council meetings (3 parent members @ 2 hrs./mo.) and parent meetings (8 parents at 1 hour per month) at $16.97/hour. These costs total $2,851. Parents also volunteer time working with their children on individual child goals (36 parents at one and one-half hours per month) at the Instructional Assistant rate of $16.97 for a total of $10,997. Total parent in-kind **is** $13,848. Non-federal contributions for **parent services** total **$14,148.**

Association Dues- Campbell County provides funds to pay dues to Regional and State Head Start Associations. The total for dues is **$552.**

TOTAL NON-FEDERAL BUDGET - $185,359

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 Financial Service Manager 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 $2,598/mo.**	**Retire-ment .1862**	**Salaries**	**HSA Benefit**	**Total**
EHS Manager (.20)	**$970**	**$176**	**$5,612**	**$2,360**	**$12,671**	**$135**	**$21,924**
Administrative Assistant (.25)	**$747**	**$136**	**$7,014**	**$1,818**	**$9,763**	**$169**	**$19,647**
Executive Director (.05)	**$430**	**$78**	**$1,559**	**$1,045**	**$5,610**	**$38**	**$8,760**
Financial Services Manager (.10)	**$539**	**$98**	**$3,117**	**$1,312**	**$7,045**	**$75**	**$12,186**
Totals	**$2,686**	**$488**	**$17,302**	**$6,535**	**$35,089**	**$417**	**$62,517**

EHS Paid Positions:

EHS Coordinator (20%) - **$21,924**

EHS Administrative Assistant/Family Services (25%) - **$19,647**

In-Kind Administrative Positions:

Executive Director (5%) - **$8,760**

Financial Services Manager (10%) - **$12,186**

Percent of Administrative Personnel to Total EHS Program Budget is 12.7% of the total program cost.

Children's Developmental Services of Campbell County

Early Head Start Self-Assessment Report

2021-2022 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 implement the use of ChildPlus Software to assist with effective and efficient data management.

Goal 2: Early Head Start will develop a system to consistently document eligibility determination due to homelessness.

Goal 3: Early Head Start will develop a more efficient procedure to update and maintain the emergency binder.

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. 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, Amanda Brooks, Laci Hart

Designing Quality Health Services
Stephanie Stevens, Kristina Tyler

Monitoring and Implementing Quality Family and Community Engagement Services
Amanda Brooks, Kristina Tyler, Laci Hart

Monitoring and Implementing Fiscal Infrastructure
Stephanie Stevens, Bob Tranas, Jana Webb

Monitoring ERSEA: Eligibility, Recruitment Selection, Enrollment, and Attendance
Stephanie Stevens, Amanda Brooks

Home Visit/Discovery Observations
Kristina Tyler observed by Nichole Shelstad
Amanda Brooks observed by Vicki Gilmour
Laci Hart observed by Bob Tranas
Discovery Time observation: Stephanie Stevens

Timeframe and data collection tools

The annual self-assessment was conducted from August 1 to September 30, 2022. The following data sources were utilized during this review:

- Focus Area Two Monitoring Protocol
- 2020-2021 Annual Self-Assessment
- Individual Child/Family Files
- ChildPlus
- Program goals
- Community Assessment
- Financial reports
- Policies and Procedures
- Head Start Early Learning Outcomes Framework
- Parent, Family, and Community Engagement Framework
- School Readiness Goals
- 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 Manager, Early Childhood Special Education Manager, Early Childhood Manager, Early Childhood Special Education Manager, and the Financial Services Manager. 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.
- Policy Council and Board of Directors review monthly financial reports. Financial decisions are presented for review/approval at both meetings.
- 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.
- 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.
- Established systems in place to support compliance with HSPPS and grant requirements.
- 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 status is clearly noted on each application and is verified by a parent signature.
- All applications and verification documents are reviewed by 3 staff members who are trained in ERSEA requirements
- Data is aggregated monthly 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.

Education and Child Development Services

- School Readiness Goals are aligned with the HSELOF. Parents and Early Head Start staff collaborated to develop and align the goals.
- Transition planning begins at age 2 ½. Supporting the child and family through preschool transitions becomes a family goal if desired. EHS staff supports families to complete necessary paperwork and other requirements for enrollment in the preschool they choose.
- Early Head Start and Head Start have collaborative meetings to coordinate smooth transitions between programs
- Teaching Strategies GOLD checkpoints are completed 3 times per year. Results are analyzed for the program and shared with Policy Council and Board of Directors. Ongoing assessment data is

reviewed regularly and used to track individual child development, make appropriate referrals, and identify areas in need of additional focus as a program. GOLD data is shared with the preschool of choice. EHS staff also complete developmental screening, hearing, and vision screening at enrollment and prior to transitions.

- All EHS staff have been trained in implementing the Partners for a Healthy Baby curriculum with fidelity. This research-based curriculum was selected by a committee of parents and EHS staff.
- The TLC Coaching model and reflective supervision are used to continuously improve implementation of research-based home visiting practices.
- EHS staff engage in twice monthly mental health consultation to support implantation of the TBRI model. This trauma informed approach helps build the capacity of staff and parents to build connections between parent and child and reduce need for discipline.
- Individual child development goals are developed in collaboration with the family and align with the HSELOF and Wyoming State Early Childhood Learning standards.

Health Services

- Supporting families in establishing a medical home and insurance begins during the application process with attempts to identify barriers and provide resources. We partner with various organizations by establishing an MOU and arranging meetings with those organizations to educate their staff about our program. Research-based curriculum has resources to educate parents about the importance of maintaining continuous healthcare.
- Families receive individualized support to ensure that children attend well child visits, regular dental examinations, and receive immunizations.
- Regular mental health consultation to support implementation of the TBRI model for staff and families. Mental health consultation to individual families can be scheduled on an as needed basis
- EHS Home Visitors use Life Skills Progression, ASQ-SE assessments, and other resources to monitor family progression towards self-sufficiency and social emotion development. This information is used to support appropriate referrals when needed.
- Follow CACFP guidelines for Discovery meals and accommodate feeding needs for each child.
- Partners for a Healthy Baby curriculum contains information to support healthy lifestyles for children and parents.

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. Using these documents, we help families identify their individual family goals and outline them on our weekly lesson plans, where we document their progress and challenges.
- EHS maintains partnerships with community agencies such as the extension office, cent$ible nutrition, and the Council of Community Services to support economic mobility and housing instability.
- CPR training is provided annually for all enrolled families who are interested in certification.

Areas for Program Improvement

1. Revise procedures for tracking health services and communicating status and needs to home visitors and families. Staff turnover has created many challenges. New and experienced staff will benefit from training and review of the health tracking requirements in the HSPPS.
2. Developing a module to track and analyze data gathered through completion of the Life Skills Progression tool. This will allow us to gather data on individual family and program levels. This data can be used to identify family strengths, guide the family goal setting process, and identify professional development needs.
3. Increase community partnerships and strengthen existing partnerships impacted by COVID-19.

Progress in meeting goals and objectives for the 2021-2022 Program Year

Goal 1: Early Head Start will implement the use of ChildPlus Software to assist with effective and efficient data management.

Progress: The setup modules were completed and ChildPlus was used to track enrollment, home visits, family communication, health, screening, and referrals throughout the program year. Staff participated in training on different modules as needs arose. Many paper forms were able to be replaced by tracking in ChildPlus. Staff turnover in the Administrative Assistant position created challenges.

Goal 2: Early Head Start will develop a system to consistently document eligibility determination due to homelessness.

Progress: The McKinney-Vento definition of homelessness and current procedures were reviewed. Utilizing tools available through the Office of Head Start, and homelessness determination checklist was developed. This form is completed during the waitlist interview process and signed by the parent and home visitor to acknowledge accuracy.

Goal 3: Early Head Start will develop a more efficient procedure to update and maintain the emergency binder.

Progress: Current procedures were reviewed and clarified. The emergency binder will be updated at least monthly by the EHS Administrative Assistant. EHS Home Visitors will communicate changes in emergency contact information to the administrative assistant as they become aware of new information. Staff turnover in the EHS Administrative Assistant position has created challenges in this maintenance of this new routine.

<u>Recommendations for program improvement</u>

Goal 1: Review and refine system for tracking health records requests and accountability for communicating upcoming needs with staff and families.

Action Steps:

- Review Health requirements outlined in the HSPPS with all EHS staff
  Person responsible/time frame: EHS Manager
  Fall 2022
- Establish professional services contract with registered nurse to assist with health tracking and management of health services.
  Person responsible/time frame: EHS Manager
  Fall 2022

- Design efficient and consistent system for tracking health records requests to include follow up on records requested but not received.
  Person responsible/time frame: EHS Administrative Assistant; EHS Manager; EHS Nurse
  Fall 2022
- Schedule regular meetings with EHS Nurse, EHS Home Visitors, and EHS Administrative Assistant to ensure effective communication of health needs and how to support families with compliance.
  Person responsible/time frame: EHS Staff
  Winter 2022-2023

Goal 2: Utilize information from the Life Skills Progression to identify family strengths and help set goals for family growth

Action Steps:

- Review administration and use of LSP with all home visitors
  Person responsible/time frame: EHS Manager
  Fall/Winter 2022
- Create a custom module in ChildPlus to track and analyze LSP data on individual family, caseload, and program levels.
  Person responsible/time frame: EHS Administrative Assistant and EHS staff
  Spring/Summer 2023

Goal 3: Early Head Start will increase the number of community partnerships and strengthen relationships with existing community partners

Action Steps:

- Review current MOU list and target key partners to focus on strengthening relationships
  Person responsible/time frame: EHS Staff
  Winter/Spring 2022-2023
- Meet with or present to key community partners to increase awareness of EHS program in the community
  Person responsible/time frame: EHS Staff
  Winter/Spring 2022-2023
- Establish relationship and MOU with SNAP benefits office to increase referrals of SNAP recipients.
  Person responsible/time frame: EHS Staff
  Winter/Spring 2022-2023

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

COUNTY COMMISSIONERS

Colleen Faber | Jim Ford | Butch Knutson | Kelley McCreery | Del Shelstad

BOARD OF DIRECTORS

Bertine Bahige | Ruth Cloud | Vicki Gilmour | Nichole Shelstad | Tyler Watts

Early Head Start: Policy Council, Health Services Advisory Committee, Parent Committee
CDS-CC Foundation Board

*1. Executive Director: Nathan Grotrian

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

Early Childhood Instructors (8)
Instructional Assistants (18)

Food Service Supervisor

***2. Early Childhood Special Education Manager:**
Natalie Terrell

Speech Language Pathologists (4)
Occupational Therapist (2)
Physical Therapist

Early Childhood Special Education Supervisor:
- Early Childhood Special Education Instructors (8)
- Bus Driver (2)
- Bus Assistant

***4. Early Head Start Manager:**
Stephanie Stevens

Early Head Start Home Visitors (3)
Early Head Start Administrative Assistant

Part C
Early Interventionist (3)

Contract: Nurse & Mental Health Consultant

Financial Services Manager:
Jana Webb

Administrative Coordinator
Administrative Assistant

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)	
						Instructional Assistant Floater (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 (2)	Early Childhood Special Education Instructor (2)
Instructional Asst. (2)	Instructional Asst. (2)	Instructional Asst. (2)	Instructional Asst. (2)

***Chain of Command**

	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 2023-2024 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 2023	EHS:	$ -
7							EI:	$ -
8							Childcare:	$ -
							Admin:	$ -
10	Annual ERSEA Training	EHS Policies/ Procedures and OHS Webinars	All staff who determines eligibility and all governance members.	Annual training on Eligibility, Recruitment, Selection, Enrollment, and Attendance. Participants will understand the eligibility determination process and the ramifications for not abiding by those procedures.	EHS Manager	Oct-23	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 socialization, etc.	EHS Manager	Oct-23	EHS:	$ 1,200.00
15							EI:	$ -
16							Childcare:	$ -
17							Admin:	$ -

EHS Training and Technical Assistance Plan

	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	Oct-23	EHS:	
20							EI: $	-
21							Childcare: $	-
22							Admin: $	-
23	Community Assessment	Regional T.TA Staff; ECLKC resouces	EHS Manager; EHS Administrative Assistant	Participants will learn about completing a thorough Communicty Assessment	EHS Manager	Fall 2023	EHS: $	-
24							EI: $	-
25							Childcare: $	-
26							Admin: $	-
27	WHSA	Regional Office, Regional T.TA Staff, WHSA Members	EHS Manager	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: $	700.00
28							EI: $	-
29							Childcare: $	-
30							Admin: $	-
31	Region 8 Leadership Institute	Regional T.TA Network	EHS Manager/ Executive Director/ Fiscal Manager	Regional training focusing on data, leadership, oversight, etc.	EHS Manager	Summer 2024	EHS: $	1,000.00
32							EI: $	-
33							Childcare: $	-
34							Admin: $	-

Appendix

	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	CPR/First Aid Recertification	CPR/First Aid trainign materials	EHS Home visitors and EHS parents who need to obtain or renew CPR/First Aid certification	To maintain CPR/First Aid certification required by state licensing and NAEYC.	CDS-CC CPR/First Aid Instructors	January 2024	EHS: $	175.00
37							EI: $	-
38							Childcare: $	-
39							Admin: $	-
40	Annual required DFS training	Early Childhood Manager	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 Manager	Aug-24	EHS:	
41							EI: $	-
42							Childcare: $	-
43							Admin: $	-
44	Hearing Screening Training: Obtaining, Interpreting, Referring, and Following-up on Hearing Screening Results for Infants, Toddlers, and Preschoolers	EHDI-Wyoming/CDS-CC Audiologist/ECLKC Resources	EHS Home Visitors, EI's	Participants will be trained on how to use the the Otoacoustic Emissions (OAE) and pure tone hearing screening.	EHS Manager	Fall 2023	EHS:	
45							EI: $	-
46							Childcare: $	-
47							Admin: $	-
48	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:	
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	PIR Training	Regional T.TA Staff; ECLKC resources; ChildPlus Resources	EHS Staff	Participants will further their understanding of PIR requirements and how to accurately and effectively complete PIR.	EHS Manager	Winter/Spring 2023-2024	EHS:	
54							EI: $ -	
55							Childcare: $ -	
56							Admin:	
57	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 2023-2024 program year.	EHS: $ 1,300.00	
58							EI: $ -	
59							Childcare: $ -	
60							Admin: $ -	
61	Transportation/Defensive Driving Training	Campbell County Human Resources	CDS-CC Staff	To become a safe and educated driver.	Human Resources	According to Campbell County Policy	EHS:	
62							EI: $ -	
63							Childcare: $ -	
64							Admin: $ -	
65	FERPA and Confidentiality	Annual confidentiality and FERPA Training at CDS-CC	EHS Staff	Awareness and understanding of FERPA Law and the responsibility of each staff member to follow strict confidentiality requirements.	Early Intervention Manager, Early Head Start Manager	Spring 2024	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	Drug and Alcohol Awareness Training to meet Campbell County requirement	Campbell County Human Resources	All CDS-CC Staff	Increase awareness of the signs of drug and alcohol addictions and how to address them appropriately	EHS Manager and Safety Manager	Annually	EHS:	
71							EI: $	-
72							Childcare: $	-
73							Admin: $	-
74	Drug Awareness, Safety, Self Defense Training	Campbell County Sheriff's Department	EHS Staff, Part C Home Visitors and Therapists	Increase awareness of the signs of drug and alcohol addictions and indicators of drug use/abuse that may be seen in homes; self defense techniques and awareness for increase home visitor safety	EHS Manager	Fall 2023	EHS:	
75							EI: $	-
76							Childcare: $	-
77							Admin: $	-
78	ALICE Training	Campbell County Human Resources; online trainign resources	All CDS-CC Staff	Increase staff safety and confidence in knowledge of appropriate actions during an act of violence.	Safety Manager	TBD	EHS: $	-
79							EI: $	-
80							Childcare: $	-
81							Admin: $	-
82	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: $	-
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	Head Start Governance Training Series	Feldesman Tucker Leifer Fidell LLP	EHS Policy Council Members; Board of Directors, EHS Staff	Fulfill training requirement for governing body and policy council. Increase understanding of roles and responsibilities of the board and policy council.	EHS Manager	Fall 2023	EHS: $	1,750.00
88							EI: $	-
89							Childcare: $	-
90							Admin: $	-
91	ChildPlus Training Scramble	ChildPlus	EHS Staff	Increase knowledge of how to utilize ChildPlus to full potential to increase efficiency within Early Head Start program	EHS Manager	Sept 2023	EHS: $3,875	
92							EI: $	-
93							Childcare: $	-
94							Admin: $	-
95							EHS: $	-
96							EI: $	-
97							Childcare: $	-
98							Admin: $	-
99							EHS: $	10,000.00
100								
101								
102								

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, child in foster care, or homeless	4
76-100% of poverty or public assistance	3
Slightly over income guidelines, up to 130% of guideline	2
131% 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 2022

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: _____

IS THIS FAMILY ELIGIBLE FOR THE PUBLIC HEALTH HOME VISITING PROGRAM? _____If so, who will follow up? _____

Revised 2022

Policies for the Early Head Start Criteria Ranking Checklist
CFR. 1302.14

Policy:

It is the policy of Children's Developmental Services of Campbell County to prioritize selection of participants based on community needs, family income, categorical eligibility, age, eligibility for early intervention services as determined under IDEA, and other relevant child or family risk factors.

Purpose:

To prioritize applicants with the greatest need for selection and enrollment in the Early Head Start program.

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 home visitor who completed the waitlist interview, EHS Coordinator, and the EHS Administrative Assistant or anther 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 for each client on the waiting list should 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. Give the updated form to EHS Administrative assistant so the application can be updated in ChildPlus.

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, SSI or SNAP benefits). Appropriate documentation shall be collected and documented by the staff person verifying eligibility.

A child whose family's income is below poverty line or who is categorically eligible has priority over an over-income child to be served under the 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 serve up to 10% of children from incomes above the poverty line who would benefit from the Early Head Start program but do not meet income or categorical eligibility requirements. Over income families will be enrolled only if their criteria ranking score is higher than all income and categorically eligible applicants. In the event that 2 applicants have the same score, and one is over-income, the income or categorically eligible applicant will be enrolled first.

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.

*Other- used to reflect other risk factors related to family composition such as multiple children, older children previously removed from the home, etc. Please clearly document the reason for awarding additional points and note the number of points awarded (0-2)

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. Mark this criterion for known prenatal drug exposure or reported developmental concerns. If there are concerns and the child has not been referred to Part C, offer parents the option to schedule a developmental screening prior to enrollment in EHS. 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. (McKinney-Vento Homeless Assistance Act)

*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, open DFS case, 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.*

Revised 2022

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

POLICY COUNCIL SIGN OFF SHEET

FOR: **EARLY HEAD START GRANT APPLICATION 2023-2024**

GRANTEE NAME: **CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY**

MAILING ADDRESS: **1801 S. 4-J ROAD, GILLETTE, WY 82718**

DATE: **April 24, 2023**

AMOUNT: **$492,500**

I, _____, 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, 2023, through August 31, 2024, was completed on this day.

_____ _____

Policy Council Chairperson Date

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 2023-2024**

GRANTEE NAME: **CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY**

MAILING ADDRESS: **1801 S. 4-J ROAD, GILLETTE, WY 82718**

DATE: **April 26, 2023**

AMOUNT: **$ 492,500**

I, _____, 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, 2023, through August 31, 2024, was completed on this day.

_____ _____

CDS-CC BOD Chairperson Date

Campbell County wyoming

Accredited by the National Academy of Early Childhood Programs

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

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, 2023, through August 31, 2024, will not exceed 15 percent of $492,500.

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

_____ _____

Nathan Grotrian
Executive Director

Date

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/manufacturing#_____
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

The following page(s) contain the backup material for Agenda Item: 9:35 Community Services Block Grant (CSBG) FY24 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.

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

Campbell County
wyoming

Denton Knapp
Executive Director of Administration

BOARD OF COMMISSIONERS
Colleen Faber, Chairman
Roy Knutson
Jim Ford
Del Shelstad
Kelley McCreery

Grant Application Approval Form

Instructions: *Submit to Commissioner's Office with grant application attached.*

Date of Commissioner's Meeting 5/16/2023

Due Date of Grant Application 6/2/2023

Title Community Service Block Grant

Agency Wyoming Department of Health - Community Service Division

Recipient Campbell County

Funding Source

Federal – CFDA/ALN ☑ 93.569

State – State grant identifying number ☐

Other – Please explain: ☐

Please mark as applicable:

☑ **Annual/Renewal** ☐ **New Grant** ☐ **Will Match Required (Match Form Required)** ☑ **Includes Sub-recipients**

☐ **Includes Capital Assets** ☐ **Bid/Request for Proposals Required**

Date range: 10/1/2023-9/30/2024

Amount $235,081

Gillette Abuse Refuge Foundation
Council of Community Services
Personal Frontiers, Inc
Gillette Reproductive Health

Summary Applying for allocated CC amount of $225,081 and $10,000 supplemental for Training, Technical Assistance & Capacity Building. The CSBG is a federal block grant program is administered by Office of Community Service distributed funding to states and local communities. CSBG eligible entities work towards the reduction of poverty, the revitalization of low-income communities, and the empowerment of low- income families and individuals in rural and urban areas to become fully self-sufficient. Funds support a range of services and activities to assist the needs of individuals with low-income, including individuals who are homeless, migrants, and the elderly. There are 4 sub-recipient applicants listed above.

Approval Signature

Chairman, Colleen Faber

Clerk's Office

WYCSP | Wyoming Community Services Program

Community Services Block Grant (CSBG)
FY2024 Grantee Application for Funds

Due: Friday, June 2, 2023

Program Information					
Legal Name	**Campbell County**			**Projected Allocation**	**$** 225,081
Counties Served	Campbell County			**Federal Tax ID #**	**83-6000103**
Entity Type	☐ Private x Public	**# of sub-grantees**	**4**	**UEI #**	**W8!KYMHVL4Z3**
Date of Public Hearing	5/2/2023			**Location of Hearing**	**Campbell County Commissioner's Office**
Self-Assessed STAR Risk Score				**CSP Assessed STAR Risk Score**	
FY24 - Level of Monitoring Assigned					

The CSP will not consider incomplete applications, including missing attachments or other requested documentation. Applications must be complete and turned in by the close of business. An Application Guidance Manual and CSP Forms are available on the CSP website.

Checklist of Required Attachments (CSP Forms)	
x	Tripartite Board Roster
x	STAR Risk Assessment
x	Training and Technical Assistance Need Form (One Per Entity)
x	Community Action Plan (CAP) & Mapping Worksheet
x	OPTIONAL – Community Initiative: Complete Module 3 (Ask CSP)
☐	OPTIONAL – Discretionary Funds for CNA: Collaborative Letters of Support
Checklist of Required Attachments (Non-CSP Forms)	
x	Most Recently Completed CNA
x	System for Award Management (SAM) Registration Proof
☐	Secretary of State (SOS) Filing Information (N/A for Public Agencies)

x	Certificate of Insurance
x	Assurances
x	Federal Funding Accountability and Transparency Act (FFATA)
SUB-GRANTEE Agencies ONLY - Checklist of Required Attachments (CSP Forms)	
x	Sub-Grantee Application(s) (One Per Sub)
x	Sub-Grantee Assurances (One Per Sub)
x	Training and Technical Assistance Need Form(s) (One Per Sub)
x	Sub-grantee Community Action Plan (CAP) & Mapping Worksheet(s) (One Per Sub)
x	Last year's sub-grantee monitoring results (One Per Sub)
x	Sub-grantee monitoring tool (if not using CSP's)

1. GENERAL INFORMATION

A. Contract Signatory

Name	Colleen Faber	Title	Chairman
Email	Colleen.faber@campbellcountywy.gov	Phone	307-688-7283

B. Eligible Entity Point of Contact

Name	Kristin Young	Title	Grants Management Specialist
Email	Kristin.young@campbellcountywy.gov	Phone	307-682-6324
Mailing Address	500 South Gillette Ave., Suite 1100	City, Zip	Gillette, WY 82718

C. Fiscal Point of Contact (ONLY if different than Point of Contact)

Name	Cindy Lovelace	Title	Clerk
Email	Cindy.lovelace@campbellcountywy.gov	Phone	307-687-6251

2. TRIPARTITE BOARD

A. Meetings

How often is the Tripartite Board required to meet?	Once per month	What is the date of the next upcoming meeting?	6/15/2023

B. Seats

		Total Seats Allowed In Bylaws:	9
# Seats Available	*Public*	*Private*	*Low-Income*
	3	3	3
Seats Filled	3	3	3
Seats Vacant	0	0	0

Attach your Tripartite Board Roster to this application.

C. Vacancies

If you have any current vacancies, please provide a narrative explaining when the seat became vacant and how the Tripartite Board plans to fill those vacancies (recruitment efforts, timeline to replace, etc.).

n/a

3. REQUEST FOR DISCRETIONARY FUNDS

Collaborative Community Needs Assessments will be prioritized for discretionary funds. CSBG organizations requesting discretionary funds for a Community Needs Assessment should demonstrate collaboration between multiple community organizations. Grantees may request up to $5,000 for the first county, and $1,500 for additional counties served. Grantees may also request up to $5,000 in discretionary funds for training and technical assistance and/or capacity building activities.

A. Collaborative Community Needs Assessment

If requesting discretionary funding for a Collaborative Community Needs Assessment, letters of collaboration from community partners are required.

a.	How many letters of collaboration are included?	
b.	Amount being requested.	$
c.	When was your last CNA conducted?	
d.	How much is the CNA expected to cost in total?	$
e.	What % of the total cost will be paid by CSBG?	%

B. Training & Technical Assistance / Capacity Building

a.	Amount being requested.	$10,000
b.	Describe your identified training and/or technical assistance need(s)? ROMA Training, CASE Management, Grant Management Training, National Community Action Partnership training, CAP 60 training, & CAPLAW training – including for boards	
c.	Describe how these funds will help you meet the need. These funds will allow us to participate in local, regional, and national trainings. These funds will allow for the continued expansion of the community action network and community initiatives to benefit our sub-grantees and community partners.	

d.	Write a budget summary explaining what expenses will be paid with CSBG funds. If the CSBG funds will not cover 100% of the expenses, what other funding sources will be used to offset the costs? If CSBG funding will not cover 100% of expenses for needed training and technical assistance, the department or agency CSBG or non-CSBG budgets will cover remaining costs related to travel.

4. ENTITY'S BUDGET REQUEST

A. Total Budget *(Based on Requested Discretionary & Preliminary Allocation Amounts)*

REQUESTED DISCRETIONARY FUNDS (Must be Requested in Section 3)	**Annual Budgeted Amount**
Select For Each Category You Are Requesting: ☐ Community Needs Assessment x Agency Capacity Building x T & TA	**$10,000**
Subtotal Discretionary Expenses	**$10,000**
ALLOCATION FUNDS - CSBG EXPENDITURE DOMAINS (Entities with Sub-Grantees - Compile Sub-Grantee Budgets)	**Annual Budgeted Amount**
Agency Capacity Building (ONLY For Non-Discretionary Funds) ☐ Community Needs Assessment x Tripartite Board Expenses	**$900**
Employment (FNPI & SRV #1)	**$**
Education & Cognitive Development (FNPI & SRV #2)	**$**
Income, Infrastructure, and Asset Building (FNPI & SRV #3)	**$**
Housing (FNPI & SRV# 4)	**$45604**
Health and Social/Behavioral Development (FNPI & SRV #5)	**$176677**
Civic Engagement & Community Involvement (FNPI & SRV #6)	**$**
Support Services (SV #7)	**$**
Linkages (Justify how the funds will be used)	**$**
Membership (CSNOW, Region VIII, Other)	**$1900**
CSBG Conference – Social Drivers of Health Summit	**$**
CSBG **Required** Annual In-Person Meeting	**$**
CSBG **Direct** Salaries and Wages (not allocated w/in domains)	**$**
Other (Justify how the funds will be used)	**$**
Subtotal Direct Expenses	**$235,081**
INDIRECT FUNDS *(See OMB Circular A-122, CSBG IM #37)*	**Annual Budgeted Amount**
Total Indirect Expenses	**$**
Indirect Expenses Percentage of Total Allocation	%
Justification required if requesting administrative costs over 19% of the total CSBG allocation.	
TOTAL BUDGET Request	

B. Salaries and Wages Budget Detail

ONLY complete if **CSBG** funds will pay a portion or all of an employees' salary or wage.

- ***REQUIREMENT*** *– All invoices for salaries/wages must include documentation of the % of time allocated to CSBG funds and other funding sources.*

Title/Position	Annual Salary	Time Spent on CSBG (%)	CSBG Portion of Salary
	$	%	$
	$	%	$
	$	%	$
	$	%	$

C. Sub-Grantee Budget Detail (*ONLY* for Entities with Sub-Grantees)

LIST EACH SUBGRANTEE SEPARATELY	Annual Budgeted Amount
Council of Community Services	**$96,300**
Personal Frontiers, Inc.	**$45,713**
Gillette Abuse Refuge Foundation	**$45,604**
Gillette Reproductive Health	**$34,664**
Sub-Grantee Name	**$**
Subtotal Sub-Grantee Expenses	**$222,281**

5. ONLY: TRIPARTITES WITH SUB-GRANTEES

A. Last Year's Sub-grantee Monitoring

Did you monitor each sub-grantee the previous year?	x YES	☐ NO
List each sub-grantees with a TAP, QIP or in need of additional monitoring for this year.	n/a	

B. Sub-grantee Monitoring Tools.

Entities may select to use a monitoring tool other than the CSP Sub-grantee Monitoring Tool, but they must attach the tool they will be using.

x Using the CSP Sub-Grantee Monitoring Tool.

☐ Different Tool than the CSP Sub-Grantee Monitoring **(ATTACH With Application)**

C. Coming Year's Sub-Grantee Monitoring

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.

Enter Text Here

Wyoming Department of Health
Community Services Block Grant
FFY 2024 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.

x I certify that a public hearing was held on 5/2/2023 at 9:30am .
x I certify that CSBG funds will not be used for construction-related expenses.
x I certify that CSBG funds will not be used for any type of political activity.
x I certify that CSBG funds will be used in accordance with the OMB Uniform Guidance.
x I understand that CSBG funds are monitored based on set minimum rules and level of risk.

- A minimum monitoring schedule is available for review on the CSP Website.
- Desk reviews and Organizational Standard reviews will occur at least annually.
- On-site monitoring will occur at least every 3 years.
- Additional monitoring may be determined based on risk level or past performance.

To the best of my knowledge and belief, statements and data in this application, including the attachments and other documentation, are true and correct. The submission of the application and attachments have been duly authorized by the governing Tripartite Board of the eligible entity and, if needed, the eligible jurisdiction has been briefed.

_____ _____
Signature, Tripartite Board Chair/President/Contract Signatory Date

_____
Printed Name

_____
Title

_____ _____
Signature, Grant Director/Contract Signatory Date

_____
Printed Name

_____
Title

The following page(s) contain the backup material for Agenda Item: 9:40 Airport Terminal Generators 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.

Morrison Maierle
engineers ▪ surveyors ▪ planners ▪ scientists

2200 FOOTHILLS BLVD, SUITE A • GILLETTE, WY 82716
307.685.3780 • www.m-m.net

April 26, 2023

Campbell County Board of Commissioners
500 South Gillette Ave., Suite 1100
Gillette, WY 82716

RE: Northeast Wyoming Regional Airport
Terminal Generators
Campbell County Project #08423011

Campbell County Board of Commissioners:

Bids were opened for the above project on April 11, 2023, at 1:00 p.m. with a total of one (1) bid being received. The total price of Schedule 1 and Schedule 2 as compared to the Engineer's Estimate was as follows:

Contractor	Schedule	Bid Amount
Scott Brother Electric, Inc.	1	$665,571.90 (Low Bidder)
	2	$ 47,978.00 (Low Bidder)
	Total	$713,549.90 (Low Bidder)
Engineer's Estimate	1	$500,125.00
	2	$ 75,000.00
	Total	$575,125.00

Bids were accompanied by the required 10% Bid Bond and various additional submittal documents. Scott Brothers Electric, Inc. complied with all of the required additional submittals.

It is our recommendation to award Schedule 1 and Schedule 2 to the low bidder, **Scott Brothers Electric, Inc.** in the amount of **$713,549.90**. Their bid was over the Engineer's Estimate, we feel that it is an acceptable bid. They did meet all bid submittal requirements.

Please let us know if you have any questions.

Sincerely,

MORRISON-MAIERLE, INC.

Tim Wick, P.E.
Project Engineer

cc: Todd Chatfield Northeast Wyoming Regional Airport
File: 5289.019

BID TABULATION SUMMARY

NORTHEAST WYOMING REGIONAL AIRPORT
TERMINAL GENERATORS
AIP NO. NONE / WYDOT NO. NONE
CAMPBELL COUNTY NO. 08423011
April 11, 2023, 2:00 P.M.

DESCRIPTION	Engineer's Estimate	Scott Brother Electric			
Schedule 1	$500,125.00	$665,571.90			
Schedule 2	$75,000.00	$47,978.00			
Total of Schedule 1 & Schedule 2	$575,125.00	$713,549.90			
Receipt of Addenda #1		X			
Receipt of Addenda #2		X			
Proposal Signature		X			
Bid Bond		X			

DESCRIPTION	Engineer's Estimate				
Schedule 1	$500,125.00				
Schedule 2	$75,000.00				
Total of Schedule 1 & Schedule 2	$575,125.00				
Receipt of Addenda #1					
Receipt of Addenda #2					
Proposal Signature					
Bid Bond					

BID TABULATION

NORTHEAST WYOMING REGIONAL AIRPORT
TERMINAL GENERATORS
AIP NO. NONE / WYDOT NO. NONE
CAMPBELL COUNTY NO. 08423011
April 11, 2023, 2:00 P.M.

engineers • surveyors • planners • scientists

SCHEDULE 1 - REPLACE COMMERCIAL TERMINAL GENERATOR

				ENGINEER'S ESTIMATE		Scott Brother Electric	
Bid Item No.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT COST	TOTAL	UNIT COST	TOTAL
100	Moblization	1	LS	$ 50,000.00	$ 50,000.00	$ 35,000.00	$ 35,000.00
101	Contract Bonds	1	LS	$ 5,000.00	$ 5,000.00	$ 10,495.00	$ 10,495.00
102	Temporary Fencing	1	LS	$ 4,500.00	$ 4,500.00	$ 6,720.00	$ 6,720.00
103	Remove Existing Fence	150	LF	$ 5.00	$ 750.00	$ 21.60	$ 3,240.00
104	Remove and Salvage Existing Generator	1	LS	$ 4,500.00	$ 4,500.00	$ 40,630.00	$ 40,630.00
105	NEW 350kW Generator - Complete	1	LS	$ 325,000.00	$ 325,000.00	$ 511,778.00	$ 511,778.00
106	Upsize and Connect Natural Gas Service	1	LS	$ 5,000.00	$ 5,000.00	$ 14,292.00	$ 14,292.00
107	New 8" Chain-Link Fence	135	LF	$ 75.00	$ 10,125.00	$ 70.94	$ 9,576.90
108	Replace Full Depth Concrete Patch	100	SY	$ 180.00	$ 18,000.00	$ 177.00	$ 17,700.00
109	Remove Existing Concrete	90	SY	$ 25.00	$ 2,250.00	$ 66.00	$ 5,940.00
110	Temporary Generator	100	HOURS	$ 750.00	$ 75,000.00	$ 102.00	$ 10,200.00
							$ -
				Total Estimated Cost Schedule 1	$ 500,125.00		$ 665,571.90

SCHEDULE 2 - GA TERMINAL GENERATOR

Bid Item No.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT COST	TOTAL	UNIT COST	TOTAL
200	Install Salvaged 35kW Generator w/ New ATS - Complete	1	LS	$ 60,000.00	$ 60,000.00	$ 44,967.00	$ 44,967.00
201	Connect into Natural Gas Service	1	LS	$ 15,000.00	$ 15,000.00	$ 3,011.00	$ 3,011.00
				Total Estimated Cost Schedule 2	$ 75,000.00		$ 47,978.00
				Total Estimated Cost All Schedules	$ 575,125.00		$ 713,549.90

The following page(s) contain the backup material for Agenda Item: 9:45 District Support Grant, Bennor Estates ISD

*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

TO: Board of County Commissioners

SUBJECT: District Support Grant Application From: **Bennor Estates**

DATE: 5/16/2023

Bennor Estates has submitted a District Support Grant application in the amount of $8,004.88 for gravel, blading, and dust control on district roads

SECTION 2 - Grant Type and Priority **Priority 6, Gravel Road**

SECTION 3 - Costs and Eligibility **Enlargement Eligible?** **Yes**

Total Number of District Lots:	46					
Total allowable grant over a 5-yr period:	46	lots	@	$1,500	$	69,000
Total amount of Grants approved over current 5-yr period:					$	24,580
Total amount not subject to $1500/lot limitation					$	-
Remaining Grant eligibility this current 5-yr period:					$	44,420
Current Fiscal Year Awards	$ -					O.K.
Remaining Eligibility this Fiscal Year	$ 50,000	O.K.				

SECTION 4 - Compliance

Bennor Estates District is compliant with the elections office per a 4/19/2023 memo

SECTION 5 - Analysis

Total Estimated Project Cost: $32,019.50

Priority 6, Gravel Road (PR-6) 50% up to $50,000 drainage, 33% up to $50,000 connecting roads, 25% up to $50,000 gravel

%	Total	Grant	Item
100		$0.00	
50		$0.00	
33		$0.00	
25	$32,019.50	$8,004.88	gravel, road blading, and dust control
Totals	$32,019.50	$8,004.88	

SECTION 6 - Recommendation

I recommend the Board approve the District Support Grant request from **Bennor Estates** Improvement and Service District in an amount not to exceed $8,004.88 for gravel, blading, and dust control on district roads

Funding History	
5 year	$24,580
10 year	$47,335
Since Incept	$66,900

Approved? Y or N	$	Date Approved	

22.20

Campbell County

MAY - 4 2023

DISTRICT SUPPORT GRANT APPLICATION

District Name: Bennor Estates ISD Requested Amount: $8,004.88

Mailing Address: PO Box 2544, Gillette, WY 82717

Contact Person: Lynne Gray, President

Day Time Phone: 307-685-9206 307-631-8843

Application is requesting financial assistance to form a District? Yes_____ No X

Applicant is requesting financial assistance for connection to regional water? Yes_____ No X

Is the project anticipated to be complete in the next 18 months? Yes X No_____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
Blade all roads in the District (8,380 feet), add crushed concrete/asphalt blend (50/50) on Danielle - from the intersection with Force Road to the intersection with Austin (approximately 1,700 feet). Repair washed out area. Dust control on all roads.

Total project cost (estimated) (itemize on separate sheet: $32,019.50
Crown Grading Estimate $23,019.50
Dustbusters Estimate $9,000.00

Projected start date: 05/16/23 Projected completion date: 11/30/23

Briefly describe why the project is needed:
The District adds material to a section of road each year. Dust control is applied annually to keep the dust down on the roads.

Governing Board members: Lynne Gray, President / Cody Engstrom, Vice President / Katie Balamut, Secretary/Treasurer

Acreage (approximate) of district or proposed district: 131.22 acres (approximately)
Date of district formation (if applicable) December 19, 2006

Number of lots: 47

Population of District: 138 (approximately)

Ratio of Developed and undeveloped land: 46 lots improved / 1 lot unimproved

Is area legally platted? Yes

District boundary map included? Yes

Is District Zoned? Yes If so, what is it zoned? R-R

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

FINANCIAL INFORMATION

Current Mill Levy for the Subdivision $ 72.899.07

Current Assessed Valuation (County Assessor's Office) $ 1,067,048.00

Current Indebtedness $ 0.00

Current Income statement and balance sheet $ 162,295.64

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)
Annual assessments per lot: $1,560 per year for roads & water. Water Overage Charges: $3.01 per 1,000 gallons for water used above 10,000 gallons per month.

Will project generate user fees, charges, other revenues or income revenue? Yes____ No X

List and describe other potential funding sources:
None

Other pending applications for funding:
None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:
None

Respectfully submitted,

Lynne Gray

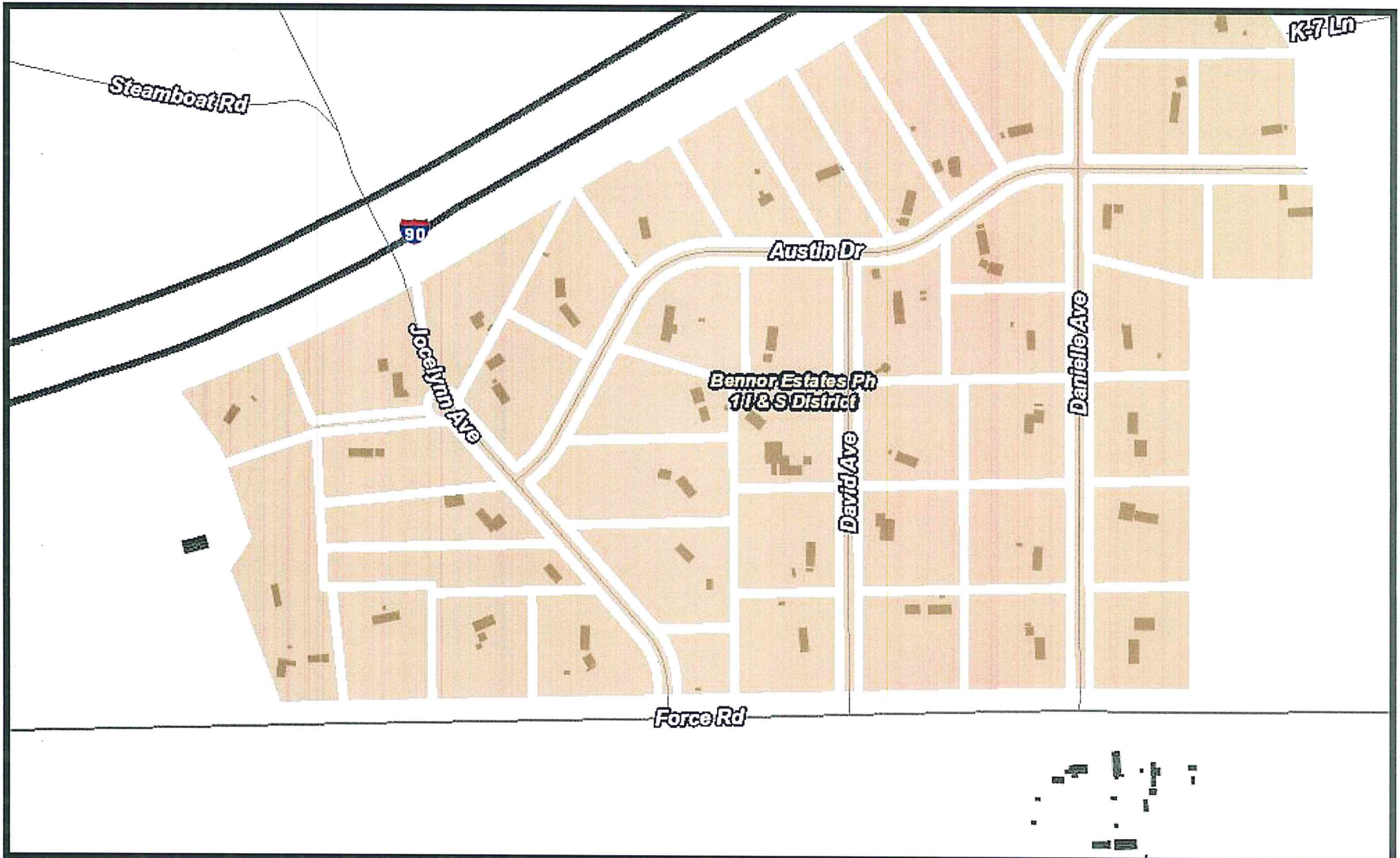
Title: Board President

(SEAL)

Attest:

Helen Ann Cathey

~~Secretary~~ Bookkeeper/Assistant



Campbell County
wyoming

Date: 5/9/2023
Time: 7:14:30 PM

N

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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

The following page(s) contain the backup material for Agenda Item: 9:50 District Support Grant, Rocky Point ISD

*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

TO: Board of County Commissioners

SUBJECT: District Support Grant Application From: **Rocky Point I&S**

DATE: 5/16/2023

Rocky Point I&S has submitted a District Support Grant application in the amount of $805.20 for additional crushed asphalt

SECTION 2 - Grant Type and Priority **Priority 6, Gravel Road**

SECTION 3 - Costs and Eligibility **Enlargement Eligible?** **Yes**

Total Number of District Lots:	29				
Total allowable grant over a 5-yr period:	29	lots	@	$1,500	$ 43,500
Total amount of Grants approved over current 5-yr period:					$ 16,667
Total amount not subject to $1500/lot limitation					$ 12,124
Remaining Grant eligibility this current 5-yr period:					$ 38,957
Current Fiscal Year Awards	$ 2,726				O.K.
Remaining Eligibility this Fiscal Year	$ 47,274	O.K.			

SECTION 4 - Compliance

Rocky Point I&S District is compliant with the elections office per a 3/30/2023 memo

SECTION 5 - Analysis

Total Estimated Project Cost: $2,440.00

Priority 6, Gravel Road 0

%	Total	Grant	Item
100		0.00	
50		0.00	
33	2,440.00	805.20	additional crushed asphalt
25		0.00	
Totals	2,440.00	805.20	

SECTION 7 - Recommendation

I recommend the Board approve the District Support Grant request from **Rocky Point I&S** Improvement and Service District in an amount not to exceed $805.20 for additional crushed asphalt

Funding History	
5 year	$16,667
10 year	$31,432
Since Incept	$36,774

Approved? Y or N	$	Date Approved	

22.19

Campbell County

MAY - 1 2023

DISTRICT SUPPORT GRANT APPLICATION

District Name: Rocky Point W/S Dist Requested Amount: $805.20

Mailing Address: Po Box 3533 Gillette, WY 82717

Contact Person: Rebecca Vondrak

Day Time Phone: (307) 686-1511 or (307) 257-3839

Is applicant requesting financial assistance to form a District? Yes____ No X

Is Applicant requesting financial assistance for connection to regional water? Yes____ No X

Is the project anticipated to be complete in the next 18 months? Yes X No____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
After current Road work it came to the Boards attention that they needed 4 more loads of material to properly finish the work they started.
Total project cost (estimated) (itemize on separate sheet): $2,440

Projected start date: As soon as possible Projected completion date: End of May

Briefly describe why the project is needed:
The Road way is in need of an additional 4 loads of crushed asphalt to properly complete the Road Work on Rocky Point Dr.
Governing Board members: Clyde Dunn, Dan Adams, Rod Coulter, Dedric Moore, Tom Holm

Acreage (approximate) of district or proposed district: 76.09

Date of district formation (if applicable) N/a

Number of lots: 30 lots

Population of District: N/a

Ratio of developed and undeveloped land: None, undeveloped

Is area legally platted? Yes

District boundary map included? yes

Is District zoned? yes If so, what is it zoned? residential

Is District in compliance with the Elections Office? (Submit letter of compliance). yes

FINANCIAL INFORMATION

Current Mill Levy for the Subdivision $ 16.97

Current Assessed Valuation (County Assessor's Office) $ 943,303

Current Indebtedness $ None

Current Income Statement and Balance Sheet Average yearly income $44,000
$ Acct. Balance as of 3/23

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)
$105 per month HOA/water ASSESSment w/ Boise rate metered water

Will project generate user fees, charges, other revenues or income revenue?

Yes____ No X

List and describe other potential funding sources:
None

Other pending applications for funding:
None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:
N/A

Respectfully submitted,

Dean Williams

Title: Vice president

Attest:

Rod J Coulthard

Secretary



Campbell County
wyoming

N

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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: 3/31/2023
Time: 1:32:17 PM

The following page(s) contain the backup material for Agenda Item: 9:55 District Support Grant, Rustic Hills ISD

*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

TO: Board of County Commissioners

SUBJECT: District Support Grant Application From: **Rustic Hills I&S**

DATE: 5/16/2023

Rustic Hills I&S has submitted a District Support Grant application in the amount of $8,800.00 for road blading, W base gravel, and dust control on main roads

SECTION 2 - Grant Type and Priority **Priority 6, Gravel Road**

SECTION 3 - Costs and Eligibility **Enlargement Eligible? No**

Total Number of District Lots:	39					
Total allowable grant over a 5-yr period:	39	lots	@	$1,500	$	58,500
Total amount of Grants approved over current 5-yr period:					$	13,031
Total amount not subject to $1500/lot limitation					$	2,210
Remaining Grant eligibility this current 5-yr period:					$	47,679
Current Fiscal Year Awards	$ -					O.K.
Remaining Eligibility this Fiscal Year	$ 50,000	O.K.				

SECTION 4 - Compliance

Rustic Hills I&S District is compliant with the elections office per a 4/17/2023 memo

SECTION 5 - Analysis

Total Estimated Project Cost: $35,200.00

Priority 6, Gravel Road (PR-6) 50% up to $50,000 drainage, 33% up to $50,000 connecting roads, 25% up to $50,000 gravel

%	Total	Grant	Item
100		$0.00	
50		$0.00	
33		$0.00	
25	$35,200.00	$8,800.00	road blading, W base gravel, and dust control
Totals	$35,200.00	$8,800.00	

SECTION 6 - Recommendation

I recommend the Board approve the District Support Grant request from **Rustic Hills I&S** Improvement and Service District in an amount not to exceed $8,800.00 for road blading, W base gravel, and dust control on main roads

Funding History	
5 year	$13,031
10 year	$14,007
Since Incept	$16,430

Approved? Y or N	$	Date Approved	

22.17

Campbell County

APR 2 1 2023

DISTRICT SUPPORT GRANT APPLICATION

District Name: Rustic Hills ISD Requested Amount: $8,800.00

Mailing Address: #1 Rustic Hills Road, Rozet, WY 82727

Contact Person: Ron Schabot, President

Day Time Phone: 307-680-2459

Application is requesting financial assistance to form a District? Yes_____ No X

Applicant is requesting financial assistance for connection to regional water? Yes_____ No X

Is the project anticipated to be complete in the next 18 months? Yes X No_____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
Blade and re-crown roads. Add 600 tons W-Base in the first two miles where needed and apply dust control on two miles of District roads.

Total project cost (estimated) (itemize on separate sheet: $35,200.00

Projected start date: May 5, 2023 Projected completion date: May 5, 2024

Briefly describe why the project is needed:

There are approximately 5.5 miles of roads in the District. This project is to re-crown / blade all roads, add 600 tons W-Base in the first two miles where needed and to apply dust control to two miles of the most heavily travelled roads to reduce dust and help bind the material in the road, holding the material on the road and prolonging the life of the road.

Governing Board members: Ron Schabot, President / Char Mashak, Vice President / Koral Graham, Secretary/Treasurer

Acreage (approximate) of district or proposed district: 960 +/- acres

Date of district formation (if applicable) July 30, 1992

Number of lots: 39 lots (35 lots assessed – per owner assessment)

Population of District: 74 (approximately)

Ratio of Developed and undeveloped land: 33 to 1

Is area legally platted? Yes

District boundary map included? On file

Is District Zoned? No If so, what is it zoned? _____

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

FINANCIAL INFORMATION

Current Mill Levy for the Subdivision $ 28,700.00

Current Assessed Valuation (County Assessor's Office) $ 991,358

Current Indebtedness $ 0.00

Current Income statement and balance sheet $ $41,144.82 (Bank Balance)

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)

District maintains roads - $820.00 per owner assessed per year through County Assessments.

Will project generate user fees, charges, other revenues or income revenue? Yes____ No X

List and describe other potential funding sources:

None

Other pending applications for funding:

None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:

None

Respectfully submitted,

(SEAL)

Ron Schabot

Title: President HC

Attest:

Secretary/Treasurer VP



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: 4/24/2023
Time: 4:53:06 PM

The following page(s) contain the backup material for Agenda Item: 10:00 District Support Grant, Stone Gate Estates ISD

*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: **Stonegate I&S**

DATE: 5/16/2023

Stonegate I&S has submitted a District Support Grant application in the amount of $16,271.25 for blading, Mag chloride and limestone roadbase

SECTION 2 - Grant Type and Priority **Priority 6, Gravel Road**

SECTION 3 - Costs and Eligibility **Enlargement Eligible?** **Yes**

Total Number of District Lots:	67				
Total allowable grant over a 5-yr period:	67	lots	@	$1,500	$ 100,500
Total amount of Grants approved over current 5-yr period:					$ 87,529
Total amount not subject to $1500/lot limitation					$ 26,869
Remaining Grant eligibility this current 5-yr period:					$ 39,840
Current Fiscal Year Awards	$ -				O.K.
Remaining Eligibility this Fiscal Year	$ 50,000	O.K.			

SECTION 4 - Compliance

Stonegate I&S District is compliant with the elections office per a 4/11/2023 memo

SECTION 5 - Analysis

Total Estimated Project Cost: $65,085.00

Priority 6, Gravel Road (PR-6) 50% up to $50,000 drainage, 33% up to $50,000 connecting roads, 25% up to $50,000 gravel

%	Total	Grant	Item
100		$0.00	
50		$0.00	
33		$0.00	
25	$65,085.00	$16,271.25	blading, Mag chloride and limestone roadbase
Totals	$65,085.00	$16,271.25	

I recommend the Board approve the District Support Grant request from **Stonegate I&S** Improvement and Service District in an amount not to exceed $16,271.25 for blading, Mag chloride and limestone roadbase

Funding History	
5 year	$87,528
10 year	$100,073
Since Incept	$203,965

Approved? Y or N	$	Date Approved	

22.16

Campbell County

APR 18 2023

DISTRICT SUPPORT GRANT APPLICATION

District Name: Stone Gate Estates ISD Requested Amount: $16,271.25

Mailing Address: PO Box 992, Gillette, WY 82717

Contact Person: Bobby Schmitz, President

Day Time Phone: 307-680-4920

Application is requesting financial assistance to form a District? Yes_____ No X

Applicant is requesting financial assistance for connection to regional water? Yes_____ No X

Is the project anticipated to be complete in the next 18 months? Yes X No_____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
The Stone Gate I&S 2023 road upgrade project will include 3 specific tasks:

1) Blading of the 4.75 miles of the Stone Gate I&S road system and repairs to several soft spots located within the subdivision.

2) An application of magnesium chloride dust control product to the entire 4.75 miles of Stone Gate I&S road system and

3) Addition of approximately 1,262 tons of crushed limestone meeting a grading W road base specification to the 0.77-mile length of Stone Gate Avenue and 95 tons of crushed limestone meeting a grading W road base to several soft spots located throughout the subdivision.

Total project cost (estimated) (itemize on separate sheet: $65,085.00
Projected start date: April 15, 2023 Projected completion date: December 31, 2023
Briefly describe why the project is needed:
The District does a road project every year to maintain quality roads by applying a layer of new rock once every five years on different sections of roads each year. Dust control is applied each year on all of the roads. The District ended up not putting rock down on Stone Gate Avenue last year as we felt the road didn't require more rock at that time. We just did a blading and dust control application. This year we will continue with our annual program of adding rock and applying dust control.

Governing Board members: Bobby Schmitz, President / Jodi Schilling, Secretary / Travis Given, Treasurer

Acreage (approximate) of district or proposed district: 1,340 acres +/-

Date of district formation (if applicable) February 28, 1992

Number of lots: 67 parcels

Population of District: 170 (approximately)

Ratio of Developed and undeveloped land: 65 improved lots and 2 unimproved lots

Is area legally platted? Yes

District boundary map included? Yes

Is District Zoned? Yes If so, what is it zoned? RS

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

FINANCIAL INFORMATION

Current Mill Levy for the Subdivision $ $95,040 (assessments)

Current Assessed Valuation (County Assessor's Office) $ 3,115,022

Current Indebtedness $ 0.00

Current Income statement and balance sheet $ 416,899.81 (bank balance)

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)
District maintains water and roads and manages covenants – The District's annual assessment is $1,440 per improved lot assessed per year. Water meters are read monthly in summer months. The base rate of $1,440 per year includes 20,000 gallons of water per month. Overages are billed as follows:

$3.09 per 1,000 for 20,000 to 50,000 gallons
$5.00 per 1,000 for 50,000 to 100,000 gallons
$10.00 per 1,000 for over 100,000 gallons

Will project generate user fees, charges, other revenues or income revenue? Yes____ No X
List and describe other potential funding sources:
None
Other pending applications for funding:
None
Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:
None

Respectfully submitted,

Bob Schmitz

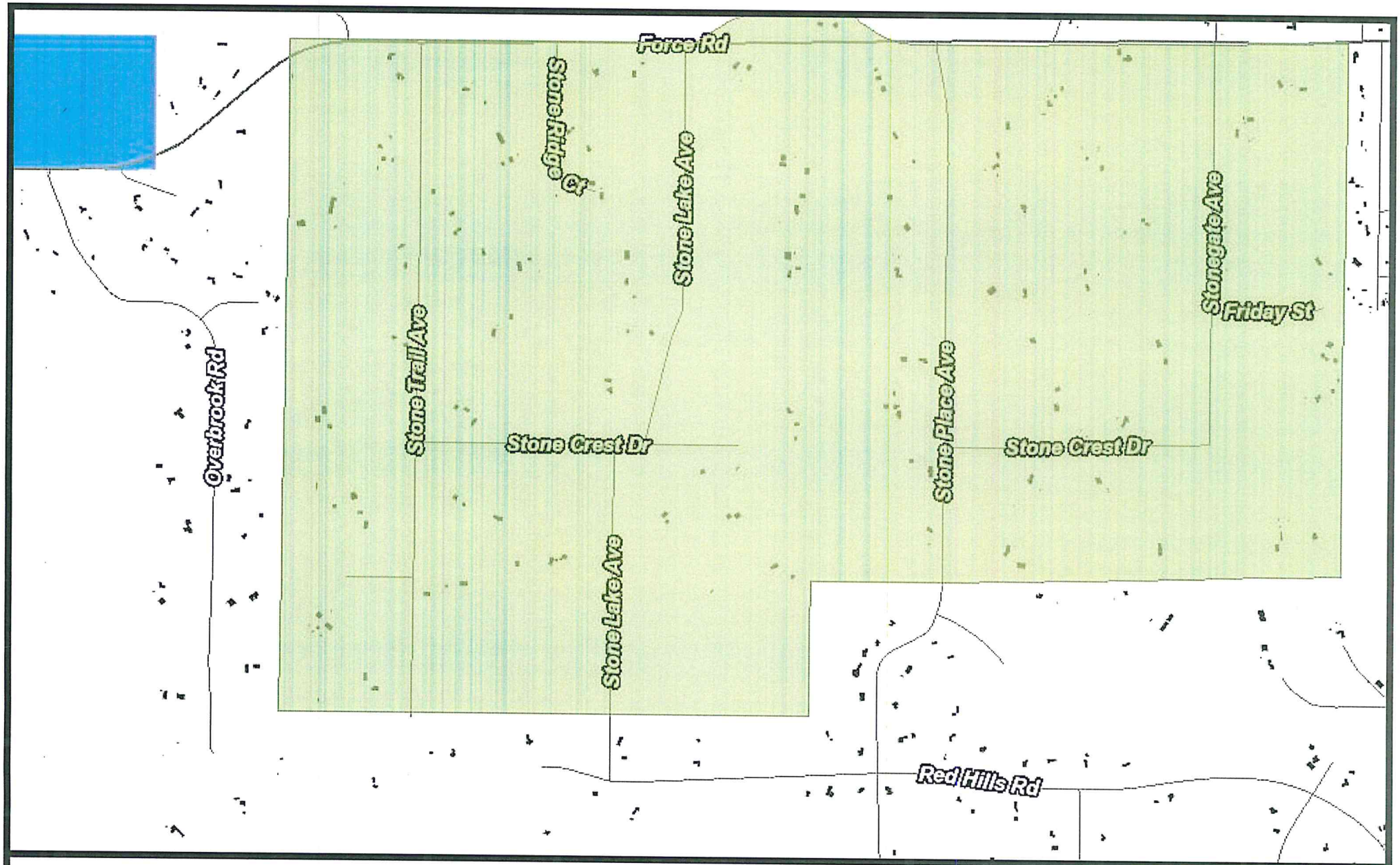
(SEAL)

Title: President

Attest:

~~Secretary~~ TREASURER

Revised November 2013



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: 4/18/2023
Time: 9:24:29 AM

The following page(s) contain the backup material for Agenda Item: 10:05 Courtroom Remodel CMAR Contract

*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: Board of Commissioners

FROM: Matt Olsen, Public Works Director/ Clark Melinkovich Senior Engineer MPO CM

DATE: May 16, 2023

SUBJECT: Courtroom Remodel CMAR

The goal for the Courtroom Remodel Project is to have phase 1, which consists of the remodeled district courtroom along with the new judge, clerk, and reporter office, complete by the time the legislature meets in January 2024 so that funding for a 4th District Court judge can be appropriated.

During the past 15 years, the Construction Manager at Risk (CMAR) process has been used in Campbell County for large, capital construction projects. This process is approved by state statutes (16-6-701 a vii). It has been a successful delivery method and has helped Public Works to complete large building projects within budgets, even during times when construction markets were fluctuating drastically.

The County's current Purchasing/Procurement Policy & Procedures states that the CMAR delivery method is "recommended for projects of $3M or more and require several construction trades and subcontracts"

A CMAR is hired to represent the Owner and provide professional services during a project by overseeing the construction and managing the subcontractors, construction progress, and budget. The CMAR receives a set fee for their services and their goal is to provide a successful project as they are obligated or "at risk" to the owner to complete the project on time and at a guaranteed maximum price (GMP) .

Van Ewing Construction is a quality local company that has done extensive work in the area and has completed many successful projects for the County utilizing the CMAR delivery method. Just a sample of those projects include Public Health, Courthouse 2006 Expansion, Sheriff's Office expansion, Wright Recreation Center, and Children's Center expansion.

For Part 1 of the CMAR scope of work, Van Ewing Construction will analyze the labor and bidding market, assess the project and provide any value engineering recommendations regarding products and material availability. They will then bid out the project to subcontractors and bring the County a Guaranteed Maximum Price (GMP) for the project and commit to a schedule for each phase of the project.

Once the County receives the GMP, they will have the option to move forward with the project at the proposed price and timeline. If the County decides to move forward, a contract for Part 2 will be executed, to proceed with the construction of the project.

Public Works recommends that Van Ewing Construction be selected to provide CMAR services Part 1- Preconstruction Services in the amount of $2,500.

CONTRACT FOR CONSTRUCTION MANAGER AT RISK SERVICES
PART 1: PRECONSTRUCTION

THIS AGREEMENT is entered into by and between CAMPBELL COUNTY BOARD OF COMMISSIONERS (hereinafter "Owner") whose address is 500 S. Gillette Avenue Suite 1100, Gillette, Wyoming 82716, and Van Ewing Construction, Inc. (hereinafter CMAR) whose address is 5650 Magnuson Blvd, Gillette WY 82718

WHEREAS, Owner has preliminarily selected CMAR to provide professional services for the bidding and construction of The Campbell County Courtroom Remodel to be located at 2nd level of existing courthouse, 500 South Gillette Ave, Gillette Wyoming, 82716 (hereinafter "Project"); and

WHEREAS, Owner desires to have the project completed in the most economical and efficient manner in order to construct the best project for the budgeted amount;

NOW, THEREFORE, IT IS AGREED as follows:

1. Description of Work.

a. CMAR shall consult with Owner and shall carefully analyze the information furnished by Owner concerning requirements of the Project, including, but not limited to, any design, construction, scheduling, budgetary or operational requirements, limitations and objectives.

b. CMAR shall provide recommendations to Owner on construction feasibility, availability of materials and labor, time requirements for installation and construction, recommendations on schedules for procurement of long lead time items, cost factors (including, without limitations, costs of alternative materials or design, preliminary budgets and possible costs savings), and other matters necessary to accomplish the Project in accordance with Owner's occupancy schedule and project construction budget. CMAR shall consult with local subcontractors regarding these items.

c. CMAR shall seek to develop subcontractor and supplier interest in the Project and will advertise for and solicit prequalification statements from interested sub-contractors. CMAR will endeavor to solicit and pre-qualify local subcontractors for the Project. Owner may designate specific persons or entities from which CMAR shall solicit pre-qualifications. CMAR shall evaluate all subcontractor pre-qualification statements and, with input from Owner and architect, determine which subcontractors qualify for submitting bids on which portions of the work, based on the subcontractor's financial stability, past experience, ability to perform the work, references and other related items.

d. CMAR will prepare and issue bid packages for all of the Work required to complete the Project. CMAR shall obtain bids from subcontractors who have been pre-qualified and from suppliers of materials or equipment for the work. CMAR shall inform prequalified subcontractors and suppliers of material or equipment of the deadline for submitting a bid. Bids from subcontractors not prequalified will not be accepted. CMAR may submit bids for portions of the work which it normally performs with its own resources. Bids shall be submitted in sealed envelopes, opened and read aloud in a public bid opening. If CMAR is submitting a bid for any portion of the Work, its bid shall be provided 24 hours prior to the scheduled bid opening. CMAR shall analyze the bids and complete a bid tabulation to be presented to Owner. A minimum of two (2) responsible bids per bid package shall be obtained. If two responsible bids cannot be obtained, proof of due diligence to garner the bids shall be provided to Owner.

e. Public Contract Requirements. CMAR will comply with all Wyoming contractor preference laws and laws pertaining to public works projects including, but not limited to, W. S. §16-6-101 through §16-6-107 and W.S.§16-6-201 et.al. CMAR shall not subcontract more than thirty percent (30%) of the Work to be performed under this contract to nonresident contractors. CMAR shall comply with W. S. §16-6-107 which provides that all public buildings or other public structures constructed in Wyoming shall be constructed and maintained by material produced and manufactured in Wyoming if Wyoming materials are suitable and can be furnished in marketable quantities; provided, however, this provision shall not be enforced in any manner which conflicts with federal statutes, rules or regulations. CMAR shall comply with W. S. §16-6-203 which provides that in the construction, reconstruction, improvements, enlargement, alteration or repair of any public works project or improvement for any political subdivision or governmental unit of the State of Wyoming, Wyoming labor shall be used except other laborers may be used when Wyoming laborers are not available for employment from within the State or are not qualified to perform the work involved; provided, however, this provision shall not be enforced in any manner which conflicts with federal statutes, rules or regulations. As required by W. S. §16-6-104, resident laborers shall be used upon all work enumerated in W. S. §16-6-102 whenever possible, and Wyoming materials and products of equal quality and desirability shall have preference over materials or products produced outside the State. As required by W. S. §16-6-106, all requests for bids and proposals for materials, supplies, agricultural products, equipment, and machinery for the construction of the Project shall contain the following language: “Preference is hereby given to materials, supplies, agricultural products, equipment, machinery, and provisions produced, manufactured or grown in Wyoming, or supplied by a resident of the State, quality being equal to articles offered by the competitors outside the State.” The CMAR shall comply with W. S. §16-6-1001. Any waiver provided for under W.S. §16-6-1001 shall be submitted in writing to the Board of Campbell County Commissioners for its written consideration.

f. CMAR shall establish a Guaranteed Maximum Price for the Project. This amount shall be the amount CMAR guarantees to be the maximum cost to Owner for construction of the Project.

g. CMAR shall develop a project schedule for the completion of the construction of the Project as further set forth below.

2. Value Engineering. Value Engineering is analyzing the design and materials of the proposed facility, with a goal of achieving the essential functions at the lowest life-cycle cost consistent with required performance, reliability, quality, and safety. CMAR shall provide the Owner and Architect with recommendations on Value Engineering options along with information on the potential benefits and cost savings those options would bring to the project. During the Value Engineering the CMAR will consider the: proposed designs, construction feasibility, status of availability of labor and materials, construction cost factors, and impacts on schedules.

3. Guaranteed Maximum Price (GMP).

a. Once all the bidding is complete, CMAR shall submit the GMP for the Project.

b. The GMP shall include the cost of the work, the CMAR's contingency, and the CMAR's fees.

c. The following shall be included as the basis for GMP.

i. A list of the drawings and specifications used to prepare the GMP.

ii. A list of the clarifications and assumptions made in preparing the GMP.

iii. A list of the allowances and a statement for their basis.

iv. A list of the estimated costs organized by bid schedules, and trade categories, and allowances, contingency, and other items, including the construction management fee that will comprise the GMP.

v. An itemized list of direct costs for construction, listing in detail what is contained in each item.

vi. A schedule listing the construction start date and a date the Project will be substantially complete and ready for final completion and occupancy for each phase of the project.

vii. A list of value engineering options, proposed by the CMAR, and the estimated cost savings to the project for each option.

d. **Acceptance of GMP**

i. Owner, at its sole option and discretion, may accept or reject the GMP, or attempt to renegotiate the GMP with CMAR (with the right to cease negotiations at any time and reject the GMP). CMAR shall not withdraw the GMP for a period of 45 days from the date presented.

ii. If Owner accepts the GMP or if Owner and CMAR successfully negotiate revisions to the GMP, and the Owner chooses to move forward with construction of the project, a separate agreement for construction services will be required. An exhibit to that agreement will define the GMP in detail and will include at a minimum each of the items described in section 3.c.

iii. CMAR shall not commence work on the Project until Owner and CMAR have entered an agreement regarding construction services and the Owner has issued a Notice-to-Proceed.

4. Compensation for Services Owner shall pay Contractor the sum of **$2500** for completion of the work required under this agreement. If progress payments are requested, Owner must agree to the fraction of the work that each requested progress payment represents. In the event Owner and CMAR enter into an agreement for the performance of construction services for the Project, the compensation for this agreement shall be deducted from the compensation due Contractor under the construction services agreement.

5. Additional Provisions.

a. CMAR shall work together with the Architect and design team to perform the work required under this agreement. Work shall be performed to the satisfaction of Architect and Owner.

b. Contractor shall complete the work required under this agreement on or before **June 15, 2023**.

6. Entire Agreement. This document represents the entire and integrated agreement between Owner and Contractor and may be amended only by a written instrument signed by both parties.

CAMPBELL COUNTY BOARD

OF COMMISSIONERS (Owner):

Signature:_____

Name: Colleen Faber

Title: Chairman

Dated: May 16, 2023

VAN EWING CONSTRUCTION, INC. (CMAR):

Signature:_____

Name: **Jake Ewing**

Title: **President**

Dated: **5/11/2023**

The following page(s) contain the backup material for Agenda Item: 10:10 EMPG-ARPA Grant Award Agreement

*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.

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

Campbell County
wyoming

Denton Knapp
Executive Director of Administration

BOARD OF COMMISSIONERS
Colleen Faber, Chairman
Roy Knutson
Jim Ford
Del Shelstad
Kelley McCreery

Grant Contract Approval Form

Instructions: *Fill out upon review by legal and risk management. Submit to Commissioner's Office with grant contract to be approved and signed.*

Date of Commissioner's Meeting 5/16/2023

Title Emergency Management Program Grant - EMPG ARPA - Remote Control for Siren System

Agency Wyoming Department of Homeland Security

Recipient Campbell County Emergency Management Agency

Funding Source U.S. Dept of Homeland Security - Federal Emergency Management Agency

Federal – CFDA/ALN ☑ 97.042

State – State grant identifying number ☐ 21-EMPG-ARP-CAM-GCF21-2

Other – Please explain:

Please mark as applicable:

☐ **Annual Contract Award** ☑ **New Contract Award** ☐ **Amendment to Contract Award**

☑ **Includes Capital Assets** ☑ **Bid/Request for Proposals Required** ☑ **Match Fund Required - Request Form Required**

Date range of contract 10/1/2020-3/30/2024

Amount Awarded $15,000

Amount Applied for: $15,000 with $15,000 county match

Summary EMPG ARPA funding for the purchase of a remote control system for our public warning system.

$15,000 match required (see attached)

Date of Legal Review 5/1/2023

Date of Risk Management Review 5/1/2023

Approval Signature

Chairman, Colleen Faber

Clerk's Office

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

Campbell County
wyoming

Denton Knapp
Executive Director of Administration

BOARD OF COMMISSIONERS
Colleen Faber, Chairman
Roy Knutson
Jim Ford
Del Shelstad
Kelly McCreery

Match Fund Approval Form

Instructions: *Fill out upon review by legal and risk management. Submit to Commissioner's Office with grant contract to be approved and signed.*

Date of Commissioner's Meeting 4/18/2023

Title of Grant Requiring Match: EMPG ARPA - Sirens

Department Requesting Match: Emergency Management

Is matching fund request a re-allocation of deparment budget? [✓]

Attach budget/Indicate account where match is budget: I70013-69800 to I7041I-66900

If matching fund is not a re-allocation, please provide details on where new matching funds are located or detail a request:

Requesting to re-allocate budget for match.

Please mark as applicable:

[ ] **Annual Contract Award** [✓] **New Contract Award** [ ] **Amendment to Contract Award**

[✓] **Includes Capital Assets** [✓] **Bid/Request for Proposals/Sole Source Procurement Approval Required**

Date range of grant contract executed upon receipt of

Grant Request Amount $15,000 **Match Request Amount** $15,000 **Match Request % of Total Award** 50%

Summary

Option 1: Re-allocate budget proposed
Option 2: Use County 1 % for match.
Proposed that money be re-allocated to be the 50% local match for this project. Historically public warning sirens have been funded out of the Optional 1 % Tax funds and if there is funding available in that account, that could be another appropriate revenue source for this project based on the categories established by the 1 % resolution.

Clerk's Office Approval

Approval Signature

Colleen Faber

Chairman, Colleen Faber

Contract #: 230761

Entry Date: 4/24/2023 6:03:34 PM

WYOMING ATTORNEY GENERAL'S OFFICE

MAY 09 2023

Jodi A. Darrough
APPROVED AS TO FORM
with changes

Department: Wyoming Office of Homeland Security

Agency Contact: Erickson, Darryl (OHS)

Phone: 307-777-4917

Other Agency Contact:

Client Comments:

Contractor/Vendor Name: Campbell County

Contract Title: 21-EMPG-ARP-CAM-GCF21-2 Remote Control for Siren System

Contract Type: Grant Agreement - Federal

Contract Amount: 15000.0000

Contract Effective Date:

Contract Expiration Date: 3/30/2024 12:00:00 AM

Status: AG Approved as to Form

RETURN VIA: Ink Signature - Inter-agency Mail

Assigned Attorney: Jodi Darrough

GRANT AWARD AGREEMENT BETWEEN
WYOMING OFFICE OF HOMELAND SECURITY
AND
CAMPBELL COUNTY

Subrecipient Grant Award Agreement for U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA), Grant Programs Directorate, Emergency Management Performance Grant Program – American Rescue Plan Act (EMPG-ARPA) Fiscal Year 2021

Subrecipient:	**Campbell County**
UEI #	**W8QKYMHVL4Z3**
Federal Award Amount:	**$15,000.00**
Local Match Amount:	**$15,000.00**
Period of Performance:	**October 1, 2020 through March 30, 2024**
CFDA #:	**97.042**
DHS Grant Code:	**EMD-2021-EP-00013**
Project ID:	**21-EMPG-ARP-CAM-GCF21-2**

1. **Parties.** The parties to this Grant Award Agreement (Agreement) are the **Wyoming Office of Homeland Security** (Agency), whose address is: 5500 Bishop Boulevard, Cheyenne Wyoming 82002, and Campbell County (Subrecipient), whose address is: 500 S. Gillette Ave, Ste 202, Gillette, WY 82716.

2. **Purpose of Agreement.** The purpose of this Agreement is to provide federal funds to assist state, local, territorial, and tribal governments in preparing for all hazards. The FY 2021 EMPG-ARPA Program will provide federal funds to assist state, local, territorial, and tribal emergency management agencies to obtain the resources required to support the implementation of the National Preparedness System and the National Preparedness Goal of a secure and resilient Nation. DHS encourages EMPG-ARPA recipients and subrecipients to prioritize grant funding toward investments that address capability targets and gaps identified through the annual Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) process. Recipients and subrecipients should use grant funds to increase capability for high-priority core capabilities with low capability levels, validate capability levels, and maintain or sustain current capabilities.

   Project expenditures must align with the approved scope of work described in Attachment A, Project Description, which is attached to and incorporated into this Agreement by this reference. This award is not for the purposes of Research & Development (R&D) as defined in 2 CFR 200.87.

3. **Funding Authority.** The funds the Agency will distribute to Subrecipient under this Agreement are drawn from grant funds distributed to the State of Wyoming by the Fiscal Year 2021 U.S. Department of Homeland Security, Federal Emergency Management Agency Grant Program Directorate, and Emergency Management Performance Grant

Program-American Rescue Plan Act. The program is authorized by Section 662 of the Post-Katrina Emergency Management Reform Act of 2006 (PKEMRA), as amended, (Pub. L. No. 109-295) (6 U.S.C. § 762); the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Pub. L. No. 93-288) (42 U.S.C. § 5121, *et seq.*); the Earthquake Hazards Reduction Act of 1977, as amended (Pub. L. No. 95-124) (42 U.S.C. § 7701, *et seq.*); and the National Flood Insurance Act of 1968, as amended (Pub. L. No. 90-448) (42 U.S.C. § 4001, *et seq.*).

4. **Term of Agreement.** This Agreement is effective when all parties have executed it (Effective Date). The Period of Performance of the Agreement is from October 1, 2020 through March 30, 2024. All services shall be completed during this Period of Performance.

5. **Payment.**

A. The Agency agrees to pay the Subrecipient for the services described in Attachment A, Project Description. Total payment under this Agreement shall not exceed fifteen thousand dollars and no cents ($15,000.00). Payment shall be made within forty-five (45) days after receipt and approval of invoice pursuant to Wyo. Stat. § 16-6-602. Invoices shall be consistent with the current versions of the Reimbursement Request Form and the Expense Claim Form, each of which is incorporated herein by this reference; other applicable invoices and proof of payment, including relevant personnel paycheck stubs; and time and record keeping reports. Subrecipient shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Agreement. Subrecipient shall submit all invoices within forty-five (45) days after the end of the Period of Performance of this Agreement.

B. No payment shall be made for services rendered outside the Period of Performance of this Agreement or for activities commenced without prior approval, if prior approval is required. Should the Subrecipient 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 Subrecipient performs its duties and responsibilities to the satisfaction of Agency.

C. **Travel.** The payment of travel expenses related to the performance of this Agreement shall be allowed with prior approval from Agency and as set forth below. Subrecipient is expected to procure the most cost-efficient travel arrangements.

(i) Air Travel. The Agency agrees to reimburse the Subrecipient's approved air travel expenses related to the performance of this Agreement. Air travel shall be reimbursed based on actual costs, supported by a copy of the original receipt with the invoice. Subrecipient must select the lowest airfare (fares available in the market at the time of booking, preferably well in advance of trip to attain the lowest possible airfare). Subrecipient shall book

economy class fares for all domestic travel. First class bookings are not reimbursable.

(ii) Personal Vehicle. The Agency agrees to reimburse the Subrecipient's approved use of personal vehicle. Mileage shall be reimbursed at the current State rate per mile based on standard map mileage. Fuel will not be reimbursed.

(iii) Car Rental. The Agency agrees to reimburse the Subrecipient's approved car rental expenses related to the performance of this Agreement. Car rental expenses shall be reimbursed at actual costs, supported by a copy of the original receipt with the invoice. Subrecipient must select the lowest rental rates for an appropriate vehicle.

D. **Lodging.** The Agency agrees to reimburse Subrecipient's approved lodging expenses related to the performance of this Agreement. Lodging expenses shall be reimbursed at actual costs, supported by a copy of the original receipt with the invoice. The Subrecipient shall only invoice the Agency for the basic room rate, taxes, and lodging fees. The Agency is not responsible for incidental or miscellaneous expenses charged to the room. Incidental and miscellaneous expenses for which the Agency shall not be responsible include charges such as alcohol, internet, telephone charges, mini-bar, and movies.

E. **Meals.** The Agency agrees to reimburse Subrecipient's approved meal expenses related to the performance of this Agreement. Unless otherwise agreed upon, the Subrecipient shall be reimbursed for meals in accordance with the current U.S. General Services Administration rate per day. This reimbursement amount includes all meal, beverage, and refreshment expenses incurred during the day. Requests for reimbursement shall state the amount allowable for meals and list the actual number of travel days on the invoice.

6. **Responsibilities of Subrecipient.**

A. Subrecipient shall provide the project described in Attachment A.

B. **Point of Contact.** Subrecipient shall complete the Point of Contact Form, which is incorporated herein by this reference. Subrecipient agrees to keep the Agency up-to-date as to the name of the person acting as Subrecipient's primary contact person for this Agreement, including any change of contact person, address, or telephone information utilizing the Point of Contact Form. Subrecipient's primary contact person shall cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment of evaluation of any activities within this Agreement. An email address must be provided for the contact person and that email account must be checked regularly for new messages.

C. **Notice of Funding Opportunity (NOFO) and FEMA Preparedness Grants Manual.** Subrecipient agrees to comply with all of the requirements, instructions, guidance, limitations, and other conditions set forth in the FY 2021 EMPG Notice of Funding Opportunity (NOFO), incorporated herein by this reference, and the FEMA Preparedness Grants Manual, incorporated herein by this reference. Subrecipient shall read and ensure the necessary personnel are familiar with and adhere to the objectives, priorities, requirements, and restrictions of the EMPG-ARPA Program. Subrecipient agrees that all allocations and use of funds under this Agreement will be in accordance with the FY 2021 EMPG NOFO and the FEMA Preparedness Grants Manual.

D. **Environmental and Historic Preservation (EHP).** DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, though its Environmental and Historic Preservation (EHP) review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and Executive Orders. DHS/FEMA funded activities that may require an EHP review are subject to FEMA's EHP review process. This review does not address all federal, state, and local requirements. Subrecipient shall comply with all applicable federal, state, and local laws and shall provide any information requested by the Agency to ensure compliance with applicable requirements. Failure of subrecipient to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding. Projects that have potential to impact the environment, including but not limited to the construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in DHS/FEMA/EHP review process prior to work being started. To access the FEMA's EHP screening form and instructions, go to the DHS/FEMA website at https://www.fema.gov/media-library/assets/documents/90195. All relevant sections of this form must be completed. Subrecipient will submit the completed EHP screening form to the Agency for submission to FEMA. Subrecipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project description will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, Subrecipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, Subrecipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office.

E. **THIRA/SPR.** Subrecipient agrees to complete a whole community Threat and Hazard Identification Risk Assessment (THIRA) or Stakeholder Preparedness Report (SPR) or both, as required, by the deadline determined by the Agency during the entire period of performance of this Agreement. Failure to meet this requirement may result in the withholding of payment or future funding allocations or both.

F. **NIMS.** Subrecipient shall ensure and maintain adoption and implementation of the National Incident Management System (NIMS). Subrecipient must use standardized resource management concepts for resource typing, credentialing, and inventory in order to facilitate the effective identification, dispatch, deployment, tracking, and recovery of resources. Subrecipient shall update or modify their operational plans, and training and exercise activities, as necessary, to achieve conformance with the National Response Framework and NIMS implementation guidelines.

G. **Procurement.** Subrecipient shall use its own documented procurement procedures that reflect applicable state, local, territorial, and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 Code of Federal Regulations (C.F.R.) Part 200. These standards include, but are not limited to, providing for full and open competition consistent with the standards of 2 C.F.R. Part 200.319. All procurement activity must be conducted in accordance with Federal Procurement Standards 2 C.F.R. Part 200.317-200.326.

H. **Equipment.**

(i) Subrecipient may not use the funding provided under this Agreement to purchase equipment not specifically authorized in the Authorized Equipment List (AEL), which is incorporated into this Agreement by this reference, unless the proposed acquisition is reviewed by the Agency and approved by the U.S. Department of Homeland Security in writing prior to purchase. Unless otherwise stated, equipment must meet all mandatory regulatory or DHS/FEMA-adopted standards or both to be eligible for purchase using this Agreement. In addition, Subrecipient will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

(ii) Subrecipient agrees that, when practicable, any equipment or supplies purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security and administered by the Wyoming Office of Homeland Security."

(iii) Subrecipient shall maintain property records for all equipment purchased with EMPG-ARPA funds in accordance with 2 C.F.R. 200.313(d)(1) to include: a description of the property, a serial number or other identification number, the source of funding for the property, who holds title, the acquisition date, and cost of the property, percentage of federal participation in the project costs for the federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property. Subrecipient shall provide Agency with updated property records during the close-out of the Agreement.

(iv) If EMPG-ARPA funding is being used to provide emergency communications equipment and its related activities, Subrecipient shall comply with the SAFECOM Guidance for Emergency Communications Grants (SAFECOM Guidance), including provisions on technical standards that ensure and enhance interoperable communications.

I. Training.

(i) Training conducted using EMPG-ARPA funds should align to a current, multi-year Training and Exercise Plan (TEP) developed through an annual Training and Exercise Plan Workshop (TEPW) and build from training gaps identified in the THIRA/SPR process, exercises and real-world events. EMPG-ARPA funds used for training should support the nationwide implementation of NIMS. Subrecipient agrees to complete and update a local TEP in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) requirements and submit it to the Agency annually.

(ii) In addition to training activities aligned to and addressed in the TEP, Subrecipient shall ensure that all EMPG-ARPA funded personnel (full- and part-time) shall complete the following training requirements and provide Agency with proof of completion:

(a) IS-100 (any version), IS-200 (any version), IS-700 (any version), and IS-800 (any version); AND

(b) Professional Development Series (PDS) or the Emergency Management Professionals Program (EMPP) Basic Academy. These requirements can be found at: https://training.fema.gov as well as the EMPG Appendix of the FEMA Preparedness Grants Manual.

(iii) Per DHS/FEMA GPD Information Bulletin No. 432, July 19, 2018, Subrecipient is no longer required to request approval from FEMA for personnel to attend non-FEMA training as long as the training is coordinated with and approved by the SAA State Training Point of Contact, and falls within the FEMA mission scope and the jurisdiction's Emergency Operations Plan. All other requirements listed in this section still apply.

J. Exercises. Subrecipient shall participate in and/or conduct a minimum of five (5) exercises, including at least one (1) full-scale exercise, during a one (1) year period beginning October 1, 2020 and ending September 30, 2021. Subrecipient agrees to submit an After Action Report (AAR) to the Agency following each exercise. Exercises conducted with this Agreement should be managed and conducted consistent with the HSEEP.

K. **Emergency Operations Plan (EOP).** Subrecipient agrees to complete an Emergency Operations Plan (EOP) aligning with the requirements and guidelines of the Comprehensive Preparedness Guide (CPG) 101 Version 2.0. EOP should be updated no less than once every two (2) years. Subrecipient agrees to provide the Agency with a current or updated copy of the EOP no later than September 1, 2022.

L. **Reporting.** Subrecipient agrees to submit quarterly progress reports on forms provided by the Agency for the entirety of the performance period regardless of expenditure(s). Quarterly reports will be due the 20th of the month following the end of each quarter (April 20, July 20, October 20 and January 20). Failure to submit quarterly reports may jeopardize future funding.

M. **Closeout.** Subrecipient must maintain and retain the following: backup documentation such as bids and quotes, cost/price analyses, and other documents required by federal regulations applicable at the time of this Agreement award. Subrecipient must also maintain the following documentation for federal funded purchases: specifications, solicitations, competitive quotes or proposals, basis for selection decisions, purchase orders, contracts, invoices and cancelled checks. Subrecipients should keep detailed records of all transactions involving this Agreement. Failure to fully document all purchases will result in expenditures being questioned and subsequently disallowed. Records must be maintained for at least three (3) years after the close of the federal award.

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

A. Pay Subrecipient in accordance with Section 5 above.

B. Be available to provide necessary and feasible technical advice as requested by Subrecipient.

C. Notify Subrecipient of information and updates received from FEMA or other federal agencies, which may affect or otherwise restrict the availability of funds awarded to Subrecipient herein.

8. **Special Provisions.**

A. **Acknowledgement of Federal Funding from DHS.** Subrecipient agrees to acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

B. **Activities Conducted Abroad.** Subrecipients must ensure that project activities carried on outside of the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

C. **Administration of Federal Funds.** Subrecipient agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards located at 2 C.F.R. Part 200 and adopted by DHS at 2 C.F.R. Part 3002, and 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. DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

D. **Assumption of Risk.** The Subrecipient shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Subrecipient's failure to comply with state or federal requirements. The Agency shall notify the Subrecipient of any state or federal determination of noncompliance. The Agency will provide Subrecipient written notice of intent to impose immediate measures and will make reasonable efforts to resolve the problem informally.

E. **Best Practices for Collection and Use of Personally Identifiable Information (PII).** Subrecipients who collect PII are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Subrecipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

F. **Copyright License and Patent Rights.** Subrecipient 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 Subrecipient purchases ownership using funds awarded under this Agreement. Subrecipient must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Agreement.

G. **Debarment and Suspension.** Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180, restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. By

signing this Agreement, Subrecipient certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Agreement suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with E.O. 12549 and 12689, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Subrecipient agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Agreement.

H. **DHS Specific Acknowledgements and Assurances.** Subrecipient acknowledges and agrees to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

I. **Disposition of Equipment Acquired Under the Federal Award.** When original or replacement equipment acquired under this award by the Subrecipient is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, Subrecipient must notify Agency and request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

J. **Drug-Free Workplace.** Subrecipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the Subrecipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).

K. **Duplication of Benefits:** Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude subrecipients from shifting costs that are allowable under two (2) or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

L. **Energy Policy and Conservation Act:** Subrecipient agrees to comply with the requirements of The Energy Policy and Conservation Act, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. § 6201 *et seq.*) which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

M. **Environmental Policy Acts.** Subrecipient agrees to comply with the requirements of the National Environmental Policy Act of 1969, Pub. L. No. 91-190 (1970)

(codified as amended at 42 U.S.C § 4321 *et seq.*) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires subrecipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans. Subrecipient further agrees all activities under this Agreement will comply with the Clean Air Act, the Clean Water Act, and other related provisions of federal environmental protection laws, rules or regulations.

N. **False Claims Act and Program Fraud Civil Remedies.** Subrecipient agrees to comply with the requirements of The False Claims Act, 31 U.S.C. § 3729-3733, which prohibits the submission of false or fraudulent claims for payment to the federal government. See 31 U.S.C. § 3801-3812, which details the administrative remedies for false claims and statements made.

O. **Federal Audit Requirements.** Subrecipient 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. Subrecipient 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. Subrecipient 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. Subrecipient agrees that if it expends less than seven hundred fifty thousand dollars ($750,000.00) in federal funds during its fiscal year, it must send the Agency a letter stating they do not meet the threshold to undergo an organization-wide financial and compliance single audit.

P. **Federal Debt Status:** Subrecipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

Q. **Federal Leadership on Reducing Text Messaging while Driving:** Subrecipient agrees to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

R. **Fly America Act of 1974.** Subrecipient agrees to comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative

guidelines issued by the Comptroller General of the United States in the March 31, 1981 amendment to Comptroller General Decision B-138942.

S. **Hotel and Motel Fire Safety Act of 1990.** Subrecipient agrees to comply with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a, by ensuring that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, codified as amended at 15 U.S.C. § 2225.

T. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 C.F.R. Part 175, this Agreement may be terminated without penalty if an 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.

Subrecipient agrees to comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000, (TVPA), codified as amended at 22 U.S.C. § 7104. The award term is located at 2 C.F.R. Part 175.15, the full text of which is incorporated here by reference.

U. **Kickbacks.** Subrecipient 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 Subrecipient 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.

V. **Limited English Proficiency.** Subrecipient agrees to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*) prohibition against discrimination on the basis of national origin, which requires that subrecipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance and additional resources on http://www.lep.gov.

W. **Lobbying Prohibitions.** Subrecipient agrees to comply with 31 U.S.C. § 1352, which provides that none of the funds provided under this Agreement may be expended by the Subrecipient to pay any person to influence, or attempt 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 any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

X. **Monitoring Activities.** Agency shall have the right to monitor all activities related to this Agreement that are performed by Subrecipient or its subrecipients. 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.

Y. **Nondiscrimination.** The Subrecipient shall comply with Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. § 2000d, *et seq.*); Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284, as amended through Pub. L. 113-4 (see 42 U.S.C. § 3601, *et seq.*); the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*); Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. § 12101-12213, *et seq.*); Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (1973) (codified as amended at 29 U.S.C. § 794); Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. § 1681, *et seq.*); and the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at 42 U.S.C. § 6101, *et seq.*); and 6 C.F.R. Part 19, Nondiscrimination in Matters Pertaining To Faith-Based Organizations, and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs. Subrecipient shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance of this Agreement.

Z. **Non-Supplanting Requirement.** Subrecipient hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources. Subrecipient 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.

AA. **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.

BB. **Procurement of Recovered Materials.** Subrecipient agrees to comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962).

The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

CC. **Program Income.** Subrecipient 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.

DD. **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 Subrecipient 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.

EE. **Reporting of Matters Related to Recipient Integrity and Performance.** Subrecipient agrees that if the total value of the Subrecipient's currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds ten million dollars ($10,000,000.00) for any period of time during the period of performance of this federal award, then the Subrecipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

FF. **Reporting Subawards and Executive Compensation.** Subrecipient agrees to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

GG. **Terrorist Financing.** Subrecipient agrees to comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Subrecipient to ensure compliance with the Order and laws.

HH. **Universal Identifier and System of Award Management (SAM).** Subrecipient agrees to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

II. **USA Patriot Act of 2001.** Subrecipient agrees to comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate

Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), Pub. L. No. 107-56, which amends 18 U.S.C. sections 175-175c.

JJ. **Use of DHS Seal, Logo and Flags.** Subrecipient agrees to obtain permission from DHS prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials. The Subrecipient will utilize the Agency as the liaison between the Subrecipient and DHS when obtaining DHS permission for the use of seal(s), logos, crests or reproductions of flags or likenesses.

KK. **Whistleblower Protection Act.** Subrecipient agrees to comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. § 4304 and 4310.

LL. **Americans with Disabilities Act of 1990.** Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101-12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

MM. **Indirect Facilities & Administrative (F&A) Costs.** Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above.

9. **<u>General Provisions</u>.**

A. **Amendments.** Any changes, modifications, revisions, or amendments to this Agreement, including changes FEMA determines are necessary to the Agency's award document after an award has been made such as changes to Period of Performance or terms and conditions, 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 Subrecipient 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 Subrecipient which are pertinent to this Agreement. The Subrecipient 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 Subrecipient which are pertinent to this Agreement. The Subrecipient 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 Subrecipient 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 grants for work related to this Agreement or may award grants to other subrecipients for work related to this Agreement. The Subrecipient shall cooperate fully with other subrecipients and the Agency in all such cases.

G. **Compliance with Laws.** The Subrecipient 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 Subrecipient in the performance of this Agreement shall be kept confidential by the Subrecipient unless written permission is granted by the Agency

for its release. If and when Subrecipient receives a request for information subject to this Agreement, Subrecipient 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 twenty (20) pages; and Attachment A, Project Description, consisting of one (1) page, 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.

J. **Ethics.** Subrecipient 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 Subrecipient'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 Subrecipient shall function as an independent contractor for the purposes of this Agreement and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Agreement, the Subrecipient shall be free from control or direction over the details of the performance of services under this Agreement. The Subrecipient shall assume sole responsibility for any debts or liabilities that may be incurred by the Subrecipient 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 Subrecipient 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. The Subrecipient 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 Subrecipient or the Subrecipient's agents or employees as a result of this Agreement.

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 Subrecipient in the performance of this Agreement. Upon termination of services, for any reason, Subrecipient agrees to return all such original and derivative information and documents 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 Subrecipient 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 Subrecipient or its subrecipients will violate any such restriction. Subrecipient agrees to affix the applicable copyright notices of 17 U.S.C. § 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards. The Subrecipient shall defend and indemnify the Agency for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions. Unless otherwise provided by law, the Subrecipient is subject to the Bayh-Doyle Act, 35 U.S.C. § 200 *et seq.* The Subrecipient is subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

R. **Prior Approval.** This Agreement shall not be binding upon either party, 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. § 9-2-3204(b)(iv).

S. **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.

T. **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 Subrecipient expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns 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 Subrecipient, 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.

U. **Taxes.** The Subrecipient 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.

V. **Termination of Agreement.** This Agreement may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Agreement may be terminated by the Agency immediately for cause if the Subrecipient fails to perform in accordance with the terms of this Agreement.

W. **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.

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

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

Z. **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.

AA. **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 Subrecipient 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 REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

10. **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 OFFICE OF HOMELAND SECURITY

Lynn Budd, Director — Date

SUBRECIPIENT: CAMPBELL COUNTY

Subrecipient Designee Signature — Date

Printed Name and Title of Designee

Attested by: — Date

COUNTY ATTORNEY: APPROVAL AS TO FORM

County Attorney — Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

FOR: Jodi A. Danough #230761 — 5-9-23

Tyler Renner, Supervising Attorney General — Date

The following page(s) contain the backup material for Agenda Item: 10:15 Sole Source Purchase Request, EMPG-ARPA Siren

*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.

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

Campbell County
wyoming

Denton Knapp
Executive Director of Administration

BOARD OF COMMISSIONERS
Colleen Faber, Chairman
Roy Knutson
Jim Ford
Del Shelstad
Kelley McCreery

Procurement Approval Form

Instructions: *Follow Campbell County Purchasing & Procurement Policy. Fill out **applicable** information below. Submit to Commissioner's Office with supporting documentation. For grants, share procurement file with Grants Management Specialist.*

Date of Commissioner's Meeting 5/16/2023

Description of Procurement Remote Control System for Public Warning Siren System

Date(s) of bid/requests for proposals publication: SOLE SOURCE REQUEST **Attach bid advertisement/legal notice**

Funding Source EMPG ARPA & County Match

County-Department ☑ **Budget Number**

Federal – CFDA/ALN ☑ 97.042 **Prior approval from agency required (attach)**

State – State grant identifying number ☐ 21-EMPG-ARP-CAM-GCF21-2 **Prior approval from agency required (attach)**

Other – Please explain: ☐

Please mark as applicable:

☐ **Annual Contract Award** ☑ **New Contract Award** ☐ **Amendment to Contract Award** **Bid/Request for Proposals**

☑ **Includes Capital/Fixed Assets** ☑ **Bid/Proposals Required** ☑ **Sole Source Request**

Date range of contract for services 10/1/2020-3/30/2024

Amount $27,005-$30,000

Justification and Basis of Award for contractor/vendor selection:

CCEMA is asking for Sole-Source Purchase approval for the CentrAlert® C-DAC control system to activate Campbell County's emergency warning notification system. Our research has shown CentrAlert is the only system that has the direct capability to remotely activate the county's Whelen WPS-2910 Sirens via the features provided within the CentrAlert's Mobile Guardian Application.

Date of Legal Review (contracts for services only) n/a

Date of Risk Management Review (contracts for services only) n/a

Approval Signatures

Chairman, Colleen Faber **Clerk, Cindy Lovelace**

Campbell County
wyoming

OFFICE
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 686-7477 (Office)
(307) 689-7477 (Cell)

Emergency Management Agency

COORDINATOR
David King

david.king@campbellcountywy.gov

May 11th, 2023

To: Campbell County Commissioners

From: David King, CCEMA Coordinator

Re: Sole Source Purchase Request

The Campbell County Emergency Management Agency is requesting you to approve a Sole Source Purchase of a CentraAlert Alerting package utilizing funds from the County's Optional 1% Sale Tax and a DHS/FEMA Grant under the Emergency Management Performance grant Program – Amerian Rescue Plan Act (EMPG-ARPA).

The Commission has previously approved committing $15,000 of the 1% grant funding for this purchase, and we have received the grant documents from the state committing to the funding.

CCEMA is asking for Sole-Source Purchase approval for the CentrAlert® C-DAC control system to activate Campbell County's emergency warning notification system. Our research has shown CentrAlert is the only system that has the direct capability to remotely activate the county's Whelen WPS-2910 Sirens via the features provided within the CentrAlert's Mobile Guardian Application.

CentrAlert's technology is patented and cannot be duplicated by any other manufacturer. With C-DAC systems deployed worldwide, CentrAlert is proven technology.

Whelen Engineering manufactures the public warning siren system which is used by Campbell County and their representatives have informed CCEMA there are only two companies that they know of which make systems that work with Whelen's proprietary siren controls.

The second company does not have all the capabilities and features which we want to utilize and are provided by the CentrAlert system.

CentrAlert Inc.

3090 Harrodsburg Road
Suite 202
Lexington, KY 40503

Estimate

Date	Estimate #
4/7/2023	6630

Name / Address	Ship To
Campbell County, WY David King	

Expiration Date	FOB
6/1/2023	Lexington, KY

Item	Description	Qty	Rate	Total
	CentrAlert C-DAC System			
CDAC-PE	SSD with RAID and one base module. (May add multiple modules for cost) Includes local Guardian, 10 email contacts, KnowNOW! integration with one group, and initial map configuration	1.00	10,195.00	10,195.00
SOS001	Siren Control Module - (One module Included with purchase of C-DAC system)	1.00	0.00	0.00
SCL-N-A	Single Communications Link, Network Input, Analog Radio Output	1.00	1,220.00	1,220.00
C-DAC Aware	C-DAC Aware Module License - NOAA Activation	1.00	995.00	995.00
	Remote Network License - Allows VPN/Remote access to Control System			
CAGRN	Guardian Remote Network License	3.00	1,735.00	5,205.00
	Mobile Guardian - Optional for Mobile Phone activation			
CAMBA-LIC	CentrAlert Mobile Application Software Module	0.00	736.00	0.00
CAMBA-DWN	CentrAlert Mobile Guardian Application Download- Per Download	0.00	525.00	0.00
CAMBA-ALC	CentrAlert Mobile Application Annual License (Waived with valid Elite Support Plan)	0.00	42.00	0.00
	Installation and Training			
INST-OS	Onsite installation, Per Day (Travel and Expenses billed as separate cost-Estimated at $1800)	4.00	1,500.00	6,000.00
CAAST001-A	CentrAlert C-DAC Certified Training at Site - Administrator	1.00	3,500.00	3,500.00
Discount	Discount for training done at time of installation		-2,000.00	-2,000.00
	Annual Subscription Fees			
CA-Elite-1	CentrAlert Elite Support for one CPU (Includes 24/7 Software Support, Online Video Training, Service and upgrade discounts, and Remote Diagnostics). Renews Annually.	1.00	1,595.00	1,595.00
C-DAC Aware	NOAA CAP Server Subscription - Add-On to Technical Support Plan	1.00	295.00	295.00
KnowNOW!-EMA	KnowNOW! app public group alerts. Free for EMA agencies (premium options available for cost)	1.00	0.00	0.00

Estimate valid for 60 days from Estimate date. Standard CentrAlert products are quoted. Dealer is responsible for ensuring that quoted system meets or exceeds any applicable customer specification. All purchases are FOB: Lexington

Total $27,005.00

Phone #	E-mail
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