

AMENDED AGENDA

CAMPBELL COUNTY BOARD OF COMMISSIONERS

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

OCTOBER 19, 2021

**09:00 MEETING CALLED TO ORDER
PLEDGE OF ALLEGIANCE**

CONSENT AGENDA

- A. [Consent Agenda](#)
-

REGULAR BUSINESS

- | | |
|--|--------------------------------|
| B. 9:05 Recision of Open Burning Restriction | Chief Jeff Bender/Carol Seeger |
| C. 9:10 Veteran's Day Ceremony Fireworks Request | Randy Sinclair/Carol Seeger |
| D. 9:15 Piper Acres Improvement & Service District Formation | Michelle Leiker |
| E. 9:20 Means First Extension Water & Sewer District Enlargement | Michelle Leiker |
| F. 9:25 Vehicle Capital Change Request FY2021-22 | Anthony Langone |
| G. 9:30 Transport Vehicle Request FY2021-22 | Anthony Langone |

WORKSHOP

- H. 9:40 Pathfinder Camporee

ADJOURN

Consent Agenda

MINUTES

Board of Commissioners Directors Workshop, October 4, 2021

Board of Commissioners Regular Meeting, October 5, 2021

MONTHLY REPORTS

Clerk of District Court – September 2021

County Clerk – September 2021

Sheriff's Office – September 2021

Campbell County Clerk – 2021 Abstract Statement

Campbell County Treasurer – 2021 Abstract Statement

PAYROLL PAYMENTS

September 18, 2021

September 30, 2021

October 2, 2021

CANCELLATION/REBATE OF TAXES

#4324

AGREEMENTS

Subaward Agreement between Campbell County and CLIMB Wyoming to receive funding from the Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI) in the amount of \$23,930 for the period of October 1, 2021 to September 30, 2022.

Subaward Agreement between Campbell County and Council of Community Services to receive funding from the Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI) in the amount of \$91,000 for the period of October 1, 2021 to September 30, 2022.

Subaward Agreement between Campbell County and Youth Emergency Services, Inc. (YES House) to receive funding from the Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI) in the amount of \$33,670 for the period of October 1, 2021 to September 30, 2022.

LETTER OF SUPPORT

Black Hills Energy's Carbon Capture, Utilization, and Storage Demonstration Project

LINE ITEM TRANSFERS

Extension Office

Transfer \$350 from 103.6281 Automobile to 103.6283 Meals & Lodging

POSITION VACANCY JUSTIFICATIONS

CAM-PLEX - Assistant Technical Director

CAM-PLEX - Event Technician

Children's Developmental Services - Early Interventionist

Sheriff's Office - Senior Administrative Assistant

HAND WARRANTS

Campco Federal Credit Union	\$950.00
Campbell County Clerk Tax Account	20,487.74
Campbell County Treasurer – HSA/FLX	2,561.83
Great West Trust Company	4,595.00
Campco Federal Credit Union	226.01
Campbell County Clerk Tax Account	278,318.81
Campbell County Treasurer – HSA/FLX	42,902.15
Great West Trust Company	28,857.50
Wyoming Child Support	1,423.51
First National Bank Visa	345.00
MG Oil Company	21,939.75

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

Office of County Commissioners
October 4, 2021
Gillette, WY

Directors Workshop

The Campbell County Board of Commissioners met for a Directors Workshop, Tuesday, October 4, 2021 at 1:30 PM.

Present were Rusty Bell, Colleen Faber, Del Shelstad, Bob Maul, Commissioners; Kendra Anderson, Deputy County Clerk; Sean Brown, Deputy County Attorney; Brandy Elder, HR Director; Kevin Geis, Road and Bridge Director and Matt Olsen, Public Works Director. Commissioner DG Reardon and Carol Seeger, Commissioners Administrative Director were absent from the meeting.

Discussion was held on the cost of repairs for the American Legion Roof.

Liaison reports were given.

Brandy Elder provided an update on open enrollment dates.

Kevin Geis provided updates on crushing, maintenance, dust control, roadway striping, CMAQ and on the vacating of Orlando Drive.

Matt Olsen provided updates on the road project in Wright, the Pronghorn grant, roof projects, the Natural Resource and Land Use Plan, the Wyoming Innovation Center and the location of the Camporee event.

Commissioner Bell moved to approve the Public Comment letter regarding the review for the Federal Coal Leasing Program to the State of Wyoming, Bureau of Land Management. Commissioner Shelstad seconded the motion. All Voted – Aye. Carried.

The Board recessed until 3:00 PM.

The Boy Scout Troop #109 gave a presentation.

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

Kendra Anderson, Deputy Clerk
Board of County Commissioners

Bob Maul, Chairman
Board of County Commissioners

Office of County Commissioners
October 5, 2021
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, October 5, 2021. Chairman Maul called the meeting to order at 9:00 AM. Pastor Caleb Nelson led in prayer and Chairman Maul led the Pledge of Allegiance.

Present were Rusty Bell, Bob Maul, Del Shelstad, Colleen Faber, Commissioners, Susan F. Saunders, County Clerk; Sean Brown, Deputy County Attorney, Mitch Damsky, County Attorney and Brandy Elder, HR Director. Commissioner DG Reardon and Carol Seeger, Commissioners Administrative Director were absent from the meeting.

The following consent agenda was presented:

MINUTES:

Board of Commissioners Lodging Tax Board Meeting, September 16, 2021
Board of Commissioners Directors Workshop, September 20, 2021
Board of Commissioners Regular Meeting, September 21, 2021
Board of Commissioners Library Board Meeting, September 27, 2021

MONTHLY REPORTS:

Sheriff's Office Detention – August 2021

CANCELLATION/REBATE OF TAXES:

#4318, 4319, 4320, 4321, 4322, 4325, 4326

LINE-ITEM TRANSFERS:

Children's Developmental Services - Transfer \$4,000.00 from 702.6665 Food to 702.6665.1 Food – Non-Reimbursable USDA

Extension Office - Transfer \$30.00 from 102.6517.2 Staff Development to 102.6517.3 Conference Seminar Work; Transfer \$42.04 from 103.6517.5 Meals & Lodging to 103.6283 Meals & Lodging

POSITION VACANCY JUSTIFICATIONS:

Children's Developmental Services – Early Childhood Instructor
County Clerk – Deputy Clerk
Road & Bridge – Equipment Operator
Sheriff's Office – Detention Office

SICK LEAVE TRANSFER REQUESTS:

Transfer of 20 hours from Employee #439283 to Employee #688538
Transfer of 20 hours from Employee #668692 to Employee #688538

HAND WARRANTS:

Circuit Court of Campbell County	\$70.00
Campbell County Sheriff Civil Account	50.00
Campco Federal Credit Union	226.01
Campbell County Clerk Tax Account	277,573.10
Campbell County Treasurer – FLX/HSA	43,142.15
Great West Trust Company	29,417.50
Wyoming Child Support	1,535.15
State of Wyoming – Department of Revenue & Taxation	33.07

CCEHBTA – Health	726,550.07
CCEHBTA – Dental	41,284.80
Delta Dental Plan of Wyoming	1,820.20
HM Life Insurance Company	179,854.93
Gallagher Benefit Services (Reliance)	18,726.26
VSP of Wyoming	8,198.12

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

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

A I Distributors	Various Departments	\$895.75
Action Lock and Key	Various Departments	123.87
Adbay Com	Various Departments	896.00
Ahlers, Benjiman Jr	State & Fed Mandated Costs	30.00
Air Tech Heating	P & R-Parks	95.00
Albertsons Dist Crt	State & Fed Mandated Costs	42.14
Albertsons Sheriff	County Sheriff	22.64
Alignment Pros	County Sheriff	719.52
Alsco	Landfill	1,306.76
Alternative Propane	P & R-Ice Skating	162.18
Altimus Distributing	Maintenance/Custodial	1,506.58
Amazon Courthouse	Various Departments	1,241.00
Amazon Library	Various Departments	579.71
American Family Life	Campbell County General Fund	32.38
American Library Order	Various Departments	139.81
American Millennium	Commissioner's-Gen Cnty Costs	52.58
American Welding	Various Departments	348.38
Animal Medical Cntr	County Sheriff	58.90
API Systems Integrat	Maintenance/Custodial	228.58
Archer, Tracey L.	Extension Department	75.00
Architectural Spec	Maintenance/Custodial	117.56
Arena Products Svc	P & R-Ice Skating	4,985.00
Arete Design Group	Various Departments	6,113.50
Arrow Printing Grap	Various Departments	1,501.00
Associated Glass	Various Departments	45.00
ATT Airport	Northeast Wyoming Regional	195.11
ATT Assessor	County Assessor	103.18
ATT Children's Devel	Children's Dev Svc-Spec Ed	62.40
ATT Emergency Mgmt	Emergency Management	165.19
ATT Park Recreation	Various Departments	113.28
AV Tech	Maintenance/Custodial	247.49
Axon Enterprise	Capital Outlay-Sheriff	107,958.16
Background Invest	P & R-Recreational Division	149.70
Baker Taylor Book	CCPL-Main Branch	17,169.60

Baker Taylor Cont	Various Departments	84.59
Barney Graham Lamb	Commissioner's-Gen Cnty Costs	450.00
Beacon Athletics	P & R-Parks	786.20
Bears Naturally	County Sheriff	65.60
Besel, Shelly R.	Northeast Wyoming Regional	174.72
Big D Oil Company	Various Departments	210.24
Big Horn Tire	Various Departments	2,972.09
Bighorn Hydraulics	Northeast Wyoming Regional	173.97
Black Hills Chemical	Sheriff-Jail Facility	2,129.00
Black Hills Enrg Gas	Various Departments	18,071.62
Black Hills Pioneer	Various Departments	900.25
Blackstone Audio	Various Departments	1,358.53
Bloedorn Lumber	Maintenance/Custodial	112.58
BLR	Human Resources	11,285.00
Blue Sky Ice	Fair-General Admin	427.50
Boller, Treasure L.	Extension Department	75.00
Bomgaars	Various Departments	897.95
Border States Elec	Various Departments	2,421.00
Breannas Bakery	Various Departments	35.99
Broadcastvision	1% Optional Sales Tax Fund	2,976.46
Brooke Supplies	Sheriff-Jail Facility	927.75
Brown Kennedy Ranch	Road & Bridge	2,793.60
Brownells	County Sheriff	102.93
Buffalo Porta Potty	Road & Bridge	125.00
Buggy Bath Car Wash	County Sheriff	224.00
Burns McDonnell Eng	Various Departments	10,360.74
Camelot Pet Castle	County Sheriff	492.00
Carr, Joli A.	Various Departments	46.48
Cash WA Distributing	Sheriff-Jail Facility	509.96
CBH Co Op	Various Departments	1,161.77
CC Conservation Dist	1% Optional Sales Tax Fund	62,500.00
CC Dist Crt Rev Wit	State & Fed Mandated Costs	5,484.37
CC Fire Dept	1% Municipal Sales Tax Fund	870,000.00
CC Health Misc	Various Departments	1,184.25
CC Public Land Brd	1% Municipal Sales Tax Fund	216,552.50
CC School Dist Coop	Sheriff-Jail Facility	656.72
CC Treas Mus Ccard	Rockpile Museum - Gen Admin	850.00
CC Weed Pest	Various Departments	231.75
CDW Government	Various Departments	7,356.26
CEM Aquatics	Maintenance/Custodial	672.08
Center Point Large	CCPL-Main Branch	471.57
Central Mechanical Insulation	P & R-Ice Skating	734.00
CenturyLink Long Dis	Information Technology Service	626.77
CenturyLink Nine One	E911 Enhanced Fees	19,654.66
CenturyLink Phone	Various Departments	16,844.76
Charm Tex	Sheriff-Jail Facility	483.60

Charter Comm Cable	Various Departments	1,676.47
Chatfield, Todd	Northeast Wyoming Regional	55.62
Children's Home Soc	County Sheriff	209.22
City Gillette Misc	Various Departments	3,705.00
City Gillette Util	Various Departments	141,810.79
Civil Air Patrol Mag	Various Departments	395.00
Clear Creek Counsel	City f Gillette A Drug Court	870.00
Coca Cola Bottling	Commissioner's-Gen Cnty Costs	388.00
Cole Sports	P & R-Intramural Progrms-CCCRD	4,454.00
Collins Commun	Various Departments	448.70
Colorado Doorways	P & R-Parks	286.00
Colorado Golf Turf	P & R-Bell Nob Golf Course	358.65
Contractors Supply	Various Departments	14,182.16
Cook County Commissioners	County Attorney	10.00
Counseling Connect	Various Departments	3,175.00
Cowboy Supply House	Sheriff-Jail Facility	2,255.00
Creative Concrete Concepts	Rockpile Museum - Gen Admin	298.57
Crescent Electric	Maintenance/Custodial	265.75
Crum Electric Supply	Various Departments	4,534.23
CSS	Sheriff-24/7	3,187.97
Cummins Sales Svc	Road & Bridge	22,874.09
Dads Truck and Auto	County Sheriff	363.50
Damsky, Mitchell H.	County Attorney	111.57
Day Law	State & Fed Mandated Costs	1,106.25
Day, Jacob J.	Fair-General Admin	300.00
Demco	Library-General Administration	1,335.35
Design Construction	Publ Work Capital Construction	6,120.00
Douglas Budget	Various Departments	790.00
Dru Consulting	Commissioner's-Gen Cnty Costs	1,506.98
Duluth Trading Co	Various Departments	625.80
Dustbusters Enter	Publ Work Capital Construction	87,189.65
Ecolab Pest Elimin	Various Departments	326.91
Edison Lighting Supply	P & R-Parks	173.63
Elm USA	Library-General Administration	1,031.99
Employment Testing	Sheriff-Jail Facility	434.00
Ewing, Dianna H.	County Attorney	81.25
Expresso Lube	County Sheriff	1,374.68
Extractor	Maintenance/Custodial	1,323.00
EZ Auto Wash	Various Departments	49.52
Family Health	Sheriff-Jail Facility	7,566.00
Farmer Bros Co	Sheriff-Jail Facility	545.60
Fastcase	County Law Library	250.00
Fastenal Company	Various Departments	667.11
FIB Mstrcrd Airport	Northeast Wyoming Regional	1,082.68
FIB Mstrcrd Library	CCPL-Main Branch	11.25
FIB Mstrcrd Park Rec	Various Departments	2,826.79

Firemaster	Various Departments	655.00
First Natl Bnk Gil	Various Departments	15,985.68
First Natl Bnk Visa	Various Departments	24,747.96
Floyds Truck Center	Road & Bridge	1,859.55
Forensic Medicine	County Coroner	8,000.00
Four Seasons Events	Fair-General Admin	3,887.50
Fry, Kimberly D.	Various Departments	139.90
Fulciniti, Dawn	State & Fed Mandated Costs	30.00
Furman, Craig M.	County Sheriff	50.00
Gale Cengage Learn	CCPL-Main Branch	1,098.88
Galls	Various Departments	283.90
Gillette Abuse Refug	Various Departments	13,364.62
Gillette College	1% Optional Sales Tax Fund	275.00
Gillette Printing	District Court	612.47
Gillette Steel	Sheriff-Jail Facility	74.00
Gillette Transport	County Sheriff	375.00
Gillette Winsupply	Various Departments	4,307.29
Git R Done Site Svc	P & R-Bell Nob Golf Course	735.00
Glaser, Jane C.	County Health Nurse	42.56
Golden West Tech	Information Technology Service	7,632.80
Golf Course Super Am	P & R-Bell Nob Golf Course	605.00
Grainger	Various Departments	2,305.56
Greasewood Water	Road & Bridge	677.00
Grossenburg Implemnt	Road & Bridge	5,436.58
Grubb, Amber L.	Maternal Child Health (B.B.)	121.52
H G Maybeck Co	Various Departments	775.43
Hakert, Richard J.	Road & Bridge	717.60
Hawkins	Various Departments	4,457.28
HDR Engineering	Various Departments	33,157.00
Heartland Kubota	P & R-Parks	220.40
Heartland Tanning	P & R-Recreational Division	72.30
Hobby Lobby	CCPL-Main Branch	94.86
Homax Oil Sales	Various Departments	25,531.29
Home Depot Airport	Northeast Wyoming Regional	36.51
Home Depot Extension	Extension Dept-Horticulture	67.82
Home Depot Landfill	Landfill	431.12
Home Depot Maint	Various Departments	390.77
Home Depot Museum	Rockpile Museum - Gen Admin	298.29
Home Depot Parks Rec	Various Departments	808.37
Home Depot Sheriff	Sheriff-Jail Facility	196.79
Home Fire Foods	Landfill	225.00
Huff, Becky L.	County Health Nurse	16.24
Humphrey Law	State & Fed Mandated Costs	6,286.93
IBM	Information Technology Service	17,800.45
Inland Truck Parts	Various Departments	3,045.81
Interstate Energy	Landfill	1,105.61

James Tire Service	P & R-Parks	23.00
Jims Heating AC Ref	Various Departments	3,050.00
Kanopy	CCPL-Main Branch	165.00
Kapco	Library-General Administration	329.72
Kelleher Helmrich	Human Resources	4,800.00
Keyhole Broadcasting	Various Departments	407.00
Kimball Midwest	Road & Bridge	1,211.38
Kistler Tent Awning	Fair-General Admin	9,145.00
Knecht Home Center	County Sheriff	27.05
Kronos	Various Departments	1,440.00
KSLT KLMP KTPT	Various Departments	400.00
Language Line Sol	County Sheriff	43.80
Law Office Curt Todd	County Attorney	140.00
Lawson Products	P & R-Parks	13.75
Lesley, Douglas	State & Fed Mandated Costs	137.50
Library Foundation	Library-General Administration	128.65
Lightning Lube	County Sheriff	298.00
Little Sprouts Pre	Children's Dev Svc-Spec Ed	950.00
Love, Brooke D.	Library-General Administration	29.12
Lubnau Law Office	State & Fed Mandated Costs	621.65
Lynns Auto Repair	County Sheriff	2,494.36
M G Oil	Commissioner's-Gen Cnty Costs	26,527.04
Macpherson Thompson	Commissioner's-Gen Cnty Costs	2,115.00
Mainline Inform Sys	Information Technology Service	18,466.00
Martinez, Mayra	Juvenile Diversion	45.00
Maxi Sweep	P & R-Recreational Division	518.25
McDonald, Shawna E.	Prevention Management Org	283.36
McKesson Med Surgic	Sheriff-Jail Facility	2,048.87
McRae, Ashley D.	Prevention Management Org	383.88
Meadow Gold Dairy	Children's Dev Svc-Preschool	847.83
Means First Ext WS	Road & Bridge	153.45
Medical Arts Lab	Sheriff-Jail Facility	3,409.00
Melgaard Construct	Various Departments	303,728.16
Menards Extension	Extension Dept-Horticulture	76.77
Menards Fleet	Fleet Department	30.54
Menards Landfill	Landfill	69.08
Menards Maintenance	Maintenance/Custodial	967.35
Menards Museum	Rockpile Museum - Gen Admin	234.61
Menards Park Rec	Various Departments	680.91
Menards Road Bridge	Road & Bridge	591.59
Menards Sheriff	Various Departments	21.36
MFAC	P & R-Recreational Division	169.08
Michaels Construct	Publ Work Capital Construction	21,329.66
Midland Implement Co	Various Departments	3,062.34
Midwest Connect	Library-General Administration	93.00
Midwest Pest Manag	Maintenance/Custodial	215.00

Midwest Tapes	CCPL-Main Branch	713.70
Mitchell McCormick	County Health Nurse	590.00
Moore, Irene	Library-General Administration	34.72
Morgan, Tobey J.	County Sheriff	200.00
Motorola Solut Maint	Commissioner's-Gen Cnty Costs	3,800.27
Mrs C's Catering	Rockpile Museum - Gen Admin	155.25
MSR West	Children's Dev Svc-Spec Ed	2,240.00
Naramore, James J Md	Sheriff-Jail Facility	1,000.00
Nathan Hale LLC	Library-General Administration	10,500.00
National Rec Park	P & R-Gen Adm	450.00
Nelson Auto Glass	Road & Bridge	299.20
News Record	Various Departments	11,107.61
Next Level Glass & Graphics	Landfill	348.22
Norchem Drug Test	Various Departments	3,255.55
Norco	Various Departments	9,345.67
North Star Lighting	Fleet Sales Tax Funds	4,900.00
Northern Tool Equip	Road & Bridge	49.99
Novus Auto Glass	Various Departments	640.00
OAG Flightview	Various Departments	524.66
Octane Garage	Extension Department	113.41
Office Depot	Various Departments	2,630.81
Office Shop	Emergency Management	62.53
Office Shop Leasing	Emergency Management	1,427.64
Oilfield Machine	P & R-Ice Skating	1,020.00
Optum	Human Resources	1,416.00
OReilly Auto Parts	County Sheriff	395.59
Overdrive	Various Departments	7,201.18
Overhead Door Co	Various Departments	17,697.00
Paintbrush Services	Various Departments	3,109.57
Papa Johns Pizza	P & R-Ice Skating	25.29
PB Global Airprt	Northeast Wyoming Regional	142.53
PB Global Attorney	County Attorney	173.04
PB Global Dist Crt	District Court	540.87
PB Global Sheriff	County Sheriff	173.04
PDQ Service	CRSSA	6,798.16
Peak Engineering	1% Optional Sales Tax Fund	3,535.60
Penworthy Company	CCPL-Main Branch	340.10
Personal Frontiers	Sheriff-Jail Facility	1,560.00
PFM Asset Management	Commissioner's-Gen Cnty Costs	10,225.63
PharmChem	Sheriff-24/7	742.30
Pizza Carrello	State & Fed Mandated Costs	299.00
Pizza Hut	County Sheriff	43.00
Plains Tire	County Sheriff	10,439.78
Plainsman Printing	County Clerk	272.69
PMCH	Payments In Lieu of Taxes Fund	35,995.38
Pokeys BBQ Smoke	Various Departments	6,400.00

Poole, Amy J.	Various Departments	69.44
Postge Phone Airprt	Northeast Wyoming Regional	200.00
Powder River Const	Various Departments	193,592.90
Powder River Ener Utl	Various Departments	24,897.60
Powder River Enr Cons	Various Departments	91,715.12
Powder River Exam	Various Departments	360.00
Powder River Heating	Various Departments	2,413.60
Powder River Worksafe	Human Resources	787.50
Power Equipment Co	Road & Bridge	379.31
ProelElectric	Road & Bridge	731.69
Purvis Industries	Various Departments	2,211.06
Qdoba Mexican Grill	Commissioner's Executive	195.62
Quadient Leasing	Library-General Administration	236.52
Quick Easy Quilts	CCPL-Main Branch	24.98
Quick Lube One	Maintenance/Custodial	105.99
Rain Locker Car Wash	Various Departments	272.64
Razor City Rental	Road & Bridge	60.59
Record Supply	Various Departments	4,433.70
Renken Plumbing Heating	Maintenance/Custodial	2,361.34
Respond First Aid	P & R-Ice Skating	68.97
Rocky Mtn Business	Various Departments	7,457.19
Rosenbauer Minnesota	Northeast Wyoming Regional	27.89
Schurtz, Jessica R.	County Health Nurse	47.04
Scott Brothers	Various Departments	348.22
Second Chance Minist	1% Optional Sales Tax Fund	4,668.84
Sentinel Offender	Juvenile Drug Court Grants	281.94
Servall Uniform	Road & Bridge	836.31
Sheinkin, Stephen	Library-General Administration	14,000.00
Sheridan Ice	P & R-Ice Skating	320.00
Sherwin Williams	Various Departments	448.62
Sign Boss	Various Departments	18,938.00
Simon	P & R-Parks	288.64
Simpsons Printing	County Treasurer	3,079.00
Skaggs Companies	Various Departments	799.53
Smith Psychological Services	Sheriff-Jail Facility	800.00
Snap on Tools K J	Road & Bridge	14.75
Snow Crest Chemicals	Maintenance/Custodial	90.00
Source Office Tech	Various Departments	3,401.33
Southland Medical	County Coroner	443.14
Sowada, Felix	State & Fed Mandated Costs	450.00
Sportsmith	P & R-Recreational Division	58.50
Springhill Ste Chey	County Assessor	2,496.00
Step Stone Counseling	Various Departments	13,870.00
Stericycle	Covid-19 Vaccine Clinics	255.00
Stewart, Cyril	State & Fed Mandated Costs	60.00
Stewart, Sydney Dane	State & Fed Mandated Costs	60.00

Stewart, Tayetta Beau	State & Fed Mandated Costs	60.00
Store Supply Wareho	Rockpile Museum - Gen Admin	91.00
Stotz Equipment	P & R-Parks	105.25
Strawflowers and Sage	Commissioner's-Gen Cnty Costs	1,250.00
Sulzer EMS	P & R-Bell Nob Golf Course	3,107.30
Summit Food Services	Sheriff-Jail Facility	51,926.52
Sundahl Powers Kapp & Martin	Commissioner's-Gen Cnty Costs	8,187.59
Sundance Times	Various Departments	487.50
Surf N Suds	County Health Nurse	22.26
Sysco Food Services	Various Departments	7,342.75
Teaching Strategies	Various Departments	5,800.00
Temperature Tech	Maintenance/Custodial	941.28
That Embroidery Plac	County Sheriff	35.98
The Grease Barrel	Various Departments	474.75
The Range	P & R-Gen Adm	219.63
The Ups Store	Bioterrorism	127.50
Thomas Y Pickett	County Assessor	13,500.00
Thomson Reuters West	County Attorney	760.78
Thurston Miller, Jordan Ann	Fair-General Admin	100.00
Titan Machinery	Various Departments	3,101.58
Tri State Truck Equi	1% Optional Sales Tax Fund	111,473.64
Tru Tech Products	Various Departments	537.49
Tyler Tech	Payments In Lieu of Taxes Fund	31,300.00
U S Post Extension	Extension Department	457.00
Uline	Library-General Administration	205.31
Unique Management	Library-General Administration	116.35
United Parcel Serv	County Sheriff	46.96
Universal Athletic	Various Departments	8,586.17
Urbn Law Office	State & Fed Mandated Costs	8,380.58
UW Business Office	Extension Dept-4-H Program	19,991.75
Van Ewing Const	FAA Airport Improvement Prog	87,077.50
Vandom, Rodney Dale Jr	State & Fed Mandated Costs	30.00
Verizon Adlt Drg Crt	Adult Drug Court	99.94
Verizon Emergcy Mgmt	Emergency Management	38.52
Verizon Juv Prob	Various Departments	249.85
Verizon Public Hlth	County Health Nurse	252.13
Verizon Public Works	Various Departments	579.39
Verizon Sheriff	Various Departments	4,753.00
Veto Enterprises	Human Resources	173.35
Visionary Broadband	Various Departments	6,552.02
Visitation Advocacy	1% Optional Sales Tax Fund	5,209.59
Vista Leasing	Various Departments	5,858.85
Vital Records Cont	Various Departments	382.68
Walmart Children Dev	Various Departments	625.52
Walmart Clerk	County Clerk	52.92
Walmart Dist Crt	State & Fed Mandated Costs	102.76

Walmart Extension	Various Departments	94.23
Walmart Library	Various Departments	141.48
Walmart Museum	Rockpile Museum - Gen Admin	112.33
Walmart Park Rec	Various Departments	841.54
Walmart Public Hlth	Various Departments	215.53
Walmart Public Works	Maintenance/Custodial	93.13
Walmart Treasurer	County Treasurer	86.54
Warne Chem Equip	P & R-Parks	578.90
Waste Connections	Various Departments	2,942.60
Water Gear	P & R-Recreational Division	905.36
Water Guy	Northeast Wyoming Regional	460.00
Werbelow, Scott	Rockpile Museum - Gen Admin	90.00
Wesco Distribution	Maintenance/Custodial	10.56
Western Stationers	Various Departments	749.21
Western Waste Sol	Various Departments	920.92
Weston Co Gazette	Various Departments	114.00
Westwood Pharmacy	Sheriff-Jail Facility	3,199.75
WEX	Fleet Department	195.29
Whites Energy Motors	Human Resources	1,000.00
Whites Frontier Mtrs	Various Departments	1,877.49
Winland Car Wash	Various Departments	40.00
Work Warehouse	Various Departments	2,065.47
WPS Publish	Children's Dev Svc-Spec Ed	72.60
Wright Booster Club	P & R-Recreational Division	50.00
Wright Water Sewer	Various Departments	2,378.75
WY Dept Health Prev	Various Departments	552.00
WY Enterprise Tech	County Treasurer	23.35
WY Retirement Life	Campbell County General Fund	496.00
WY Retirement System	Campbell County General Fund	416,926.37
Wyo Assn Cnty Offic	Various Departments	2,000.00
Wyoming Ag News	Rockpile Museum - Gen Admin	295.00
Wyoming Machinery	Various Departments	8,696.32
Wyoming Marine	P & R-Parks	137.37
Wyoming Mechanical	Maintenance/Custodial	37.12
Wyoming Peace Office	County Sheriff	30.00
Wyoming State Bar	County Attorney	100.00
Wyoming State Hist	Rockpile Museum - Gen Admin	147.75
Wyoming Water Sol	Various Departments	1,523.78
Youth Awards Prem	Fair-General Admin	21,039.00
Youth Emergency Serv	Various Departments	4,205.07

The following are the claims for Part-Time Employees summarized by department for September 2021: Treasurer, 1,855.00; Sheriff, 7,374.09; Coroner, 2,220.00; Extension, 1,025.75; District Clerk of Court, 1,544.54; Public Works-Landfill, 1,558.25; Museum, 2,463.00; Public Health, 2,324.19; Public Works-Custodians, 2,800.00; Children's Center, 8,077.11; Library, 49,594.76; Fair, 829.25; Parks & Recreation, 71,245.64

Commissioner Faber moved to approve Resolution Number 2093 proclaiming October 2021 as Domestic Violence Awareness Month in Campbell County, as presented. Commissioner Shelstad seconded the motion. All Voted – Aye. Carried.

Commissioner Bell moved to approve the Certificate of State Grant-In-Aid between the Wyoming Department of Transportation, Aeronautics Division, and Campbell County, State Project No. AGC030X, for 2022 NAVAID Maintenance at Northeast Wyoming Regional Airport, in the amount of \$25,248, with no local match, as presented. Commissioner Shelstad seconded the motion. All Voted – Aye. Carried.

Commissioner Bell moved to approve the Contract between the Wyoming Department of Health Division and Campbell County for funding and oversight of the Community Services Block Grant (CSBG), in the amount of \$225,586 for the period of October 1, 2021 to September 30, 2022, as presented. Commissioner Shelstad seconded the motion. All Voted – Aye. Carried.

The Public Hearing that was scheduled at 9:00 AM was heard at 9:20 AM. The purpose of the public hearing was to hear a request to subdivide part of the NW1/4NE1/4, of Section 18, T49N, R69W.

Commissioner Bell moved to approve the Simple Subdivision for David and/or Nathan Marchbank, Case Number 21.06 CRSB, to divide 41.27 acres into two parcels, Tract A – 30.95 acres and Tract B – 10.32 acres in size, as presented. Commissioner Shelstad seconded the motion. All Voted – Aye. Carried.

Commissioner Bell moved to approve the purchase of vehicles from the identified vendors at the determined cost per unit for the County Fleet as follows: One new Police Packaged 4-door 4x4 ½ ton Pick-up from Whites energy Motors in the total amount of \$34,487; Two new Police Pursuit Packaged Mid-size SUV AWD from Whites energy Motors in the total amount of \$38,635 per vehicle. Commissioner Shelstad seconded the motion. All Voted – Aye. Carried.

Commissioner Faber moved approve Lease Agreement between Campbell County and Gothams LLC through its partner Curative Inc. to utilize the Annex Building as a walk-up operation for COVID testing for the period of October 4, 2021 to December 31, 2021, as presented. Commissioner Bell seconded the motion. All Voted – Aye. Carried.

Commissioner Faber moved to approve Resolution Number 2094 for the appointment of Michael Stulken, Weston County Attorney, in and for Weston County, or other designee of the Weston County Attorney's Office, to represent Campbell County and to make, in their sole discretion, a decision on whether criminal conduct has occurred, potential charges, and whether individuals may be charged. If so, then to make a proper disposition of all potential criminal matters involving the Campbell County Library in which the Campbell County Attorney's Office has a conflict of interest. Commissioner Bell seconded the motion. All Voted – Aye. Carried.

BOARD OF EQUALIZATION

Commissioner Shelstad moved approve the Findings of Fact, Conclusions of Law and Order for Docket Numbers: 2021-11 and 2021-12, Fort Union Gas Gathering, LLC, as presented. Commissioner Bell seconded the motion. All Voted – Aye. Carried.

The Board reconvened into the Regular Meeting.

Several people provided public comment.

A Public Hearing was held at 10:15 AM for the purpose of hearing a zoning request for a portion of Tract 3, Hunter Estates, Phase III.

Commissioner Bell moved to approve the Rezoning Request submitted by Allen Hess, Case Number 21.04 COZ, to rezone a portion of Tract 3 Hunter Estates, Phase III, from R-S (Residential Suburban) to R-1 (Single Family Dwelling), as presented. Commissioner Shelstad seconded the motion. All Voted – Aye. Carried.

Commissioner Bell moved to approve the Final Plat for the Hunter/Hess Subdivision, Case Number 21.08 COSP, submitted by Allen Hess, pending completion of the Planning Considerations, as presented. Commissioner Faber seconded the motion. All Voted – Aye. Carried.

Several people provided public comment.

The Board recessed until 2:30 PM.

A workshop was held on redistricting.

There being no further business to come before the Commissioners the meeting was adjourned at 4:00 PM. The next regular meeting of the Commissioners will be held Tuesday, October 19, 2021, at 9:00 AM in the Commissioners Chambers in the Courthouse.

Susan F. Saunders, County Clerk
Board of County Commissioners

Bob Maul, Chairman
Board of County Commissioners

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

Clerk of District Court
Monthly Statement
September 2021

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 STATEMENT

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

CLERK, DISTRICT COURT,

Civil Fees	4-040-0000	\$	5,360.00
Probate Fees	4-041-0000	\$	805.00
Fines	5-001-0000	\$	10,269.22
Jury Fees	4-044-0000	\$	1,050.00
Miscellaneous Fees	4-043-0000	\$	3,523.48

Total Earnings

\$ 21,007.70

STATE OF WYOMING)

) ss

County of Campbell)

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

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


Cheryl Chitwood, Clerk

COUNTY CLERK
MONTHLY STATEMENT
SEPTEMBER 2021

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

COUNTY CLERK'S MONTHLY STATEMENT

Statement of the collections of Susan F. Saunders as Campbell County Clerk within and for the County of Campbell, State of Wyoming, for the month ending SEPTEMBER 2021 and filed with the County Clerk for presentation to the Board of County Commissioners of said County as required by Wyoming Statute 18-3-814.

45560-Recording Fees	<u>27,186.00</u>	
45610-Marriage Licenses.....	<u>1,200.00</u>	
45570-Chattel Mortgages.....	<u>14,037.00</u>	
45580-Certificates of Titles.....	<u>26,415.00</u>	
45560-Misc Receipts Vault	<u>773.00</u>	
45620-Misc Receipts Front	<u>143.00</u>	
45600-VINS.....	<u>3,650.00</u>	
IDOC Market...Autodeposited in FNBClerk...	<u>2,244.00</u>	////1.4696.1
TOTAL	<u>75,648.00</u>	

Info for Treasurer's Office

WY Titles	<u>1761</u>	@ \$15.00	= <u>26,415.00</u>
SO Vins	<u>152</u>	@ \$10.00	= <u>1,520.00</u>
PD Vins	<u>195</u>	@ \$10.00	= <u>1,950.00</u>
GF Vins	<u>17</u>	@ \$10.00	= <u>170.00</u>
HP Vins	<u>1</u>	@ \$10.00	= <u>10.00</u>
WC Vins		@ \$10.00	=

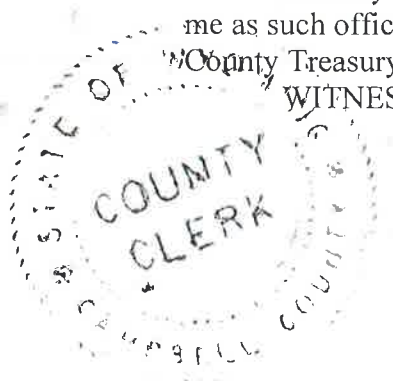
STATE OF WYOMING)
)ss.
COUNTY OF CAMPBELL)

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

WITNESS my hand and seal the 1ST day of OCTOBER, 2021

Susan F. Saunders, Campbell County Clerk

BY: Angie Waele, Deputy



Deputy TMM03

Campbell County Treasurers Office
Receipt For General Revenue

Receipt Date 10/07/2021
Date of Record 10/07/2021
Receipt Number 53855
Page 1

PAYOR: COUNTY CLERK'S MONTHLY STATEMENT

DESCRIPTION		AMOUNT
=====	=====	=====
RECORDING FEES	4-020-0000	\$27,186.00
MARRIAGE LICENSES	4-024-0000	\$1,200.00
CHattel MORTGAGES	4-021-0000	\$14,037.00
CERTIFICATES OF TITLES	4-022-0000	\$24,654.00
MISC RECEIPTS VAULT	4-023-0000	\$773.00
MISC RECEIPTS FRONT	4-023-0000	\$143.00
IDOC MARKET.AUTODEPOSITED IN FNBCLERK	4-020-0001	\$2,244.00
ABANDONED VEHICLE	3-825-0000	\$1,761.00
SO VIN	4-026-0000	\$1,520.00
PD VINS	4-027-0000	\$1,950.00
GF VINS	4-026-0000	\$170.00
HP VINS		\$10.00

RECEIPT TOTAL \$75,648.00

TMM03
CHECK
10836

SHERIFF'S OFFICE
SEPTEMBER 2021
MONTHLY STATEMENT

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 **September 30th, 2021** and filed with the County Clerk for presentation of the Board of County Commissioners of said County as required by Wyoming State Statute 18-3-814.

	Service Fees	\$5,950.00
	Fingerprint Fees	\$475.00
	Background Fees	\$115.00
	Sex Offender Registration Fees	\$959.75
	Concealed Firearms Permit Fees	\$520.00
	Copy Fees	\$120.50
	Notary	\$8.00
COUNTY SHERIFF	Sheriff Sales/Certificates	\$265.00
	Executions	\$500.00
	Salvage Vehicle Sales	\$00.00
	Towing Fees	\$658.00
	Foreclosure Sales	\$0.00
	Misc. Refund	\$0.00
	General Fund	\$0.00
	E911	\$0.00
	Town of Wright Reimbursement	\$0.00
	Town of Wright 911	\$0.00
	Campbell County Fire Department 911	\$0.00
	Campbell County Health 911	\$0.00
	WASCOP Grant	\$0.00
	Campbell County School District SRO	\$0.00
	Sheriff - 1% School Security	\$0.00
	SRO For 1-3 Qtrs. 19/20	\$0.00
	Sheriff's Account Interest (May21-Dec. 21)	\$0.00
		\$9,571.25

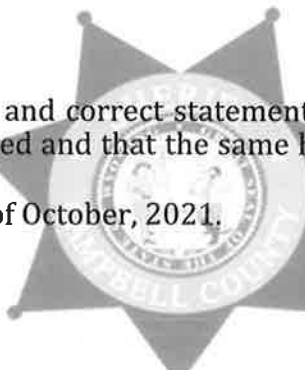
STATE OF WYOMING

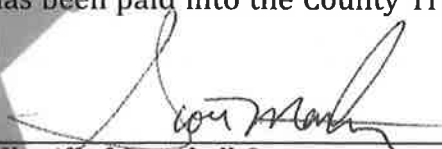
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COUNTY OF CAMPBELL

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

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




Sheriff of Campbell County

REPORT YEAR: 2021

F-66 (WY-1A) County Clerk's Abstract Statement												
	Omit Cents											
Item Description	Wages/Salaries	Operations	Construction	Capital	Cash Transfers to county boards	Total	User Charges and fees	Federal State Grants	Designated State/Local Revenues	County general revenues	Total	comments
	(a)	(b)	(c)	(d)	(e)		(f)	(g)	(h)	(i)		
Board of county commissioners	306,209	36,581				342,790						
County clerk	1,707,178	636,270		7,242		2,350,690						
County treasurer	1,215,151	101,349		2,467		1,318,967						
County assessor	1,076,332	146,007				1,222,339						
County sheriff	7,959,192	972,261	606,945	949,590		10,487,988						
County attorney	2,824,368	238,872		22,255		3,085,495						
County planner												
County surveyor	1,291,082	112,185	355,081	56,266		1,814,614						
County coroner	153,282	98,408		999		252,689						
Agricultural department	243,039	137,898		4,003		384,940						
District court	883,519	592,037		3,465		1,479,021						
Circuit court/Drug court	351,666	222,371		1,777		575,814						
Courthouse	2,216,147	1,043,095	602,728	114,741		3,976,711						
Jail	7,598,243	1,253,020		2,381		8,853,644						
Road and bridge	3,753,182	1,704,023	711,256	1,100,357		7,268,818						
Water commissioner												
Sewerage												
Civil defense/emergency management	114,690	45,940				160,630						
Elections	98,227	39,721				137,948						
Health (other than hospitals)	2,012,800	374,946		246,272		2,634,018						
County hospital												
Libraries	3,046,238	699,433		57,986		3,803,657						
Fair	131,446	290,261		999		422,706						
County airport	932,633	602,989	1,352,897	87,784		2,976,303						
Fire		3,480,000	6,570	456,572		3,943,142						
Protective inspection and regulation												
Trash collection/landfill	1,312,682	528,903	1,706,590	18,519		3,566,694						
Natural resources		270,000				270,000						
Parks/Recreation/Museums	4,496,348	4,637,170	262,404	690,512		10,086,434						
Financial administration	1,508,770	1,772,919		85,091		3,366,780						
Juvenile probation	993,146	51,598		94,662		1,139,406						
Social services - Welfare	5,804,540	198,793		50,567		6,053,900						
Social services - Other		1,520,707			278,091	1,798,798						
County administration	1,782,695	3,668,357	356,677	7,296		5,815,025						
Miscellaneous Expenditures												
ImprovementService&Water&SewerDist		134,556				134,556						
College Campus		801,215	39,229			840,444						

Miscellaneous Total		1,510,459	39,229			1,549,688					
Total EXPENDITURES	53,812,805	26,986,573	6,000,377	4,061,803	278,091	91,139,649					

COMMENTS

COMMENTS	
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DATA SUPPLIED BY

Name of Official: Susan F. Saunders

Title: County Clerk

Phone: 307.682.7285

Fax: 307.687.6455

Email: sfs02@ccgov.net

CHAIRMAN

DATE

Census:
ENTITY: Campbell County Treasurer
COUNTY: CAMPBELL
CURRENT PRIMARY MAILING ADDRESS:

P.O. Box 1027
 Gillette
 WY
 82717-1027

REPORT YEAR: 2021

PART I : TAXES - ALL FUNDS

F-66 (WY-1) County Treasurer's Abstract Statement		
TAXES	Omit Cents	
Item Description	Total Collected (a)	County portion of (b)
Property taxes collected	230,649,497	42,536,270
Delinquent taxes collected	15,098,181	2,688,078
Penalties and interest 18%	230,120	46,999
One-half percent collection fee retained	20,759	20,759
Proceeds of tax sales - include cost of tax sales	5,160	5,160
Resort district taxes		
Economic development taxes		
Capital facility - 1% option	3,694	
County option 1% - General Revenue	5,706,515	5,706,515
Enhanced 911	434,171	434,171
Lodging tax (Total collected)	327,348	
Motor vehicle registration fees includes apportioned an nonapportioned	18,210,841	3,863,786
Occupational and business licenses and permits	5,905	5,905
Nonbusiness licenses and permits	20,825	20,825
TOTAL TAXES	270,713,016	55,328,468
Taxes for education - Enter here the amount of your county's 6 mil school tax	23,950,503	

PART II : INTERGOVERNMENTAL REVENUE

A. DIRECT FEDERAL AID - Funds received by Federal Check or Warrant only		
	Omit Cents	
Item Description	Total Collected (a)	County portion of (b)
Airport	2,358,125	2,358,125
PILT	904,482	904,482
Federal - Road and Bridge		
community services block Grant	317,015	317,015
Bankhead-Jones	435,945	435,945
Wildlife Refuge (indicate Federal agency)		
Disaster Assistance - FEMA		
BLM grants		
Prisoner care	324,221	324,221
Other - Specify		
Medicaid, Medicare, Misc Grants	3,336,428	3,336,428

TOTAL FEDERAL AID	7,676,216	7,676,216
B. STATE AID		
Education		
General local government support		
4% sales and use tax	7,433,922	7,433,922
Mineral severance tax	444,688	444,688
Railroad car tax	169,213	31,771
Cigarette tax	31,348	31,348
Veteran's Exemption	186,870	31,862
Indian Exemption		
Appropriation from Legislature	307,588	307,588
Lottery and Pari-Mutuel Funds	549,077	549,077
All other amounts per definition of C30	247,007	247,007
Total general local government support	9,369,713	9,077,263
Health and hospitals		
Highway		
Gas tax	1,029,192	102,192
County roads	809,693	809,693
Total highway	1,838,885	911,885
Housing and community development		
Community development block grant		
Natural resources (Fire control)		
Public welfare		
Sewerage		
Water supply systems		
Electric power systems		
Gas supply systems		
Public mass transit systems		
All other State aid (except employee retirement system aid)		
Special fuels tax	1,642,505	1,642,505
US forest reserve		
Taylor Grazing Act	34,980	
State loan and investment board grants	11,214,404	11,214,404
Livestock - predatory animal control	80,535	
All other amounts per definition of C89	2,627,512	2,627,512
Subtotal All other State aid (except employee retirement system aid)	15,599,936	15,484,421
TOTAL STATE AID	26,808,534	25,473,569
C. FROM OTHER LOCAL GOVERNMENTS		
Education		
General local government support	521,644	521,644
Health and hospitals	491	491
Highways		

Housing and community development		
Public welfare		
Sewerage		
Utilities		
Water supply systems		
Electric power systems		
Gas supply systems		
Public mass transit systems		
All other local government revenue	215,057	215,057
TOTAL OTHER LOCAL GOVERNMENTS	737,192	737,192

PART III : MISCELLANEOUS REVENUE

Item Description	Omit Cents	
	Total Collected (a)	County portion of (b)
Special Assessments		
Sale of property		
Housing and community development		
Other county property	33,809	33,809
Interest earnings	1,784,560	1,784,560
Fines and forfeitures	1,146,358	
Rents	14,627	14,627
Royalties		
Donations from private sources		
Miscellaneous general revenue	1,385,905	1,385,905
TOTAL MISCELLANEOUS REVENUE	4,365,259	3,218,901

PART IV : CHARGES FOR SERVICES

Item Description	Omit Cents	
	Total Collected (a)	County portion of (b)
Airport transportation	416,685	416,685
Highway charges		
Housing and community development		
Parking facilities		
Parks and recreation	2,388,782	2,388,782
Solid waste management fees	3,582,767	3,582,767
All other general current charges	5,445,201	3,788,579
TOTAL CHARGES FOR SERVICES	11,833,435	10,176,813
TOTAL REVENUE	322,133,652	102,611,159

PART V : INDEBTEDNESS

A. Long-term debt - Bonds, mortgages, etc. with an original term of more than one year issued in the name of your government or of particular agencies. **Exclude lease purchase installment contracts and amounts for compensated absences.**

Debt	Omit Cents			
	Outstanding at beginning of fiscal year	Issued during fiscal year	Retired during fiscal year	Outstanding at end of fiscal year

Public debt for privately owned housing or industrial or business purpose				
All other purposes				
B. Short-term (interest-bearing) debt - Tax-anticipation notes, bond-anticipation notes, interest-bearing warrants, and other obligations with a term of one year or less. Exclude accounts payable and other noninterest-bearing obligations.				
1. Amount outstanding at beginning of fiscal year				
2. Amount outstanding at end of fiscal year				
C. Interest on Debt - Amount of interest paid, including any interest on short-term or nonguaranteed obligations as well as general obligations. Include capitalized interest paid on construction loans.				

VI : DISBURSEMENTS

	Omit Cents
A. COUNTY WARRANTS PAID	96,157,265
B. DISBURSED TO COUNTY BOARDS (Not districts)	
Airport board	
Cemetery board	
Fair board	
Fire board	
Hospital board	
Library board	
Museum board	
Recreation board	
911 board	
Other - Specify	
TOTAL DISBURSED TO COUNTY BOARDS	
REMARKS	

VII : CASH AND INVESTMENTS ASSETS

NOTE - Report all cash and investments owned by the county using the following classifications. Please note in the a, b, c descriptions which fund types are applicable in each fund balance classification. Securities should be reported at market value as of the end of the fiscal year.	
	Omit Cents
	Cash and investments Total
A. Non-spendable Fund Balance – Cannot be spent because it is not in spendable form or legally/contractually required to remain intact.	
a. N/A	
b. N/A	
c. N/A	
B. Restricted Fund Balance – Constraints externally imposed or constrained by enabling legislation which has legal enforceability.	
a. Cash Accounts	17,538,803
b. Bldg Mnt, Campus Mnt, Campus Mnt Tech, Fleet Mgmt, PLB, JT Powers Rec	56,614,059
c. Cap Fac Excess, CCSD Dist, E911, General Held Rev, SCFM Rd Funds, Town of Wright, Rec Maint, Pronghorn Main Res	8,413,349
C. Committed Fund Balance – Amounts only allowed for a specific purpose pursuant to constraints of formal action by highest level of entity authority. Such purpose cannot be changed except by the same type of action (i.e., legislation, resolution, and ordinance.)	

a. Cash Accounts	228,374
b. Capital Reserve, Cash Reserve	110,626,761
c. Gillette College, A&E Cntr, Gillette College Rodeo, 1% Munic, 1% Optional	8,455,379
D. Assigned Fund Balance – Amounts constrained by government's intent to be used for specific purpose, but not restricted or committed.	
a. Cash Accounts	15,217,198
b. Health Benefits	1,743,815
c. Fleet Mgmt, Rd Equip, Short Term Cap Const, General, PILT, Lottery/Offtrack, 1% Road Machinery	64,239,112
E. Unassigned – Fund balance is the residual classification for the general fund and includes all amounts not contained in the other classifications.	
a. General Fund	65,344
b. N/A	
c. N/A	
Total	283,142,194
REMARKS	

DATA SUPPLIED BY

Name of Official: Crystal Conley

Title: Chief Deputy Treasurer

Phone: 307-682-7268

Fax: 307-687-6416

Email: crystal.conley@campbellcounty.gov

CHAIRMAN

DATE

PAYROLL PAYMENT

FOR THE PAY PERIOD (s) ENDING

September 18, 2021

September 30, 2021

October 2, 2021

We do hereby approve the County Payroll as presented this 19th day of October, 2021

Member

Member

Member

Member

Chairman

V57111

Maintain Past Years

Action Code: I

V5711

Schedule #: 9510 Yr: 2020 Owner: SECRETARY OF HUD (THE)
Receipt #: 8767 Addr1: ATTN SINGLE FAMILY DISPOSITION BRANCH
Parcel ID: 17507118201011 Addr2: 1670 BROADWAY FL 23
City: DENVER St CO Zip 802024801

Book Page
1489 473
1490 2
1154 447

District . . . : 144 COUNTRYSIDE IMPROVEMENT & SERV

Owner Type . . : 4 General Public

Zone Code. . . :

Imps Code. . . :

Status : ACTIVE

Sq. Ft:

Acres : 4.44

Yr Blt:

Market

Taxable

----- DESCRIPTION ----- Land :

S: Imps :

OUTER LIMITS SURVEY BORGIALLI TRACT aka Eqlz :

Pers :

Exmpt:

Lot/Sec: State:

Block/Twnshp: Range: Total:

House#: 3885 Dir: St: HOMESTEAD Suf: LN Unt:

F2=Etal F4=Addl Name F5=Addl Legal F6=A/R F8=Note F10=P/D F11=BanK F24=More

9-13-2021

Cancellation # 4324

Special Assessment Billed in Error

1-1

OFFICE

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



Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS

Robert Maul, Chairman
Rusty Bell
Colleen Faber
D.G. Reardon
Del Shelstad

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: CLIMB Wyoming TANF/CPI Subaward Agreement

DATE: 10/14/2021

Attached you will find subaward agreement between CLIMB Wyoming and Campbell County. The purpose of this document is to set forth the terms and conditions in which CLIMB Wyoming accepts to utilize TANF/CPI funds. CLIMB Wyoming was awarded \$20,930.00.

The document was drafted by the County Attorney's Office.

Thank you!

CLIMB Wyoming
SUBAWARD AGREEMENT
DUNS# 146675157
CFDA #93.558

THIS AGREEMENT is entered into by and between Campbell County, Wyoming, by and through its Board of County Commissioners ("BOARD"), of 500 S. Gillette Ave., Ste. 1100, Gillette, WY 82716 and the CLIMB Wyoming, ("CLIMB"), of 405 West Boxelder Road #B4, Gillette, WY 82718.

RECITALS:

A. The BOARD has submitted its application to receive funding from the Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI) administered by the Wyoming Department of Family Services (DFS);

B. Through TANF CPI, DFS has awarded THE BOARD the total sum of Ninety One Thousand Dollars (\$91,000.00) to be used as approved in the Statement of Work referenced in the Contract Between Wyoming Department of Family Services and Campbell County Commissioners, effective October 1, 2021, attached hereto as **Exhibit A**;

C. The BOARD has entered into a contract with DFS setting forth certain terms upon which the funding is conditioned; and,

D. The BOARD desires to provide to CLIMB and CLIMB desires to accept from the BOARD the part of the awarded proceeds; namely, the sum of Twenty Thousand Nine Hundred and Thirty Dollars (\$20,930.00).

NOW THEREFORE, in consideration of the mutual covenants, agreements and representations set forth below, the above recitals, and other good and adequate consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. In exchange for the Board providing the award amount referenced in the above Recitals, CLIMB hereby agrees to provide services as specified and approved under the attachments referenced in **Exhibit A**. These services are for the period commencing October 1, 2021, and ending September 30, 2022. The terms and conditions contained in **Exhibit A** and all referenced attachments identified in **Exhibit A** are incorporated herein by this reference.
2. CLIMB agrees to administer the program as outlined in the attachments to **Exhibit A** to the best of its ability without creating exposure of liability to the BOARD.

CLIMB shall indemnify, hold harmless and defend the Board and its commissioners, trustees, directors, officers, agents, representatives, and employees from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest, costs, or expenses (including, without limitation, reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (i) the acts, errors, omissions, conduct, or operations of CLIMB or any of its officers, agents, or employees; or (ii) any breach by CLIMB of any of the representations, warranties, covenants, obligations or duties contained in this Agreement; or (c) any violation of any federal, state, or local laws, rules, or regulations by CLIMB. The indemnification obligations herein shall not be limited by reason of the enumeration of any insurance coverage and shall survive the termination of this Agreement. It is specifically agreed and understood that a condition of the grant award is quarterly reporting and the gathering and keeping of data in order to secure output measure for reporting purposes. CLIMB agrees to cooperate in all respects with regard to complying with this requirement and all other requirements set forth in attached **Exhibit A**.

3. It is specifically agreed and understood that the amount of funding to be contributed by the BOARD is limited to the funding received from DFS through the TANF CPI grant referenced in the Recitals to this Agreement. CLIMB shall be responsible for any and all additional costs, including but not limited to, all liability for any costs of this program which exceed the amount of the funds received herein. Additionally, the BOARD's obligation to reimburse up to the amount of the grant funding referenced herein is conditioned upon actual receipt of the same. If for any reason the BOARD should not receive such funding, its obligations under this agreement are null and void and the terms of this agreement are not a general obligation of the BOARD or a commitment for funding out of its general revenue.
4. In the event CLIMB fails to abide by the terms and conditions of this Agreement or **Exhibit A**, the BOARD may immediately suspend payments provided for under this Agreement and transfer such funding to another entity who is willing and able to perform the services provided for under this agreement.
5. In addition to the above remedy, in the event CLIMB defaults or is deficient in the

performance of any term of this Agreement or any requirements as set out in **Exhibit A**, or any rules and regulations under the TANF CPI program, the BOARD shall have the right to exercise all remedies provided by law or in equity, including, without limitation, the following:

- a. Immediately terminating this Agreement without further liability of obligation of The BOARD;
 - b. Requiring CLIMB to reimburse any amounts improperly expended and reprogram the use of the funds in accordance with applicable requirements;
 - c. Changing the method of payment to CLIMB; and/or
 - d. Reducing, withdrawing, suspending or adjusting the amount of the funds given to CLIMB under this Agreement.
6. Any persons hired or engaged by CLIMB in the performance of this agreement shall be employees of CLIMB and not the BOARD for any purpose, including but not limited to, salaries, benefits, employment taxes and personnel policies and regulations.
 7. The parties hereto agree that the terms and conditions of this Agreement may be amended or modified at any time upon mutual consent, in writing, of the parties hereto. No provision of this Agreement may be waived except by a written document executed by the party entitled to the benefits of the provision. No waiver of a provision will be deemed to be or will constitute a waiver of any other provision of this Agreement. A waiver will be effective only in the specific instance and for the purpose for which it was given, and will not constitute a continuing waiver.
 8. Construction, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over this Agreement and venue shall be the Sixth Judicial District, Campbell County, Wyoming. Customer does not waive governmental immunity and all defenses available to it pursuant to W.S. 1-39-101 et. Al. All remedies at law, in equity, by statute or otherwise shall be cumulative and may be enforced concurrently herewith or from time to time, and the election of any one or more shall not constitute a waiver of the right to pursue other available remedies.

9. CLIMB shall be liable to the BOARD for reasonable attorney's fees incurred by the Board in connection with the collection, or attempt to collect, any damages arising from any act or omission of CLIMB, or its agents or from CLIMB's failure to perform any aspect of the services or fulfill any obligations or responsibilities provided under this Agreement.
10. The provisions of this Agreement shall be severable, and if any provision shall be prohibited by law, invalid, or unenforceable in whole or in part for any reason, the remaining provisions shall remain in full force and effect.
11. The parties agree that this writing constitute the entire Agreement between them and that there are no other agreements or understandings of any kind or character except those contained within this Agreement and the attached Exhibits.

IN WITNESS WHEREOF, the parties, by their duly authorized representatives, whom have the authority to bind the respective parties have executed this Agreement as of the dates indicated below.

**BOARD OF COUNTY COMMISSIONERS
CAMPBELL COUNTY, WYOMING**

Robert Maul, Chairman
Board of Campbell County Commissioners

DATE

ATTEST:

Susan Saunders, County Clerk

CLIMB WYOMING

BY: 

Oct 6, 2021
DATE

Jennifer Hanrahan
Printed Name

Director of Finance
Printed Title

**CONTRACT BETWEEN
WYOMING DEPARTMENT OF FAMILY SERVICES
AND
CAMPBELL COUNTY COMMISSIONERS**

1. **Parties.** The parties to this Contract are Wyoming Department of Family Services (Agency), whose address is: 2300 Capitol Avenue, Third Floor, Hathaway Building, Cheyenne, Wyoming 82002, and Campbell County Commissioners (Contractor), whose address is: 500 South Gillette Avenue, Suite 1100, Gillette, Wyoming 82716.
2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the Contractor shall operate the Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI), a community plan which will provide a continuum of services to Campbell County families as outlined in the Program Statement of Work, Attachment A, which is attached to and incorporated into this Contract by this reference.
3. **Term of Contract.** This Contract is effective October 1, 2021, or upon the date the last required signature is affixed hereto, whichever is later. The term of the Contract is from October 1, 2021 through September 30, 2022. 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. Total payment under this Contract shall not exceed ninety-one thousand dollars (\$91,000.00). 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.
 - B. 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. The federal source of funding for this Contract is the Temporary Assistance for Needy Families (TANF) Grant, CFDA #93.558.
 - C. When the Contractor is working at a location requiring an overnight stay, the Contractor shall be reimbursed at the rates set out in Wyo. Stats. §§ 9-3-102 and 9-3-103.
5. **Responsibilities of Contractor.** The Contractor agrees to:
 - A. Provide the services described in Attachment A;

- B. Enhance sustainability beyond the funding period;
 - C. Determine TANF eligibility for families participating in the program. Contractor shall ensure that the TANF Participant Application and Eligibility form, Attachment C, which is attached to and incorporated into this Contract by this reference, shall be completed for each family being billed under this Contract or, upon Agency approval, an acceptable substitute, when determining eligibility for families participating in the program;
 - D. Bill the Agency for funding quarterly. The Contractor shall only bill for services provided to TANF eligible families. Contractor shall use the TANF CPI FFY21 Quarterly Report and Invoice, Attachment B, which is attached to and incorporated into this Contract by this reference, when submitting quarterly invoices. The quarterly invoice shall be submitted within thirty (30) days following the end of the quarter;
 - E. Limit the administrative costs at ten percent (10%) of the program costs per invoice submission;
 - F. Provide quarterly program performance reports to the Agency. Contractor shall validate all outcomes utilizing quantitative and qualitative data. The report in Attachment B shall be used for each quarterly report;
 - G. Provide reporting that is sufficient to provide an audit trail for state or federal auditors to determine accuracy of direct and indirect costs. Reports shall be submitted within thirty (30) days following the end of each quarter;
 - H. Not use funds to purchase non-tangible assets or to purchase or lease equipment. Leased equipment includes the rental of equipment for any period of time;
 - I. Not use funds to provide cash, checks, cash equivalents or cash redeemable cards to individuals served by the program, and
 - J. Obtain prior approval from the Agency for all budget changes which deviate from the submitted budget in Attachment A.
6. **Responsibilities of Agency.** The Agency agrees to:
- A. Pay Contractor in accordance with Section 4 above;
 - B. Instruct Contractor on eligibility for TANF funding;
 - C. Monitor quarterly invoices and performance reports for accuracy and to ensure they meet the requirements of TANF and this Contract; and
 - D. Monitor Contractor's efforts in securing other funding to ensure the program is

sustainable after the funding period.

7. **Special Provisions.**

- A. **Assumption of Risk.** The Contractor shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Contractor's failure to comply with state or federal requirements. The Agency shall notify the Contractor of any state or federal determination of noncompliance.
- B. **Environmental Policy Acts.** Contractor agrees all activities under this Contract will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- C. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Contract may be terminated without penalty if a private entity that receives funds under this Contract:
 - (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (ii) Procures a commercial sex act during the period of time that the award is in effect; or
 - (iii) Uses forced labor in the performance of the award or subawards under the award.
- D. **Kickbacks.** Contractor certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If Contractor breaches or violates this warranty, Agency may, at its discretion, terminate this Contract without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
- E. **Limitations on Lobbying Activities.** By signing this Contract, Contractor certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Contractor or its subcontractors in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.
- F. **Monitoring Activities.** Agency shall have the right to monitor all activities related to this Contract that are performed by Contractor or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books,

ledgers, documents, papers, and records pertinent to this Contract; and to observe personnel in every phase of performance of Contract related work.

- G. 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.
- H. No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract, shall be paid by either party.
- I. Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Contractor and related to the services and work to be performed under this Contract, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- J. Suspension and Debarment.** By signing this Contract, Contractor 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 Contract suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Contractor 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 Contract.
- K. Administration of Federal Funds.** Contractor agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. Copyright License and Patent Rights.** Contractor 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 Contract; and (2) any rights of copyright to which Contractor purchases ownership using funds awarded under this Contract. Contractor must consult with Agency regarding any patent rights

that arise from, or are purchased with, funds awarded under this Contract.

- M. Federal Audit Requirements.** Contractor 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. Contractor agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Contract, Contractor 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.
- N. Non-Supplanting Certification.** Contractor hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Contractor 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 Contract.
- O. Program Income.** Contractor 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 Contract must be used to increase the scope of the program or returned to Agency.

8. 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, and all federal grant requirements and executive orders in the performance of this Contract.
- 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 Contractor in the performance of this Contract shall be kept confidential by the Contractor unless written permission is granted by the Agency for its release. If and when Contractor receives a request for information subject to this Contract, Contractor 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 Contract.** This Contract, consisting of eleven (11) pages; Attachment A, Program Statement of Work, consisting of thirty-nine (39) pages; Attachment B, TANF CPI FFY22 Quarterly Report and Invoice, consisting of six (6) pages; and Attachment C, TANF Participant Application and Eligibility Form, consisting of two (2) pages, represent the entire and integrated Contract between the parties and supersedes 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.

- 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. **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.
- 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 Contractor in the performance of this Contract. Upon termination of services, for any reason, Contractor 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. 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. § 9-2-1016(b)(iv).
- R. Insurance Requirements.** Contractor is protected by the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, et seq., and certifies that it is a member of the Wyoming Association of Risk Management (WARM) pool or the Local Government Liability Pool (LGLP), Wyo. Stat. § 1-42-201, et seq., and shall provide a letter verifying its participation in the WARM or LGLP to the Agency.
- S. 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.

- T. **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.
- U. **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 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. 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.
- V. **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.
- W. **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.

- X. 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.
- Y. Time is of the Essence.** Time is of the essence in all provisions of this Contract.
- Z. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Contract.
- AA. 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.
- BB. 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.

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9. **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.

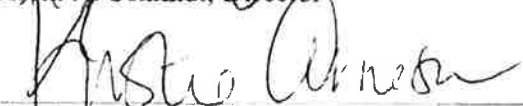
The Effective Date of this Contract is the date of the signature last affixed to this page.

AGENCY:

Wyoming Department of Family Services


Korin A. Schmidt, Director

9.22.21
Date


Kristie Arneson, Economic Security Senior Administrator

9/22/21
Date

CONTRACTOR:

Campbell County Commissioners


Rusty Bell, County Commissioner Chairman

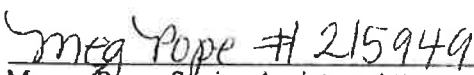
9/21/21
Date

Bob Maul

Susan Saunders, County Clerk

9/21/21
Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM


Megan Pope, Senior Assistant Attorney General

9/2/21
Date

Climb
COVER PAGE

1. County/Tribe: Campbell County
2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name: Bethany Raab
Title: Grants Specialist
Organization: Campbell County Government
Address: 500 S. Gillette Avenue Suite 1100
Phone: (307) 687-6324
Email address: blr01@ccgov.net

3. Primary Contact for the Sub-recipient. Implements the program.

Name: Jenny Mashak
Title: Program Director
Organization: Climb Wyoming
Address: 405 W. Boxelder Road, #B4 Gillette, WY 82718
Phone: 307-685-0450
Email address: jennyv@climbwyoming.org

4. Program Name: Climb Wyoming in Campbell County
5. Requested Amount: \$20,930

1. Authorized Representative: ROBERT MAUL
County Commissioner Chair
(No signature required here. Signature is required on the Assurance page)

Date: 05/20/2021

Phone: 307-682-7283 E-Mail: RLM01@CCGOV.NET

PROPOSAL

1. What programs are available within your community to address transportation and homelessness?

Since Climb Wyoming's mission is for low-income single mothers to discover self-sufficiency through career trainings and placements, the program places a strong emphasis on advocacy services. Rather than providing the service or funding for individual needs, Climb's philosophy is to problem solve with candidates as challenges arise. Through this process, candidates learn about local resources and gain critical skills to prioritize and find solutions to upcoming challenges. Taking time to support the candidate helps them learn to navigate resources in the future when they are employed and supporting their family.

Knowing families in poverty are connected to Climb, staff moved quickly over the last year to become an additional resource for connecting families to food, shelter, transportation, and healthcare. Climb staff prioritize building relationships and partnering with organizations that offer these important resources while helping candidates brainstorm personal options such as friends, family, co-workers or fellow Climb group members. Temporary Assistance for Needy Families (TANF) dollars support the process of participants navigating these resources on their own and learning how to problem solve long-term as needs change throughout their lives.

In Campbell County, staff support participants in brainstorming a plan that works for them (i.e., carpooling) since public transportation is not always an option. Climb also assists participants with transportation by providing attendance incentives that can be used for gas or providing gas reimbursement. Climb partners with organizations to assist with housing needs such as Council of Community Services, YES House and GARF. Climb also helps participants access low-income rentals for income-qualified tenants.

2. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention?

Climb helps participants navigate transportation, housing and additional resources on an individual basis. It is challenging to find a transportation or housing resources that can solve the challenges of commuting or homelessness systemically. Climb collaborates with community programs that help with these specific needs and services that are critical to our community. Staff appreciate the awareness and support focused on these resources.

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

Climb Wyoming's mission is for low-income single mothers to discover self-sufficiency through career training and placement. Statewide, Climb works with about 1,000 families per year through the following:

- a. Pre-program stabilization including one-on-one work with a low-income single mother as she prepares for the Climb program and employment.
- b. Intensive training consisting of life skills, mental health services, industry-specific skills and job placement.
- c. Graduate services post-program including networking and support meetings or success long-term with family and career.

Climb staff provide hundreds of hours of support to single mothers within each phase of the program helping to achieve Climb's 97% graduation rate in 2020. This rate exceeds outcomes from other programs in Wyoming and across the nation.

2. Is this program different than previous programs operated with TANF funds in the past?
Yes ☐ No ☒ If so, how is it different? Not applicable

3. Area(s) served.

The Gillette Climb program serves low-income single mothers from Campbell County and surrounding Crook and Sheridan County. The percentage of low-income single mothers served outside of Campbell County is less than 1 participant per program.

3. Population served.

The average participant at enrollment is living at only 30% of the Federal Poverty Level, which is equivalent to just \$533 per month for a family of three. Climb has effectively used TANF funding for approximately 16 years to serve over 2,000 TANF eligible participants. Their barriers to employment are deep and prevalent as demonstrated through the following statistics:

- a. 100% are single mothers, 60% have children under the age five.
- b. 68% are facing intergenerational poverty.
- c. Over 50% are unemployed when they enter the program.
- d. 41% have changed jobs more than 3 times in one year.
- e. 34% of participants indicate a history of substance abuse.
- f. 38% have defaulted or failed to pay a loan.
- g. 56% have indicated having a legal history.
- h. Only 16% of participants come to Climb with private health insurance.

Since single mothers are working many of the minimum wage essential jobs without sick care and are acting as the primary caregiver of their children during school closures, the COVID-19 pandemic makes them even more vulnerable.

4. Beginning and end date of program.

October 1, 2021 – September 30, 2022

5. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

Gillette Climb expects to offer two programs, one in the fall and one in the spring, each approximately six months long from recruitment through graduation. During COVID-19, the programs have been offered virtually and in safe and responsible ways when in person trainings are required. The exact start times and dates for these programs are determined based on industry needs.

Program research and planning, a critical phase to determine employer needs and training components, happens throughout the year. Recruitment also occurs throughout the year. After program participants are determined, the intensive portion of the training lasts on average for three months depending on the job skills training curriculum and certificate type. In this phase and under normal circumstances, participants often meet each day from 8am – 5pm. During COVID-19, the daily schedule has been more flexible to meet safety guidelines and moms' needs.

The subsidized job placement lasts approximately six to eight weeks. After this time period, the participant is expected to continue in their career and can access graduate support services. Ongoing support is offered to all graduates through planned events and personal interactions as needed.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

Attachment A to the
Contract between Wyoming Department of Family Services
and Campbell County Commissioners

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

Since the pandemic began, low-income single mothers have come to Climb for many different reasons including not having a safe place to sleep at night, losing custody of their kids, and some struggling with addiction. Since certain human service programs may have been cut back or shut down, moms can slip further into poverty. According to CNBC, sectors where women often work such as restaurants and tourism have experienced some of the most significant job losses. In April, "unemployment skyrocketed more for women compared with men — to 15.5% versus 13%, respectively" (CNBC, September 2020). A recent survey conducted by the Wyoming Survey and Analysis Center in partnership with Wyoming Community Foundation and the Wyoming Women's Foundation stated, "Seventy-four percent of single mothers reported that school and day care closures had a 'moderate or severe' impact on daily life."

Over 28% of the population in poverty in Campbell County is families with a female head of household (Campbell County Needs Assessment July 2016). According to the 2019 Wyoming Kids Count Profile conducted by the Annie E. Casey Foundation, 37,000 Wyoming children lived in single-parent families and 18,000 Wyoming children lived in poverty. Poverty that is passed down from one generation to the next creates significant barriers to job success, trapping low-income single mothers and their children in a cycle that Climb participants are ready to break. When children move out of poverty, they are three times more likely to be employed as adults.

2. What is the resource gap(s) that is being addressed by your program?

In the Campbell County Needs Assessment (July 2016), the highest priority service needs from the providers' perspective are "mental health services" at 100%. The Climb Program is unique because it strengthens participants' mental health through a myriad of services including the mental health assessment, group counseling and individual counseling. These services, along with appropriate referrals, are a critical component as they allow participants to address personal barriers that are standing in the way of their successes. This mental health component provides an avenue for participants to build healthy relationships with others, which will support them in contributing successfully to their professional environment. During COVID-19, mental health support is even more critical to success.

Climb expects to meet or exceed the following performance measures annually:

- Recruit candidates and help them navigate barriers to employment through collaboration with community partners that provide resources such as food stamps, childcare assistance, housing, and transportation.
- At least 80% of the participants enrolled in the Climb program during the grant period will successfully complete the program.
- 75% of graduates will be employed in full-time positions at program end.
- 90% of the participants who complete the program will earn higher wages than when they entered the program.
- Graduates will show a decrease in dependence on government benefits including food stamps, childcare assistance, Medicaid and other government benefits.
- Climb will demonstrate a Return on Investment of at least 1.5 to 1.
- Each Climb participant will receive both group and individual therapeutic support to gain skills with communication, healthy relationships and maintaining stable work and home environments.
- Each Climb participant will participate in mock interviewing and workplace communication training to improve knowledge of pre-employment skills.
- Climb staff will continue to collaborate with other organizations for life skills and workplace skills training and refer participants to external resources as needed.

3. Describe what research-based programs and strategies will be utilized to make the program successful.

Strategic priorities include the following:

- Provide job training and placement in high demand careers to improve family economic stability and decrease dependence on government benefits.
- Provide group or individual counseling by a Wyoming licensed mental health professional to overcome barriers to success.
- Offer a comprehensive program to include life skills and work readiness skills such as budgeting, conflict management, healthy relationships, and parenting as well as pre-employment skills as job searching, resume writing, mock interviews, and workplace communication.
- Research employment opportunities to place moms in high growth, high demand occupations to help fill local employer needs.
- Provide ongoing guidance and support, including results data collection and reporting, helping participants learn advocacy skills, and graduate support.
- By working in groups, Climb intentionally creates social capital between the women to build confidence and illustrate the value of making connections with each other and the community.

C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

Since collaboration is a cornerstone of the Climb model, community partners play a critical role. To provide increased recruitment success, Climb has established relationships with Department of Family Services and community organizations for referrals. Local businesses help Climb plan programs by providing information on workforce needs and offering job placement experiences and hiring opportunities for Climb graduates. Climb staff partner with community colleges, private training entities and future employers to develop the training curriculum that includes the required knowledge and skills. During program implementation, Climb partners with dozens of individuals, agencies and organizations to help participants address barriers to success. Local citizens at each site volunteer as mock interviewers to simulate the real-world interview experience. Finally, Climb refers participants to outside agencies for additional mental health support or community support as needed.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Department of Family Services	Referrals and benefits information to participants
Workforce Services	Referrals and POWER information to participants
Gillette Abuse Refuge Foundation	Referrals and services to participants if needed
Visitation and Advocacy Center	Referrals and services to participants if needed
Campbell County Health	Referrals and participant job placements
Primrose Retirement Community	Participant job placements
Life Connections	Participant job placements
HUB International	Participant job placements
First National Bank	Participant job placements
Gillette College	Training partner
Campbell County Extension Office	Budgeting and nutrition training for participants
Health Services of Campbell County	Provides women's reproductive health information
Legal Aid of Wyoming	Information and consultation with participants
Campbell County Recreation Center	Climbing exercise and tour and information about free punch cards
Advocacy of Visual Arts	Art exercise partnership

Council of Community Services	Services for moms for housing and food
Salvation Army	Food, resources, and utility assistance to participants
YES House Transitional Living	Housing resource for some participants

3. Describe how the program will be sustained by the community beyond the funding period.

Climb continues to focus on fiscal sustainability and funder diversity to keep serving one of the most vulnerable populations in the Campbell County area. Climb successfully received a Paycheck Protection Program grant established by the CARES Act and is requesting loan forgiveness. Climb also applied for specific COVID-19 related grants that were offered to health and human service organizations including the Charitable Relief Fund. During the current pandemic, federal, corporate, foundation, city and county, and donor dollars can shift as the economic outlook changes. Since the Climb program is free for participants and staff workload has required additional time to be innovative and adaptive for online trainings, community financial support is critical to supporting a very vulnerable population. Receiving grants from a diversity of funders improves Climb's long-term sustainability to continue our work.

As Climb moves towards an even more sustainable funding model, we continue focusing our efforts on strategic planning and increasing the fundraising role of the Board of Directors. Climb has worked to establish adequate operating reserves due to the unpredictability of federal funding. The statewide Climb organization strives to accumulate reserves equivalent to approximately six months operating expenses. Climb has the flexibility to allocate its reserves to support the local program in Campbell County as needed since most of these reserves are unrestricted.

D. Project Goals and Outcomes

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

A top priority will be to continue partnering with Campbell County low-income single mothers so they can stabilize their families and meet Wyoming's workforce needs now and in the future. Climb has provided extensive one-on-one support to single moms during the past year as they prepare for Climb's job training program and employment. This includes helping with connections to local food, housing, and childcare resources, providing advocacy and mental health support, and offering guidance for job readiness. Over the grant period, Climb expects to serve approximately 100 candidates in this pre-program phase keeping families stable so they can maintain their path to self-sufficiency post-pandemic.

During the pandemic, Gillette Climb's career training programs have continued, with an emphasis on essential jobs in healthcare and transportation. Climb's innovative, virtual job training format has connected participants to technology while maintaining our therapeutic model of working in groups. Moms have been provided with laptops, help accessing internet service, and IT support so that they can participate in the training and connect with each other. The virtual classroom has created unique learning opportunities, including live instruction with trainers in remote locations, and both individual and group counseling. Over the grant period, Gillette Climb will enroll approximately 20 new TANF eligible single mothers and continue services to about 10 mothers already enrolled in the career training and job placement phase of the program for a total of 30 participants with about 60 children served. Climb staff will also support about 35 past graduates to promote long-term success in the workplace and family stability and respond to individual concerns as needed.

FY21 – FY22 Projections

Candidates	100
TANF Eligible Participants	30
Children	60

Climb's goals address the following purposes of TANF:

Climb helps end the dependence of needy parents on government benefits by promoting job preparation and work. Moving families into a place where they can contribute to local economies creates a stronger Wyoming for all resulting in more stable, healthy, and vibrant communities. Data shows that Climb graduates statewide decrease their food stamps usage, childcare assistance, and reliance on public healthcare due to the impact of Climb's career training and job placement program. In 2020, Climb graduates increased their total annual earnings from \$681,216 to \$2,320,766. In addition, Wyoming saves \$2 million annual from decreased Medicaid, food stamps, and childcare expenses.

Climb will provide assistance to needy families so that children may be cared for in their own homes. Children benefit when parents increase their education and income since they have greater access to academic and extracurricular activities, more stable schedules at home, and role models for career success. Along with increased income and consistent schedules, Climb participants learn about themselves through weekly counseling and parenting classes. They also learn executive functioning and communication skills. These resources help them problem solve and communicate with others in their lives to provide a more stable home and rich school environment for their children to thrive.

Furthermore, the goals of the Climb program align with the following primary purposes of the TANF CPI grant:

- Ensure community wide collaboration in planning and implementation efforts.
- Award TANF funding based on data-driven, community-based decision making.
- Implement and evaluate effective, research-based programs and strategies.
- Provide services that will assist families in moving toward self-sufficiency.
- Enhance sustainability of community efforts beyond the funding period.

2. **Outcomes:** Using the chart below, please identify the measurable outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Show progress each quarter toward the final goal of 80% of the individuals enrolled in the program successfully completing the program.	80% of participants who enter the program will successfully complete it.	During recruitment, Climb staff help participants address any barriers including childcare and transportation. During the program Climb advocates for participants and provides mental health counseling to overcome barriers for success.	Climb tracks the participants who graduate in our customized participant database that can demonstrate trends over time.
75% of Climb program graduates will be employed after program completion.	75% of these program graduates will be employed after program completion.	Climb programs include pre-employment skills including job searching techniques, resume writing, interviewing techniques, employee/employer	Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week

		relationships, and job retention. Climb staff work with the participants to ensure a successful interview process and support the participant during job placement as she practices new skills.	and hourly wages as well as participant and child health insurance data. From program end to 12 months, Climb collects this data by Climb staff contacting participants via phone, email or text. From 15-24 months, Climb contracts with the Wyoming Survey and Analysis Center (WYSAC) to conduct the follow-ups via phone survey.
Show progress each quarter toward the final goal of individuals who completed the program earning 90% higher wages than when they entered the program.	75% of program graduates will be employed after program completion and will be earning a 90% higher wage than they were before the program.	Comprehensive training develops the participants' strengths and builds upon them through extensive training in high-demand, high-growth occupations that lead to self-sufficient wages. Climb staff follow up with employers to establish performance evaluations and communication for long-term success.	Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data.
Show progress each quarter toward the final goal of 90% of the individuals who complete the program experiencing a decrease in the dependence on food stamps.	Over time, 90% of program graduates will show a decrease in their dependence on food stamps.	To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability.	In order to assess decreasing dependence on government benefits, Climb collects food stamp and childcare data from the Wyoming Department of Family Services.
50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public health insurance.	Of the graduates who enter the program utilizing public health insurance 50% will end their dependence on public health insurance.	To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability.	In order to assess decreasing dependence on government benefits, Climb collects health insurance data from the participants through the surveys.
Increased knowledge and skills regarding healthy relationships, strong and stable environments, communication and health behaviors.	100% of single mother who enter the Climb program will have received life skills training and mental health counseling.	Climb offers life skills classes as parenting, budgeting, nutrition and more. Climb contracts with a licensed Mental Health Provider at each site and each participant receives individual and group counseling.	Climb staff determine the life skills for each program based on the needs of the participant group. All participants must participate in the mandatory individual and group counseling component of the Climb program.

3. Describe your data collection methods to be used.

Climb formally tracks the progress of program participants for two years after completing the program. Climb staff members use a standardized interview to collect outcome data on each client at the following post program intervals: 3-months, 6-months, 9-months and 12-months after program completion. Climb partners with the Wyoming Survey and Analysis Center (WYSAC) to conduct second year follow-ups. WYSAC staff members use the same standardized interview questions to collect outcome data on each participant at the following intervals: 15-months, 18-months, 21-months and 24-months after program completion.

A customized database tracks program records and ensures accurate, ongoing data collection. Climb utilizes participant self-report forms, staff observations, interviews and records to document each participant's progress and program outcomes. A pre- and post-program mental health assessment identifies mental health symptoms and tracks decreases in symptoms post program.

Data will be provided in quarterly reports to validate outcomes. Quarterly reports will include training completion, hourly wage pre-program and hourly wage post-program. These quantitative goals were selected because they can be consistently tracked and verified using participant or employer interviews and public records.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

Gillette Climb's career training programs continue with an emphasis on essential jobs in healthcare and transportation. Trainings are conducted online and in-person with participants' and trainers' health and safety prioritized. Climb's innovative virtual job training has connected participants with technology while maintaining safety, structure and the support of participants working together in groups. Our outcomes demonstrate the success of this model in stabilizing families and creating a support system to help families work towards long term self-sufficiency.

2020 TANF Eligible Climb Participant Data

Graduation Rate	98%
Full-time Employment Rate at Program End	81%

Along with these strong outcomes, our long-term data continues to speak to the success of our programs and strength of our participants. Climb's strong foundation and connection to families in need has been a lifeline during the pandemic.

Five Year TANF Eligible Statewide Climb Participant Data

Employment Rate at Application	44%
Employment Rate 2 Years Post Program	78%
Monthly Wage at Application	\$1,231
Monthly Wage 2 Years Post Program	\$2,616

Despite the pandemic's economic impacts in Campbell County, job placements steadily continue, with graduates employed in critical positions continuing to be part of the local workforce solution. Climb is committed to solidly researching programs to determine employer demand, to establishing strong employer partnerships, and to continue working with the moms seeking employment until a career placement has been made.

G. TANF Recruitment

1. Describe your recruitment and enrollment process for TANF eligible individuals/families?

Each Climb site has staff that serve as a case manager for moms and provide ongoing guidance and support throughout the program. Staff recruit candidates who are most in need. During the recruitment phase, staff outline the required knowledge, skills, and abilities, and other training and job requirements for the identified occupation. Staff also evaluate each candidate's level of competency in the area. Staff conduct a thorough assessment to determine additional services available in the community which may include food stamps, childcare assistance and housing, or counseling. Accessing these services and experiencing the stability they can provide a family is critical to successfully completing the program and starting a long-term career. Staff connect candidates to these services and support them along the way. If the candidate is not ready for the program, staff remain in contact with them for potential admission into a future program when they are more stable and ready.

2. What is the projected number of TANF eligible individuals that will be served by this program?

During October 1, 2021 through September 30, 2022, Gillette Climb will serve low-income single mothers as follows:

- Gillette Climb will recruit approximately 100 candidates and work closely with them to increase their stability so that they can successfully complete the career training and job placement phase of the program in the future.
- Gillette Climb will enroll approximately 20 new TANF eligible single mothers and continue services to about 10 mothers already enrolled in the career training and job placement phase program for a total of 30 participants.
- Gillette Climb will also continue to work with approximately 35 graduates. This phase occurs after completion of the program. Graduates receive continued support by staff that is often critical to their long-term job success.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

Climb uses a rigorous process to ensure income eligibility for the Climb program. If a potential participant is utilizing food stamps, Climb program staff members verify this information with Department of Family Services (DFS) to confirm TANF eligibility. If the potential participant is not utilizing food stamps, Climb program staff members verify employment and wages by checking pay stubs or verifying income with the applicant's employer to ensure that household income is less than or equal to 185% of the Federal Poverty Level. Other family income documents such as unemployment stubs, tax returns, or income verification from other applicable family members are also collected and included in documentation. Eligibility is documented on a provided TANF Eligibility Intake Form that is maintained in each participant's file and reviewed by a Climb home office employee who is specifically trained in eligibility determination. Any questions about eligibility are directed to the State of Wyoming's DFS TANF Program Manager prior to a participant's acceptance to Climb.

BUDGET

Instructions:

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.
2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.

- a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
 - b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
 - c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
 - d. Administrative expenses shall not exceed 10% of the non-administrative expenses.
3. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.
 4. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

Other major funding sources (over \$1,000) include:

City of Gillette - \$29,500 (pending)
 Campbell County - \$20,000 (pending)
 Hughes Foundation - \$25,000 (awarded)
 Wyoming Community Foundation - \$15,000 (awarded)
 Daniels Fund - \$20,000 (will apply)
 Cross Charitable Foundation - \$5,000 (awarded)
 Powder River Energy Foundation - \$5,000 (will apply)
 State Farm - \$2,500 (awarded)
 Wells Fargo - \$2,000 (will apply)
 First Interstate Bank Gillette - \$2,500 (will apply)
 Private Donors - \$50,000 (awarded and pending)

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

The following calculation is Climb's projected Return on Investment (ROI) for the proposed program:

- Impact without Program: Climb participants are making an average annual wage of \$6,432 before the program (\$536 per month for 12 months).
- Impact from Program: 90 days post program, graduates are employed making an average annual wage of \$22,584 (\$1,882 per month for 12 months).
- Total increase in wages over first year period = Impact from program \$22,584 - Impact without program \$6,432 = \$16,152.
- Total Cost per Client Served = \$20,930 divided by 130 clients = \$161. Number of clients totals 100 candidates, 20 new participants, and continued services to 10 participants for 130.
- Climb ROI = 100.32 to 1 based on \$16,152 ÷ \$161

- Climb ROI over the lifetime of a participant = 3,711.95 to 1 based on an average age of participant being 28 and working until age 65 (37 years post program) at an increased wage of \$16,152; 37 years x \$16,152 = \$597,624 ÷ \$161

Climb
Amount Requested from Proposal:
~~\$50,000~~

	Program Costs	Administration Costs	Summary and Justification for Budget Expense
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	13,000	1,200	Program Director (\$60,000 annual salary) is responsible for oversight and/or implementation of all aspects of the Climb program model with a primary focus on program coordination, planning and administration. Assistant Program Director (\$50,000 annual salary) is responsible for assisting the Program Director with implementation of all aspects of the Climb program model with a primary focus on program coordination and planning. Both positions provide direct program services to participants, including recruitment, intensive training, job-placements and counseling. Administrative salaries are to support Climb's centralized home office administrative staff that support the entire statewide operations to handle such things as budgeting, grant reporting, financial processing, insurance, auditing, and human resources. The amount reflected on this budget represents an allocation of time spent directly supporting the site as well as this grant.
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	500	200	Retirement, health, dental, vision, and life insurance expenses for those employees that participate in Climb's insurance plan. (Program Director, \$7,200; Assistant Program Director, \$5,000)
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	1,200	500	Employer paid payroll taxes are estimated at 10% of the salaries budgeted. (Program Director, \$6,000; Assistant Program Director, \$5,000)
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Recruiting and Marketing Cannot include promotional	Click here to enter text.	Click here to enter text.	Click here to enter text.

items.			
Travel Travel necessary to serve participants.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Rent and utilities Admin: Rent and utilities for time spent managing the grant. Program: Rent and utilities for space provided to direct services for participants.	1,600	N/A	Rent and utilities for office space, classrooms, and group/individual mental health treatment space. Also includes phone, fax, internet services, and cleaning of office space.
Participant Tuition and Class Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Class Supplies and Materials	0	N/A	Materials to meet needs of participants during training and group activities.
Participant License and Certification Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Drug and Aptitude Screening Can include other types of assessments.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Work Support Services and Clothing	0	N/A	Items needed to successfully complete training and work experience. Includes steel-toed boots, coveralls, gloves, tools, scrubs, professional attire and more.
Participant Wages	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	1,000	N/A	Incentives earned by participants for completed goals to assist them with living expenses while in training.
Other Student Needs: Mental Health Provider	1,730	N/A	Amounts paid to contracted mental health provider for group and individual counseling services.
Sub-Total	19,030	1,900	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	20,930		
Number of TANF Participants Planning to Serve	130		
Cost Per TANF Participants	161		

Council of Community Services

COVER PAGE

1. County/Tribe: Campbell County_____
2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name: Bethany Raab_____

Title: Grants Specialist_____

Organization: Campbell County Government_____

Address: 500 S. Gillette Avenue Suite 1100_____

Phone: (307) 687-6324_____

Email address: blr01@ccgov.net_____

3. Primary Contact for the Sub-recipient. Implements the program.

Name: Mikel Scott_____

Title: Executive Director_____

Organization: Council of Community Services_____

Address: 114 S. 4J Road Gillette, WY 82716_____

Phone: (307) 686-2730_____

Email address: mikel@ccswy.org_____

4. Program Name: Permanent Supportive Housing for Chronically Homeless Families

5. Requested Amount: 36,400_____

2. Authorized Representative: ROBERT MAUL
County Commissioner Chair
(No signature required here. Signature is required on the Assurance page)

Date: 05/20/2021_____

Phone: 307-682-7283 E-Mail: RLM01@CCGOV.NET

PROPOSAL

1. What programs are available within your community to address transportation and homelessness?

The Council of Community Services (CCS) operates four housing units that all focus on housing chronically homeless individuals. We operate a Homeless Shelter, Permanent Supportive Housing for Chronically Homeless Families, Permanent Supportive Housing for Chronically Homeless Adults, and a Group Home for the Severely and Persistently Mentally Ill. Each one of these housing units has a vehicle available to them for staff to drive them to appointments, job interviews, and to do errands. CCS also operates Homeless Prevention, Street Outreach, and Rapid Rehousing Programs to prevent homelessness before it begins, find those who are living on the street, and quickly rehouse those who have become homeless.

We also refer individuals to the Senior Center Bus Program when they are not living in our housing units. The bus is available to seniors and non-seniors.

2. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention? Having enough funding to employ additional case managers who have the time to assist to schedule appointments and drive any client who does not live in our housing units but utilizes our other programs would help to prevent homelessness and poverty. I do not know of any agencies that are offering free transportation to homeless individuals or families that are not participating in specific agency programs.

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

The Council of Community Services is applying for funding for our Permanent Supportive Housing for Homeless Families (Keeping Families Together Program). Our program operates under the tenants of Low-Barrier Housing and the Keeping Families Together format. The services provided under our Supportive Housing program are designed to help parents struggling with overwhelming poverty and complex physical or mental health issues. The program works with the parents through the interventions of both our Council of Community Services Housing Case Manager, and the designated DFS case manager who work together providing constant support and stable and reliable housing. By partnering with DFS, we can provide wrap-around supportive services to six (6) families in our apartments. The goal of the program is to build the parents capacity to parent through aligned case management, a variety of classes such as parenting, health, budgeting, and even gardening, as well as assistance through the Council's other poverty alleviating programs.

The Keeping Families Together model focuses on the idea of creating a stronger environment for the entire family-not just the child or just the parents. Using this model, the families become the focal point for holistic intervention and support, preventing crisis situations and the removal of children to foster care. This form of supportive housing for vulnerable families can break the intergenerational cycle of poverty, homelessness, and abuse by providing families with services they need to stay together. It creates a better environment for the children and parents and protects children who are otherwise at high risk for abuse and neglect. Without the supportive services provided by the Council, these families may not succeed in other forms of affordable housing. By partnering child welfare

services and homeless assistance programs, together we can address the complex needs of high needs families rather than each agency focusing on individual parts and pieces of the problem. Our program is different than any other program in our community and is one of only a few in the Nation. It is the only housing program in our community that houses families together and focuses on the success of the family as a whole. The Keeping Families Together initiative is the first federal investment specifically focused on creating supportive housing to reduce child welfare system involvement through the investment made by the US Department of Health and Human Services Administration for Children Youth and Families (ACYF) for a five-year evaluation in five sites based on the success of the CSH Keeping Families Together pilot programs. The Council believes that this program will prevent foster care placement for those families who are homeless or unstably housed and is a high need in our community. Data on Supportive Housing for Families Working with Department of Family Services shows that it not only increases families housing stability, but it has also been shown to improve outcomes across multiple domains such as education, employment, and health care access. These are all improvements in domains that will help to prevent future poverty situations for these families and children.

2. Is this program different than previous programs operated with TANF funds in the past?
Yes ☐ No ☒ If so, how is it different?

CCS operated this program last year using TANF funding.

3. Area(s) served.

Campbell County

4. Population served.

This program serves chronically homeless, low-income families with open cases with DFS. Families are first identified for our program through their DFS case manager. The DFS case manager uses a set of criteria provided by the Council which prioritizes chronically homeless families and meets the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless. Families must also meet all four (4) criteria categories and at least one criterion in each subcategory. The four (4) categories include: (1) Family has long term or repeat pattern of homelessness or housing instability (2) Family has an open case with Child Protective Services (3) Primary caregiver has persistent challenges and little support (4) Other risk factors that might put families within a higher risk factor for Child Protective Services. These risk factors include subcategories such as domestic violence, age of youngest child is under two, primary caregiver has a criminal arrest history within the past five years, household has been involved with child protective services in the past, and primary caregiver has a history of abuse or neglect as a child or spent time in the foster care system as a child.

Since supportive housing is an intensive intervention and a scarce resource, only the highest need households, those facing complex challenges and for whom housing is a factor in the imminent placement of children in out of home care, should receive services. The criteria and subcategories were meticulously chosen through the guidance of the Corporation for Supported Housing and have been used successfully by Keeping Families Together initiatives through the country. It was also designed for targeting criteria within a federal framework to ensure that supportive housing served households for whom the program would likely have the biggest effect. The key eligibility criteria for households include child welfare involved households. Households that are most likely to

experience negative child welfare outcomes (e.g. out of home placement, long-term open cases, reentry to the child welfare system in the form of re-reports of abuse or neglect, and repeat open cases), households with high service needs (households with multiple needs, such as mental or physical health problems, substance use, or disabled children), and households with severe housing issues (households who are homeless or unstably housed).

5. Beginning and end date of program.

This program will run continuously. CCS operates on a calendar year budget.

6. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

This program focuses on stable housing, it will run continuously. Families will be able to stay in the program as long as they need to feel stable and be successful. Typically, this is shortly after they have had success in closing their DFS case and have utilized CCS's case manager to help them find stable housing within their budget.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

In initial discussion with our local DFS office, they had a 50-family waitlist that would qualify for these apartments. We have also seen an increase in the past several years at our Homeless Shelter for families. In 2019 our Shelter housed 15 families, with more families approaching the Shelter but leaving due to not having designated family rooms. In 2020, that number decreased because we had more funding for our Homeless Prevention program, which helps families pay rent and keeps them in their homes. Last year, our Homeless Prevention program assisted 80 families with Homeless Prevention, which included 105 children under 18.

Although CCS has received an award to renovate our homeless shelter to accommodate more families, the shelter is not the best place for families. According to data provided by Campbell County Department of Family Services, there are currently 1,097 children in the foster care system in Wyoming and 81 of those children are in Campbell County. The Council's goal through our program, is to reduce the number of children going into foster care, as well as, reduce the number of children entering and leaving the foster care system multiple times. Not only does this help the parents and children, it reduces the high cost associated with the foster care system. In Wyoming, the current rates for foster care ranged from \$645.00 to \$732.00 a month per child.

According to Bonnie Volk, the manager of district 6 DFS for Campbell, Crooks, and Weston Counties: **"their (CCS) housing is a definite need in this community and have been a great resource to DFS. There have been several families from my unit alone in the last 6 months where council housing has given the parent a home to have their children reunified to or provided a home to keep the family together. In an open case of Katelyn's, the council is paying for a family to stay at a hotel until they have an apartment cleaned and ready for them. This family had just been evicted and children coming into care was a possibility based on not having a suitable place to live.**

Additionally, having families placed at the council assists DFS as they provide an extra set of eyes through inspection and their criteria for families to live there."

2. What is the resource gap(s) that is being addressed by your program?

Working in extremely close partnership with the case managers and administration at our local Department of Family Services, we will work to address family homelessness and instability. This is the only supportive housing program for families in Campbell County. By immediately securing housing and then providing supportive services such as access to education, medical and dental assistance, assistance with legal fees, and basic life skills, we are helping families stay together and providing a pathway to stability.

In our supportive service facility, each family is ensured access to nutritional food, diapers, formula, and a case manager that will help them work with other agencies or facilities to provide them with what they need to care for themselves and their children. Children are more likely than adults to live in poverty in America. Child-care costs, lack of living wages, costly housing, and other factors drive many families with children into debt and put economic stability out of reach. In Wyoming, 11.0% of children under 18 lived in families with incomes under the poverty line in 2019. 12.2% of families experienced hunger and food insecurity and 8.8% of families had used high cost, high risk forms of credit to make ends meet in 2017. It can be assumed that these percentages are increasing by analyzing the number of families using our other programs. In January of 2021, Campbell County had 195 homeless students attending one of the schools in our district. The Council of Community Services is the only agency in Wyoming providing a resource to these families to stay together in a stable environment with a positive support network.

Stable housing and supportive services help give our families the opportunity to work, attend school, and participate in other programs such as CLIMB Wyoming that will help lift them out of the poverty cycle. Without housing, these opportunities become impossible and life centers around survival. Our agency provides a pathway to success by strengthening families with children by helping to overcome barriers to employment, nutrition, and medical/dental care. By addressing the needs of the whole family, we are able to shield children and their parents from the trauma of homelessness and family separation. We provide wraparound services that are voluntary, flexible, comprehensive, and easy to access. Our families have access to these services for as long or short as they need. All the services are based on helping our families stay housed, such as case management, employment assistance, mental health assistance, and connections to public assistance programs such as SNAP and Medicaid. The supports are designed to be flexible and robust enough to meet each family's unique needs. In 2020, the United States reported a 7% rise in unsheltered homelessness. It is likely much higher due to several areas not reporting due to COVID19. Permanent Supportive Housing is a proven method to reduce homelessness for the long-term. Much more so than traditional shelters and transitional housing.

3. Describe what research based programs and strategies will be utilized to make the program successful.

CCS is following the Keeping Families Together Program format that has been used successfully across the country and has shown success in our community since 2017. Keeping families together leads to less trauma for the children and parents. Children that are removed from their families and enter into the foster care system have higher risk for impaired neurodevelopment, psychiatric problems, abuse, poverty, homelessness, incarceration, suicide and early death. CCS is seeking to continue to improve the lives of families in Campbell County by creating a stronger environment for the entire family-not just the child. Families become the focal point for holistic intervention and support, and crises leading to removal of children could be averted.

The Metis Associates evaluation of the pilot program of Keeping Families Together found that family placement into the program, had a high rate of family reunification. All six children who were placed in foster care at the time of the family move-in and had the goal of reunification, ended up reunited with their families. These six children had spent a total of 3,239 days in foster care in the two years prior to the program and following the placement in Keeping Families Together, the children consumed only 744 days of foster care.

The study also concluded that the program reduced the families use of homeless shelters. In the two years prior to joining the program, the families consumed a total of 14,323 days of single-family shelter and 618 days in single and adult shelter. In the two years following, the shelter use declined to 620 days in family shelters.

By providing a permanent supportive housing, the Council seeks to reduce the rate of costs accrued to the community. By providing stable housing alongside intense case management, the program reduces the need for high-cost foster care, as well as calls to law enforcement and homeless shelter costs. Staff also helps residents manage chronic health issues by offering support, coordinating appointment, referrals, and more to help the chronically high need and DFS involved families lead healthy, independent lives. CCS is also using HMIS to measure performance based on accurate data in order to determine efficiency and ensure CCS is in line with HUD's policy priorities. HMIS will also assist our case managers in understanding how families are doing in meeting their goals.

All of our Case Manager's are trained in Adverse Childhood Experiences (ACE's). By understanding how adverse childhood experiences affect people, our managers gain an understanding of why the parents might perpetuate some form of household dysfunction. They also understand the importance of promoting resiliency in children, teaching and encouraging parents to be positive and supportive role models, and work to ensure they all live in a stable and safe environment.

C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

CCS worked closely with the Department of Family Services, the Corporation for Supportive Housing, and Housing and Urban Development to implement the program in 2017. We continue to work closely with DFS to provide support services to our families that support DFS's case management and family goals. The program also supports HUD's goals of reducing family homelessness and generational poverty. All of our families receive referrals to any programs in Campbell County that would help them become more self-sufficient or will benefit the children in the home. Our Case Managers work with the families to sign up for any programs, assist in finding affordable housing, and navigate complicated government systems. Every week, our Case Manager completes an apartment inspection to ensure families are able to keep up with basic hygiene and life skills (laundry, children's homework, dishes, etc) since that can be one barrier to family reunification or a catalyst to family separation. When families are overwhelmed by these tasks, our Case Manager assists them in finding ways to complete them together as a family. CCS stays in communication with the DFS case manager to ensure that parents and children are safe and complying with all DFS requirements. CCS also participates in Child Protective Services meetings alongside DFS, Child Developmental Services, the County Attorney's office, Behavioral Health, and pertinent medical practitioners.

Families are first identified for our program through their DFS case manager. The DFS case manager uses a set of criteria provided by the Council which prioritizes chronically homeless families and meet the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless. Families must also meet all four (4) criteria categories and at least one criterion in each subcategory. The four (4) categories include: (1) Family has long term or repeat pattern of homelessness or housing instability (2) Family has an open case with Child Protective Services (3) Primary caregiver has persistent challenges and little support (4) Other risk factors that might put families within a higher risk factor for Child Protective Services. These risk factors include subcategories such as domestic violence, age of

youngest child is under two, primary caregiver has a criminal arrest history within the past five years, household has been involved with child protective services in the past, and primary caregiver has a history of abuse or neglect as a child or spent time in the foster care system as a child.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Department of Family Services	Referrals, Case Management, Supportive Services
Campbell County School District/McKinney Vento	Funding for supplies/technology
Wyoming Continuum of Care	Resources/Program Support
Corporation for Supportive Housing	Program Support/Oversight/Technical Assistance
Housing and Urban Development/NOFA	Program Funding
Early Head Start	Support for families/Educational Opportunities

3. Describe how the program will be sustained by the community beyond the funding period.

The Council of Community Services has been in operation for over 50 years. Our apartments for families have been operating under different family programs since 1999. HUD has allocated funding through the CoC NOFA grant to support some of the operations of the program, as well as using some of that funding to assist in supporting the clients directly with medical, legal, and other supportive costs to help them achieve stability. As a private nonprofit, CCS also uses monetary and in-kind donations to support families whenever possible. In the last several years, CCS has worked diligently to advertise the programs available to the community and has been able to expand our donor base.

D. Project Goals and Outcomes

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

The goals for our Permanent Supportive Housing for Chronically Homeless Families is to stabilize families who are either at risk of family separation or are working toward family reunification. We are requesting 36,400 for this program from TANF so we can hire one case manager that is completely dedicated to our family reunification apartments. As the Council is expanding our services across our agency and serving a higher number of individuals in most departments, we feel that an additional case manager who's sole focus can be on the wellbeing of our families would be an incredibly positive addition to the program. It will become increasingly difficult and time consuming to help families gain access to mental health care and substance abuse treatment as the State of Wyoming is forced to make large budget cuts in these areas. Someone that can navigate these barriers alongside the family will become necessary.

Stabilization of a family would mean that they are reunified and DFS has deemed their case closed. It would also mean that they have shown progress toward other goals such as increased income, ability to create and maintain a budget, ability to maintain a safe home environment, and the ability to communicate effectively with their partner and children. These goals are easier to achieve with supportive housing. The reduced rent payments of the supportive apartments require income but allow for flexibility to continue education or seek higher paying employment. The supportive services provided by CCS help the families navigate through the barriers that have been holding them back from success.

Preventing families from separation or reunifying families quickly, lessens the trauma that occurs to both the parents and children. The trauma caused by separation has been shown to lead to negative outcomes for

the children resulting in behavior problems, learning difficulties, and poor mental health. Our partnership with DFS removes the high barrier of housing immediately and allows for quicker unification of parents with children. By working together and bringing in other partners such as Head Start/Early Head Start, Campbell County School District, Boys and Girls Club, and many other local agencies, we successfully provide the support our families need to be self-sufficient. We are providing assistance to the most difficult DFS families who are using the most resources in Campbell County. Since April 2017, we have housed 25 adults and 58 children in our supportive housing apartments. Our partnership with DFS has seen 8 families successfully move straight into permanent housing, while 4 families are still currently housed in the program. 3 parents have successfully completed treatment and are now living in stable housing. Just in 2020, we have housed 11 families, 9 of which have already been able to close their neglect cases with DFS.

Our goal is to assist DFS Case Managers in addressing family's barriers to success. We meet weekly with each family in order to address ongoing problems such as trouble with basic living skills, such as keeping a clean and hygienic home for the family. They work with families on how to make chore charts, what a clean home should look like, and how parents need to model behavior for their children. CCS Case Managers work with families on communication skills and conflict resolution. We provide life skills classes, budget classes, and even family gardening days and healthy cooking days. Our goal is to enable the parents to feel stable and empowered by supporting them and increasing their skill set for future self-sufficiency. Because most of the families entering the program are the families with the highest need, they often lack knowledge of basic skills, healthy coping strategies, and appropriate communication. Our program helps them learn these, gains them access to resources, while providing them extremely low-income housing and support. The program provides the families with the tools they need for success.

Each family is different that enters our program and our case managers adjust to help them set and reach their goals. Some families are quickly reunited and graduate from the program and others take longer to reach stability. For example, Laura entered our program and quickly gained employment and had regular visits with her son. But, because she had let her abuser come around, she was not able to fully reunite with her son. After weekly case management meetings and having the Council's housing and support programs, she felt able to completely separate herself from her abuser and no longer rely on him financially. Within 6 months of living in our supportive apartments, she was able to fully reunite with her son and her case was closed at DFS. By having a stable and safe place to live, she was able to break free from abuse, increase her wages, and be united with her son. After her case was closed, Laura decided to stay in our apartments. Once she gained enough confidence and savings, she was able to successfully move out on her own into stable permanent housing.

2. **Outcomes:** Using the chart below, please identify the **measurable** outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Children exit foster care and unified with parents	Clients will be reunified with children in their home	Weekly case management meetings and apartment walk-throughs to meet DFS case goals	Notes entered into HMIS to track goal progress
Family exits program into stable housing	Clients will be reunified or stabilized and move into stable housing	Clients meet with case manager weekly to evaluate goal progress and work toward stability	Will be entered into HMIS to show clients have successfully graduated from program and into stable housing

Parents gain knowledge of basic life skills	Clients show progress on weekly apartment walk-throughs	Clients will meet with case manager to discuss barriers and problems with apartment walk-throughs.	Will be entered into HMIS data tracking system to evaluate progress and track successes
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3. Describe your data collection methods to be used.

The Council will be able to track this data using HMIS and the Coordinated Entry system. HMIS will track the family length of homelessness, how many times they were homeless, and when they entered permanent housing. This information will help the Council in establishing system-level performance measures which can be reported to our State CoC. The council will also work with families who are unstable in their housing and are at risk of becoming homeless, thus reducing the number of families that enter homelessness. This data will also be tracked through the HMIS system. Families who apply for the program will work with the Case Manager to fill out a VI-SPDAT in HMIS and be entered into the Coordinated Entry system, regardless of whether or not they qualify or enter the program. Any data collected will ensure that the Council can continuously evaluate the programs performance over time and be able to make changes during evaluation that may prove more successful.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

Once families are placed in our Permanent Housing program, they will receive intense case management, with the goal of increasing stability, as well as income through services such as Skills Training, access to continuing education, Social Security and Social Security Disability when possible, meeting TANF's performance goal to, "create effective pathways to economic opportunity, including access to mainstream education and training and individualized services for those with barriers to employment". Services will help to ensure that those families who enter our Permanent Housing do not return back to homelessness. The Council will be able to track client's rates of return to homelessness or success in stable housing through HMIS and Coordinated Entry. These rates will help the Council determine the success of the program and meet the goals of "alleviate poverty and prevent hardship among children and families, and programs or services to keep children in their homes or in the homes of relatives". The Council's Section 8 Voucher assistance will help the families exit Permanent Housing when they are ready and enter into low-income rental units. This will help families stay in stable housing and decrease their chance of going back into homelessness.

G. TANF Recruitment

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?

Families who meet the chronic homeless definition and also meet at least one criterion in each sub-category could be eligible to go to the top of the priority list. Those families that are identified by DFS, are advised to make contact with the Housing Case Manager at the Council. Those families work with the Housing Case Manager to fill out a VI-SPDAT assessment. The assessment will help to prioritize the neediest families based on a scoring system. Each family is then also entered into the Coordinated Entry system, regardless of whether they make it into our Supportive Housing Program. Families are then put on a waitlist for an apartment unit, with the highest need families receiving priority.

Once families are in the program, they are referred by their Council case manager to the Council's other programs such as our Food Pantry, Soup Kitchen, Medical and Dental Emergency Funding, and when families are stable and ready to move out, they are assisted with Section 8 applications. When families leave our program, priority will be given to chronically homeless families for permanent housing. Should there be no

chronically homeless families within our area, the available permanent housing will go to the family with the highest priority using the VI-SPDAT assessment and the Coordinated Entry system. Families will also receive services through our Seconds on the Avenue Thrift Store which will provide the family with vouchers for free clothing, furniture, school supplies for children, and necessary household items such as cookware, kitchen tables, and cooking appliances. These items will assist the families in setting up their stable household.

One example of a successful family is Sarah, who is a single mom with three children. Sarah was supposed to move in in April of 2019. The plan was to be released from substance abuse treatment into our apartments. She had paid her initial deposit and completed all of her required paperwork for our apartments and our apartment was being held for her. Once released from treatment she faced a setback. She had gotten into a physical altercation with another woman. She was returned to jail and went to a longer- term treatment facility for substance abuse. She was released again and was staying with friends until an apartment was available in our supportive housing. During that time, her friend's house that she was staying at burned down and she lost what physical belongings and paperwork she had. This made it impossible to be reunited with her children since she became homeless and living on the street.

Our Case Manager worked with Sarah to once again begin her introduction into our program. Once one of our apartments became available, she was ready to move in. She moved in and successfully worked with one of our case managers to take advantage of what our program can offer. She worked hard and graduated drug court. She was then reunited with her children and her DFS case was able to be closed. She applied for college and will begin her classes this summer. She did all of this during the Covid19 pandemic. Having a stable living environment was the catalyst she needed to start her life over, free from drugs and violence. Anytime she ran into a barrier or a trigger, she had supportive services to lean on. We are immensely proud of our program participants. Sarah was ready to take this opportunity. Some of our participants are much slower to excel than Sarah, and that is okay too. Each family is able to go at their own pace to become a success.

2. What is the projected number of TANF eligible individuals that will be served by this program?

We are able to house 6 families at a time with a maximum of 43 people. We project that we will house 35 people, with 15 of those being TANF eligible parents.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

CCS Case Manager will use client's previous monthly income to determine their income eligibility for TANF services. Client's will need to meet 185% Family Poverty Level. For households with more than 8 persons, \$8,288/year will be added for each additional person.

DFS case manager also uses a set of criteria provided by the Council which prioritizes chronically homeless families and meets the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless.

BUDGET

Instructions:

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.
2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
 - a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
 - b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
 - c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
 - d. Administrative expenses shall not exceed 10% of the non-administrative expenses.
3. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.
4. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

We receive HUD funding from the Continuum of Care grant. We receive about 30,000 in operating money and 20,000 in direct client assistance. The Council also uses fundraising income to help support the program and will continue to utilize this funding stream for all programs.

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

The program is not only designed to assist high need families and keep children out of foster care, it also reduces the costs in public service use. Because our program is so new, we do not have local data on success rates, but according to a Metis Associates evaluation of the Keeping Families Together program, the cost of this supportive housing intervention does reduce public service use by the families. The analysis examined the costs associated with the families use of foster care services and homeless shelter in the two years prior to and two years following family placement into Keeping Families Together. The changes in public costs associated with the reduced use of these two service systems were then compared with the cost of supportive housing.

The cost offset analysis found that families placed into the program, reduced their actual and potential use of foster care services by a total of 5,415 days over two years, and their shelter use by 13,703 days over two years. The analysis shows that this reduction in foster care and shelter days, represented a total offset in costs of \$1,866,592 over two years (\$64,365 per family). In this analysis, Metis Associates is assuming

a two-year per unit cost of supportive housing of \$66,552. Under this assumption, foster care and shelter reductions alone offset 97% of the cost of supportive housing.

According to data provided by Wyoming Foster Care, 1,239 children were in the foster care system in Wyoming in 2011. 642 of those were placed into foster homes with the average length of stay being 334.60 days. 72% of the young people leaving the system in 2011 were reunified with their birth parent(s) after their foster care stay. The Council's goal through our program, is to reduce the number of children going into foster care, as well as, reduce the number of children entering and leaving the foster care system multiple times. Not only does this help the parents and children, it reduces the high cost associated with the foster care system. In Wyoming, as of 2010, the rates for foster care ranged from \$645.00 to \$732.00 a month per child. Specialized care rates were \$650.00 to a maximum of \$800.00 per month per child.

The Metis Associates evaluation of the pilot program also found that family placement into the Keeping Families Together program, had a high rate of family reunification. All six children who were placed in foster care at the time of the family move-in and had the goal of reunification, ended up reunited with their families. These six children had spent a total of 3,239 days in foster care in the two years prior to the program and following the placement in Keeping Families Together, the children consumed only 744 days of foster care.

The study also concluded that the program reduced the families use of homeless shelters. In the two years prior to joining the program, the families consumed a total of 14,323 days of single-family shelter and 618 days in single and adult shelter. In the two years following, the shelter use declined to 620 days in family shelters.

By providing a permanent supportive housing, the Council seeks to reduce the rate of costs accrued to the community. By providing stable housing alongside intense case management, the program reduces the need for high cost foster care, as well as calls to law enforcement and homeless shelter costs. Staff also helps residents manage chronic health issues by offering support, coordinating appointment, referrals, and more to help the chronically high need and DFS involved families lead healthy, independent lives. CCS is also using HMIS to measure performance based on accurate data in order to determine efficiency and ensure CCS is in line with HUD's policy priorities. HMIS will also assist our case managers in understanding how families are doing in meeting their goals.

**Council of Community Services
Annual Amount Requested from Proposal:**

	Program Costs	Admin Costs	Summary and Justification for Budget Expense
Salaries <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	23,500	Click here to enter text.	We have staff who monitor the building and are available to residents 24 hours a day. The families would also have a dedicated Case Manager who only works with the chronically homeless families in the program and the individuals in our phase 3 apartments 8am-5pm in the office.
Employer Paid Benefits <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	5,400	0	Paid benefits include sick leave, vacation leave, and a portion of health insurance costs.
Employer Payroll Taxes <u>Admin:</u> Activities spent	1,000	0	Click here to enter text.

managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.			
Supplies <u>Admin:</u> Supplies and expenses needed to manage the grant. <u>Program:</u> Supplies needed for instructor use.	0	Click here to enter text.	Supplies are typically ink, paper, binders, and folders.
Recruiting and Marketing Cannot include promotional items.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Travel Travel necessary to serve participants.	0	Click here to enter text.	Travel to medical appointments, DFS appointments, etc
Rent and utilities <u>Admin:</u> Rent and utilities for time spent managing the grant. <u>Program:</u> Rent and utilities for space provided to direct services for participants.	6,500	Click here to enter text.	Rent is paid to HOME at a low rate to repay the mortgage. Utilities include internet, electric, gas, sewer, alarm, telephone, maintenance, and garbage
Participant Tuition and Class Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Class Supplies and Materials	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant License and Certification Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Drug and Aptitude Screening Can include other types of assessments.	0	Click here to enter text.	Drug screenings, mental health screenings for employment, etc
Work Support Services and Clothing	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Wages	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	0	Click here to enter text.	Gift cards for vaccines, and class participation
Other Participant Needs: Description -	Click here to enter text.	Click here to enter text.	Click here to enter text.
Sub-Totals	36,400	0	Total Administrative Costs cannot exceed 10% of your total <i>Program</i> Costs
TOTAL BUDGET (Program + Admin)	36,400		
Number of TANF Participants Planning to Serve	15		
Cost Per TANF Participants	2,426		

YES House
COVER PAGE

1. County/Tribe: Campbell County
2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name:
Title: Grants Specialist _____
Organization: Campbell County Government _____
Address: 500 S. Gillette Avenue Suite 1100 _____
Phone: (307) 687-6324 _____
Email address: blr01@ccgov.net _____

3. Primary Contact for the Sub-recipient. Implements the program.

Name: Sherilyn England
Title: Executive Director
Organization: Youth Emergency Services, Inc. (Y.E.S. House)
Address: 905 N. Gurley Ave., Gillette, WY 82718
Phone: 307.686.0669
Email address: sengland@veshouse.org

4. Program Name: Day Treatment Program
5. Requested Amount: \$33,670.00

6. Authorized Representative: ROBERT MAUL
County Commissioner Chair
(No signature required here. Signature is required on the Assurance page)

Date: 05/20/2021 Phone: 307-682-7283 E-Mail: RLM01@CCGOV.NET

PROPOSAL

1. What programs are available within your community to address transportation and homelessness?

Access to affordable and reliable transportation is a great need in Gillette. The town of Gillette is spread out over a large area. The new housing units have been built on the edges of town, however, employment and other essential services are located closer to the center of town. For several years, local social service providers have been working on addressing this challenge/barrier for low-income clients. A need assessment was conducted to show the need for a public transportation system in Gillette a couple of years back, however, no private or governmental entity stepped up to contribute financially and oversee the operation. Therefore, transportation continues to be an ongoing problem for the Y.E.S. House low-income clients and for the community overall.

There is no public transportation in Gillette, as mentioned above, except for taxis which are expensive. The Senior Center bus system has expanded their services to more people and purchased more buses, however, the Senior Center charges \$5 per trip. These options of transportation are still expensive for low-income clients.

Throughout the years, Y.E.S. House purchased 14 vehicles to meet the needs of our youth and young adults for transportation. Y.E.S. House staff provides approximately 42 rides per day, or 15,330 rides per year. Transportation is a critical component of the Y.E.S. House's ability to meet the treatment, counseling, educational and safety needs of our children; and ensuring that youth are transported to their court hearings, medical appointments, counseling, life skills groups, to and from work, appointments to explore post-secondary education options, etc. Staff also assists clients with obtaining their learner's permit or driver's license and searching for an affordable vehicle and/or affordable housing.

What Gillette needs is a public transit system. If the Department of Family Services is interested in meeting with the local social services coalition, Juvenile Services Partnership, and discussing how we can partner together in addressing this challenge for low-income families, we will appreciate it!

2. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention?

The Y.E.S. House is a regional hub for services to homeless youth or youth at risk of homelessness ages 14 to 24. The agency specializes and is a leading agent in regional services that focus on youth homelessness prevention and intervention when the situation occurs. The agency services are founded on three principles: Youth Voice and Choice, Youth Positive Development, and Trauma Informed Care. The agency provides Independent Living and Transitional Living Programs to help youth to reach self-sufficiency and make it to the middle class by the age of 40. Services include on-the-job training opportunities and apprenticeships, helping youth to complete high school, pursue post-secondary education if interested, finding and retaining meaningful employment, and more. The newest endeavor is partnering with a local faith-based community in building and growing social enterprise. Youth chose to pursue an

indoor hydroponic system. They are growing lettuce and herbs and selling them to local restaurants. Currently, we have 3 youth employed, and with the growth of this enterprise more youth will be employed. The latest, greatest endeavor of the Y.E.S. youth has been the establishment of their Youth Action Board that focuses on implementing systematic changes in the K-12 education system and post-secondary education, including housing options and employment opportunities for youth who are at risk of homelessness or have a history of homelessness. Youth, with the support of community members/partners, have been meeting with the local K-12 administration and Gillette College to propose their strategies/approaches to increase the graduation rate for vulnerable youth.

Youth identified several strategies in combating youth homelessness in the northeast region of Wyoming. For example, increase access to Career Technical Education opportunities in the K-12 educational system for non-traditional youth who are not successful in core academic subjects. Another strategy is assisting youth in post-secondary schools with housing expenses during college breaks. This is when a significant number of youth, who have no families, are faced with homelessness and most likely drop out of college. Establishing Permanent Supportive Housing options to prevent youth homelessness was another essential service youth identified. Youth and the Y.E.S. House would like to invite DFS/TANF to partner with us in enhancing direct services and building infrastructure that prevents youth homelessness.

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

The Day Treatment program operates from 8am to 7pm Monday through Friday year-round. It is designed with the goal of helping low-income families keep their children at home, remain free of substance use, strengthen family functioning and help families to reach self-sufficiency. The program consists of two major sections: 8am to 3pm children attend the Y.E.S. House on-site 7-12 grade school; and 3pm to 7pm children and their families receive treatment services.

Youth receive individual and group counseling, participate in substance abuse groups and in life skills sessions. Education is provided on anger management, addictions, parent/child relations, peer relations, employment, criminal thinking errors, character development, educational skills and building self-esteem. The family, as a whole, receives family counseling.

A broad range of services are offered to youth and their families in addition to the core treatment services: 1). parent education through the Y.E.S House's Nurturing Parent classes (a 12-week evidence-based program for parents and youth); 2). Healthy eating and nutrition education through the Y.E.S. House resources and the Campbell County Extension Office; 3). Work readiness training and job-related skills in higher paying occupations and industries through a partnership with the Gillette Workforce Center. 4). Life skills such as general nutrition, budgeting, obtaining employment, pursuing technical or post-secondary education, setting goals, finding enjoyment in life without the use of drugs and alcohol, dealing with adversity, conflict resolution, self-respect, and values. 5). Mentoring services – matching at-risk youth with positive adult role-models. 6). Linkage of parents to various community resources based on the needs of the families. 7). Artistic and cultural enrichment opportunities are offered through the 5-month

Dance Outreach residency that introduces youth to various dance styles: jazz, ballet, tap, ethnic and modern dance. 8). Aftercare is provided for an additional 12 months after the youth's graduation from the program. These services ensure that the youth and their family continue to maintain a positive and constructive lifestyle. If during the aftercare period youth and their family need additional services, they are either provided by the Y.E.S. House, or the partners of the program.

2. Is this program different than previous programs operated with TANF funds in the past?
 Yes ☐ No ☒ If so, how is it different?

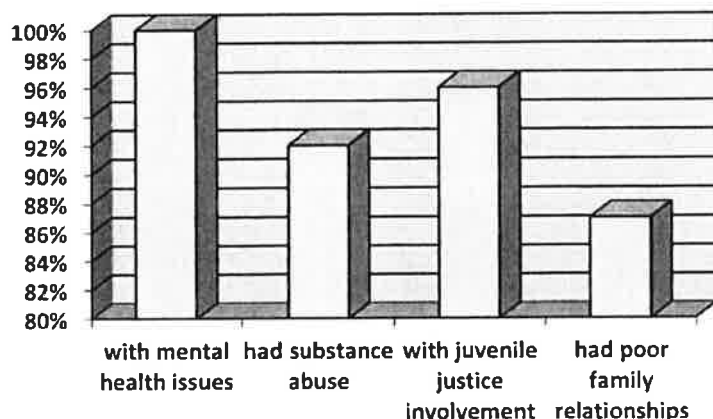
3. Area(s) served.

Campbell County

4. Population served.

The population that will be served is directly linked to the intent of the TANF program areas. The program will serve at-risk, low-income families with children who are transitioning from out-of-home placement or detention back into families, and those who are at risk of out-of-home placement (court involvement). The children that will receive services will be children whose families are living with incomes that are at or below 185% of the federal poverty level. Some of the children that the program will serve will come from families that deal with generational substance abuse and family dysfunction. The program will focus on low-income families with children and provide comprehensive services that address mental health/substance abuse issues, support, family counseling, parent education classes and pregnancy prevention. In the planning, design and implementation of services the program will focus on, and strengthen the entire family and move them towards self-sufficiency, meeting the goals established by the TANF/CPI program, and this request for proposal.

The chart below explains the profile of 15 TANF eligible families from March 1, 2020 through March 24, 2021.



Five to eight youth will be served in the program daily, making a total of thirty (30) individual youth, one-hundred and five (105) family members will be served during twelve months.

5. Beginning and end date of program.

October 1, 2021 to September 30, 2022

6. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

The Day Treatment Program will operate from 8am-7pm, working with families until 8:30pm, Monday through Friday year round at the Y.E.S. House Center. It will consist of two major sections: from 8am to 3pm children will attend the Y.E.S. House on-site 7-12 grade school; and from 3pm to 7pm children will receive treatment/prevention services. The family as a whole will receive family counseling, and life skills training in the afternoon and early evenings. Families attend Nurturing Parent classes every Monday night for twelve weeks from 5:30pm to 8:00pm.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

The following data was used to estimate the need for Day Treatment services in Campbell County. Campbell County is a rural ranching community with coal and oil as its primary industries. Controlled substances abuse is pervasive, and includes an acceptance of juvenile usage of alcohol, tobacco and other drugs. For several years Campbell County has been designated as a "High Intensity Drug Trafficking Area". Due to the make-up of the community, it attracts the transitional population and a devastating number of parents with children that are substance users.

1. Families living in poverty:

- In the 2019-2020 school year, 30% of children were eligible for free and reduced cost lunches at Campbell County School District #1.
- In 2019-2020 there were 300 self-reported homeless children receiving educational services at the Campbell County School District #1.
- 169 homeless youth and young adults sought emergency services at the Y.E.S. House in 2020.
- 13.8% of families in Campbell County live below the poverty level (2019 Annie E. Casey Kids Count reports).

2. Families with at-risk factors

- Wyoming Prevention Needs Assessment Survey's was conducted in 2018 with 6th, 8th, 10th and 12th grade students with the goal of assessing adolescent substance use, anti-social behavior, school safety and the risk and protective factors that predict youth behavior problems. This survey revealed that in Campbell County: 1). *risk factor – poor family management*: 6 graders – 26%; 8 graders – 37%; 10 graders – 28%; and 12 graders

– 31%; 2). *risk factor – parents attitude favorable to ASB (anti-social behavior): 6 graders – 28%; 8 graders – 44%; 10 graders – 45%; and 12 graders – 33%. risk factor – parents attitude favorable to Drugs: 10th graders – 45%; 12 graders – 57%.*

- Family structure can also have adverse effects on youth. Families are struggling to stay together. According to the Centers for Disease Control and Prevention, in 2019 the national divorce rate was 2.9 divorces per 1,000 people; in Campbell County that rate was 5.0 according to Wyoming Department of Health.
- Department of Family Services in Campbell County receives between 960 to 1,200 reports on child abuse and/or neglect annually; and there were 120 children in foster care on any given day.

3. Suicide and Children: Youth Risk Behavior Survey 2015

31% of youth felt sad or hopeless

20% seriously considered attempting suicide

18% made a plan about how they would attempt suicide

11% attempted suicide

Wyoming ranked #1 in number of suicides per 100,000 population in 2019 (American Foundation for Suicide Prevention 2019).

2. What is the resource gap(s) that is being addressed by your program?

The need for the Day Treatment Program was identified by the Department of Family Services in Campbell County and supported by the Campbell County Juvenile Services Partnership (JSP) Coalition. JSP includes representatives from more than thirty agencies, organizations, businesses and individuals that work with or are committed to children and families. DFS and the members of the Coalition identified a gap or lack of adequate services to youth that combines treatment with education while allowing families to stay together and children to remain in the community. DFS/JSP also stressed that poor family management skills and parents attitude favorable to anti-social behaviors and drug use need to be addressed as well.

3. Describe what research-based programs and strategies will be utilized to make the program successful.

The Day Treatment program utilizes several research-based practices that are effective when working with high-risk families. First of all, the core of the program is based on active family involvement, their voice and choice, utilizing Positive Practices and on addressing risk factors by building on the positive assets that families possess. It is a family-centered program.

The Day Treatment educational component is geared to meet the individual academic needs of youth through a highly structured, individualized and supportive setting.

The treatment portion of the program utilizes the following evidence-based treatment modalities: cognitive behavioral therapy, motivational interviewing, (<http://www.nrepp.samhsa.gov>, both are rated best practice by the Substance Abuse and Mental Health Services Administration, SAMSHA); components of Family Behavioral Therapy and Functional Family Therapy (<http://www.drugabuse.gov>, rated best practice by the National Institute of Drug Abuse). When substance use is an issue for youth, relapse prevention and a 12-Step Program are utilized

(<http://www.drugabuse.gov>, are rated best practice by National Institute of Drug Abuse). Treatment goals are developed on an individualized basis in collaboration with the family. Both the individual and family strengths are utilized to encourage therapeutic change.

Furthermore, an individualized behavioral plan, that outlines goals and issues, is developed for each youth using the Family Group Conferencing model. Youth's involvement in positive recreation, and artistic and cultural experiences serve as an additional strong reinforcement for youth to succeed.

Families' participation in the Nurturing Parent Program. This 12-week evidence-based Nurturing Parenting Program builds protective factors in families and increases the health and well-being of youth and their families. (<http://www.nrepp.samhsa.gov>, rates best practice by the Substance Abuse and Mental Health Services Administration, SAMSHA and <http://www.ojjdp.gov>, by the Office of Juvenile Justice and Delinquency Prevention). The Nurturing Parenting Program continues to make significant impact on families and their functionality.

C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

Campbell County is a team-oriented community. The JSP coalition meets monthly to share concerns, identify the gaps and needs of the community, establish goals, set guidelines, and make decisions. The following need assessment surveys were reviewed to identify the priorities for children and families in Campbell County: the Preventive Needs Assessment (PNA) and Youth Risk Behavior Survey (YRBS) for Campbell County, the Campbell County CARE Board need assessment for low-income families, data provided by the DFS, County Attorney's Office, Diversion and Juvenile Probation Department, Gillette Police Department, Sheriff's Office, Council of Community Services, Healthy Community Needs Assessment, Census data, etc. The members also looked at the Community Human Service Resource Manual that details the services provided by human resource agencies and organizations in Campbell County. Based on the data provided and identified service gaps, the JSP members and DFS representatives assessed the needs of the community and chose the risk factors (poor family management skills, parents attitude favorable to anti-social behaviors and drug use, high alcohol and tobacco use among teens) that the TANF/CPI funds will be used to address.

JSP/DFS felt that the Y.E.S. House Day Treatment program is made of elements that address these risk factors and strengthen such protective factors such as bonding among family members, empowering families to become nurturing and a stronger unit, connecting youth to positive role models through mentoring and building healthy values and beliefs. Therefore, the services that Day Treatment provides which combine counseling, mentoring, substance abuse groups, parenting classes while allowing families to stay together and youth to remain in the community were one of the focuses during the community planning process.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Diversion and Juvenile Probation Departments	Assist with referrals and participate in the youth's case management
Department of Family Services	Assists with referrals and development of individual treatment plans, the evaluation process, conducts background checks of employees and volunteers; assists with gap analysis
Campbell County Extension Office	Provides instructors to teach nutrition and healthy living classes
Workforce Center	Coordinates internships/apprenticeships for clients to learn job-related skills and provide pre/post-employment training
Gillette Abuse Refuge Foundation (a domestic violence shelter)	Conducts educational presentations to parents and teens at our Nurturing Parent classes
Juvenile Services Partnership	Assists with gap analysis/need assessments

3. Describe how the program will be sustained by the community beyond the funding period.

The need for the Day Treatment Program was determined by DFS and the Campbell County Juvenile Services Partnership Coalition. The community felt it was our major priority to start serving youth that needed treatment and educational services while keeping them in their homes. The Coalition members meet the second Friday of every month and discuss various programs that are implemented in the community, and how they can be sustained. The main factor in the sustainability of the program beyond the TANF funding is the community involvement in serving needy children and families. Additionally, the Y.E.S. House has a long history of collaborating with private, governmental and corporate entities in the community for referral services, support, employment opportunities for our youth, volunteers' involvement, etc. This is another important factor in sustaining the Day Treatment Program. The Y.E.S. House Foundation also started an Endowment Fund with the goal to ensure that the programs at our agency will be sustained as long as there is a need for them.

D. Project Goals and Outcomes

1. Goals for the Project: What are the goals of your program? How will you serve TANF eligible individuals/families?

It is the goal of the program to assist families in moving towards self-sufficiency by providing youth with treatment and educational services while keeping them in their homes; and by providing families with individual and family counseling, family classes, etc. The whole program is a collaborative community-based and data-driven project to address the pressing needs of children and families in Campbell County.

2. Outcomes: Using the chart below, please identify the measurable outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Keep families intact	77% of youth will be safely maintained and cared for in their homes	- Nurturing Parent classes for parents and teens - Substance abuse and mental health groups - Individual and family counseling - Life skills groups	Case notes while clients in the program, and follow up records with families after the discharge
Improve family management skills and functioning	86% of families improve their family management skills; and learn about healthy relationships, communication and healthy behaviors	Participation in the Nurturing Parent Program	Pre and post Nurturing Quiz

3. Describe your data collection methods to be used.

Data will be collected from the Nurturing Parent quizzes, interviews, clients' satisfaction surveys, case notes, and follow ups will be utilized to assess program's effectiveness. During quarterly meetings, the partners of the program will discuss if the program is meeting its benchmarks, analyze what data is revealing, discuss solutions and make the strategic plan for the next four months.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

Data from the above instruments, interviews, and documents will be compiled monthly and submitted on a quarterly basis. This is accomplished through a combined, team effort that includes therapists, educational personnel, youth advocates/case managers and evaluator. The Project Evaluator will report on what the analyzed data has revealed. Much of the data is subject to analysis for rate and percentage of change. The evaluation plan will consist of incorporating key methodologies, that of process and outcome evaluations, into the overall plan. The PROCESS evaluation will tell if the program is effective: if parents are improving their family management skills; if cooperation with the outside agencies is contributing to the program's effectiveness, etc. The OUTCOMES Evaluation will address whether the program is achieving its intended outcomes. The partners will estimate the direction of the trend, and if the program is achieving its goals.

A post-discharge instrument will also be utilized which follows the family at 3, 6 and 12 months after discharge from the Day Treatment Program. The information on this instrument is acquired by phone or face-to face visits with the youth and/or family. If the family moves out of area, attempts will be made to obtain an address and phone number to follow-up.

G. TANF Recruitment

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?

The program does extensive outreach to reach out to the TANF eligible families that need Day Treatment. Staff conduct weekly communications with organizations that work with families; present to counselors at the Campbell County School District and at civic organizations/clubs. Program's representatives serve on local coalitions and boards such as Juvenile Services Partnership, Community Juvenile Services Board, Campbell County Prevention Council, Child Protection Team and CARE board (oversees CSBG funds for low-income families) to communicate to the community about the Y.E.S. House programs, enrollment process and eligibility. The enrollment process is simple and client friendly. The Manager for Day Treatment reviews all referrals, assesses eligibility, makes a contact with the family and then refers family to the Y.E.S. House therapy department to do an initial clinical intake/assessment. The Y.E.S. House financial specialist meets with the family to go over the income verification. The family is enrolled in the Day Treatment services between 7 to 14 days.

2. What is the projected number of TANF eligible individuals that will be served by this program?

Four to five youth will be served in the program daily, making a total of seventeen (17) individual youth, fifty (50) family members will be served during twelve months.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

The youth that will receive services will be youth whose families are living with incomes that are at or below 185% of the federal poverty level. The TANF eligibility intake form will be utilized to determine eligibility. Parents will be asked to bring two of their most current pay stubs and tax returns for the last 2 years to confirm eligibility.

BUDGET

Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

Day Treatment is supported by the City of Gillette 1% tax, private donations, and private insurance/Medicaid if clients have insurance.

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

There are two very clear cost-benefits associated with the Day Treatment program. The first is monetary or dollar savings; and the second is the cost benefit to quality of life for the child, family and community.

The Y.E.S. House anticipates that from October 1, 2021 through September 30, 2022 the Day Treatment program will serve 17 TANF eligible children for a total of 1,760 child service days. The daily cost per day per child for this TANF/CPI grant is \$19.13. It is important to further note that the Day Treatment Program is not focused solely on the child, but focuses on the entire family, making the total number of people served by the program 50, further reducing the cost per day.

The financial benefit to the state of Wyoming as a result of the Day Treatment is impressive. For every 50 Wyoming families that reach self-sufficiency, Wyoming experiences the following cost savings:

Eliminated foster care cost (25 children)	\$330,000
Food stamps savings (27 families)	\$77,150
Medicaid savings (20 families)	\$175,000
Eliminated incarceration cost (9 youth)	\$493,560
Annual savings to Wyoming	\$1,075,710

The cost benefit as it relates to the quality of life for the youth, family and community is directly related to the youth remaining in their homes and the community. The youth continue to maintain strong bonds with their family and allows them to develop positive support systems that will directly impact their success after they have graduated from the program. Treatment and case management involving the entire family is crucial to the success of the youth. There must be developed a positive, supportive recovery environment for youth to be successful. Furthermore, families frequently have more than one child and the success and knowledge they experience will benefit other family members.

YES House
Annual Amount Requested from Proposal:
33,670

	Program Costs	Admin Costs	Summary and Justification for Budget Expense
Salaries <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	22,000	1,955	- Admin: accounting - Program: 23% of 2 FT therapists
Employer Paid Benefits <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	2,596	-	Benefits are 11.8%.
Employer Payroll Taxes <u>Admin:</u> Activities spent	2,200	-	Payroll taxes are 10%

managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.			
Supplies <u>Admin:</u> Supplies and expenses needed to manage the grant. <u>Program:</u> Supplies needed for instructor use.	2,862	381	- Program: client supplies such as paper, books, art supplies, food - Admin: office supplies
Recruiting and Marketing Cannot include promotional items.	-	-	
Travel	-	-	
Rent and utilities <u>Admin:</u> Rent and utilities for time spent managing the grant. <u>Program:</u> Rent and utilities for space provided to direct services for participants.	1,100	576	Program: Utilities for the space used by clients - \$75 per month x 12 months. Admin: utilities for the space used to manage the grant - \$57 per month x 12 months.
Participant Tuition and Class Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Class Supplies and Materials	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant License and Certification Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Drug and Aptitude Screening Can include other types of assessments.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Work Support Services and Clothing	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Wages	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other Student Needs: Description -	Click here to enter text.	Click here to enter text.	Click here to enter text.
Sub-Total	30,758	2,912	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	33,670		
Number of TANF Participants Planning to Serve	17		
Cost Per TANF Participants	\$1,980.59		or \$19.13 per participant a day

ASSURANCE

In compliance with this grant proposal as published by the Department of Family Service, and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

If successful in securing funds for TANF C PI, applicant agrees to the following:

1. Must abide by all rules (if applicable), state, and federal laws applicable to the grant.
2. Must guarantee compliance to federal, state and local fiscal guidelines and reporting requirements applicable to the grant.

Authorized Representative Signature


(County Commissioner Chair)

Printed Name: _____

Date: _____

Assurances must be signed for grant application to be considered.

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Quarterly Report and Invoice



Temporary Assistance for Needy Families
Wyoming Department of Family Services

TANF CPI FFY21 Quarterly Report and Invoice

County/Tribe:

Campbell County

Reporting Period:

— —

Date:

— —

Evaluation of Outcomes:

Council of Community Services

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Children exit foster care and unified with parents	Clients will be reunified with children in their home		
Family exits program into stable housing	Clients will be reunified or stabilized and move into stable housing		
Parents gain knowledge of basic life skills	Clients show progress on weekly apartment walk-throughs		

YES:

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Keep families intact	77% of youth will be safely maintained and cared for in their homes		
Improve family management skills and functioning	86% of families improve their family management skills; and learn about healthy relationships, communication and healthy behaviors		

Climb:

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Show progress each quarter toward the final goal of 80% of the individuals enrolled in the program successfully completing the program.	80% of participants who enter the program will successfully complete it.		
75% of Climb program graduates will be employed after program completion.	75% of these program graduates will be employed after program completion.		

Show progress each quarter toward the final goal of individuals who completed the program earning 90% higher wages than when they entered the program.	75% of program graduates will be employed after program completion and will be earning a 90% higher wage than they were before the program.		
Show progress each quarter toward the final goal of 90% of the individuals who complete the program experiencing a decrease in the dependence on food stamps.	Over time, 90% of program graduates will show a decrease in their dependence on food stamps.		
50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public health insurance.	Of the graduates who enter the program utilizing public health insurance 50% will end their dependence on public health insurance.		
Increased knowledge and skills regarding healthy relationships, strong and stable environments, communication and health behaviors.	100% of single mother who enter the Climb program will have received life skills training and mental health counseling.		

Successes and Challenges:

Please share quarterly successes and challenges.

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Quarterly Invoice: Campbell County Commissioners

Submit To:

Georgia Auch

georgia.auch1@wyo.gov

Expenditures for the Month and Year of: _____

Submitted on _____

	Program Costs	YTD Program	Admin. Costs	YTD Admin	Program Budget	Admin Budget
Salaries						
CCS					\$23,500.00	
CLIMB					\$13,000.00	\$1,200.00
YES					\$22,000.00	\$1,955.00
Employer Paid Benefits						
CCS					\$5,400.00	
CLIMB					\$500.00	\$200.00
YES					\$2,596.00	
Employer Payroll Taxes						
CCS					\$1,000.00	
CLIMB					\$1,200.00	\$500.00
YES					\$2,200.00	
Supplies						
YES					\$2,862.00	\$381.00
Rent and Utilities						
CCS (client rent & utilities)					\$6,500.00	
CLIMB					\$1,600.00	
YES					\$1,100.00	\$576.00
Participant Incentives						
CLIMB					\$1,000.00	
Other Participant Needs						
CLIMB Mental Health Provider					\$1,730.00	
Sub-Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$86,188.00	\$4,812.00
Quarterly TOTAL (Program + Admin)					\$91,000.00	
Number of Participants Served						
Cost Per Participant						

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TANF Participant Application and Eligibility Form

Instructions: All applicants shall complete a TANF Participant Application and Eligibility Form. Failure to provide the requested information will result in disqualification from participating in the program. The completed and signed form shall be kept in applicant's file. Participant files shall be kept for 3 years following program exit date.

PROGRAM DATA	
Program Name:	
Date of Program Enrollment:	
APPLICANT DATA	
Applicant Name:	
Social Security Number:	
Address, City, State, Zip:	
Phone:	
Date of Birth (mm/dd/yyyy):	
Parenting Adult:	☐ Custodial ☐ Non-Custodial with Financial Responsibilities ☐ Legal Guardian who is related to child(ren).
Other adult(s) in the Home and Relationship:	
Number of Children:	
Government Programs Enrolled in:	☐ SNAP ☐ Child Care ☐ LIEAP ☐ WIC ☐ POWER ☐ Medicaid ☐ Section 8 Housing
Court Ordered Child Support:	☐ Yes ☐ No Monthly Amount \$
Is applicant currently employed:	☐ Yes ☐ No
If yes, name of employer and amount:	Employer Name: _____ Hours worked per week _____ Hourly Wage _____ Monthly Gross Amount _____
Other Income in Household?	☐ Yes ☐ No
If yes, source of income, who receives it and amount	Source: _____ Who: _____ Monthly Gross Amount \$ _____
TOTAL Gross Household Income:	\$ _____
ELIGIBILITY CHECKLIST	
Eligibility is determined at time of enrollment; future changes in status will not affect applicant's ability to complete program.	
Applicant lives in Wyoming.	☐ Yes ☐ No
Applicant is a U.S. Citizen or Legal Resident.	☐ Yes ☐ No
Applicant and her family (<i>benefit unit</i>) meet income eligibility (<i>185% of Federal Poverty Guidelines</i>).	☐ Yes ☐ No
Applicant is a parenting adult; custodial, non-custodial, or related guardian.	☐ Yes ☐ No

I certify that the above information is correct to the best of my knowledge, and I agree that this information may be released to the Wyoming Department of Family Services.

Applicant Signature

Date

I certify that the above information is correct to the best of my knowledge. I agree to protect the confidentiality of the applicant information and to use the information for authorized statistical purposes only.

Program Representative

Date

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hch

OFFICE

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



Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS

Robert Maul, Chairman
Rusty Bell
Colleen Faber
D.G. Reardon
Del Shelstad

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: Council of Community Services TANF/CPI Subaward Agreement

DATE: 10/14/2021

Attached you will find subaward agreement between Council of Community Services and Campbell County. The purpose of this document is to set forth the terms and conditions in which Council of Community Services accepts to utilize TANF/CPI funds. Council of Community Services was awarded \$91,000.00.

The document was drafted by the County Attorney's Office.

Thank you!

**COUNCIL OF COMMUNITY SERVICES
SUBAWARD AGREEMENT
DUNS # 940382443
CFDA #93.558**

THIS AGREEMENT is entered into by and between Campbell County, Wyoming, by and through its Board of County Commissioners ("BOARD"), of 500 S. Gillette Ave., Ste. 1100, Gillette, WY 82716 and the Council of Community Services, ("CCS"), of 114 S. 4J Road Gillette, WY 82716;

RECITALS:

A. The BOARD has submitted its application to receive funding from the Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI) administered by the Wyoming Department of Family Services (DFS);

B. Through TANF CPI, DFS has awarded THE BOARD the total sum of Ninety One Thousand Dollars (\$91,000.00) to be used as approved in the Statement of Work referenced in the Contract Between Wyoming Department of Family Services and Campbell County Commissioners, effective October 1, 2021, attached hereto as **Exhibit A**;

C. The BOARD has entered into a contract with DFS setting forth certain terms upon which the funding is conditioned; and,

D. The BOARD desires to provide to CCS and CCS desires to accept from the BOARD the part of the awarded proceeds; namely, the sum of Thirty Six Thousand Four Hundred Dollars (\$36,400.00).

NOW THEREFORE, in consideration of the mutual covenants, agreements and representations set forth below, the above recitals, and other good and adequate consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. In exchange for the Board providing the award amount referenced in the above Recitals, CCS hereby agrees to provide services as specified and approved under the attachments referenced in **Exhibit A**. These services are for the period commencing October 1, 2021, and ending September 30, 2022. The terms and conditions contained in **Exhibit A** and all referenced attachments identified in **Exhibit A** are incorporated herein by this reference.
2. CCS agrees to administer the program as outlined in the attachments to **Exhibit A** to the best of its ability without creating exposure of liability to the BOARD. CCS

shall indemnify, hold harmless and defend the Board and its commissioners, trustees, directors, officers, agents, representatives, and employees from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest, costs, or expenses (including, without limitation, reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (i) the acts, errors, omissions, conduct, or operations of CCS or any of its officers, agents, or employees; or (ii) any breach by CCS of any of the representations, warranties, covenants, obligations or duties contained in this Agreement; or (c) any violation of any federal, state, or local laws, rules, or regulations by CCS. The indemnification obligations herein shall not be limited by reason of the enumeration of any insurance coverage and shall survive the termination of this Agreement. It is specifically agreed and understood that a condition of the grant award is quarterly reporting and the gathering and keeping of data in order to secure output measure for reporting purposes. CCS agrees to cooperate in all respects with regard to complying with this requirement and all other requirements set forth in attached **Exhibit A**.

3. It is specifically agreed and understood that the amount of funding to be contributed by the BOARD is limited to the funding received from DFS through the TANF CPI grant referenced in the Recitals to this Agreement. CCS shall be responsible for any and all additional costs, including but not limited to, all liability for any costs of this program which exceed the amount of the funds received herein. Additionally, the BOARD's obligation to reimburse up to the amount of the grant funding referenced herein is conditioned upon actual receipt of the same. If for any reason the BOARD should not receive such funding, its obligations under this agreement are null and void and the terms of this agreement are not a general obligation of the BOARD or a commitment for funding out of its general revenue.
4. In the event CCS fails to abide by the terms and conditions of this Agreement or **Exhibit A**, the BOARD may immediately suspend payments provided for under this Agreement and transfer such funding to another entity who is willing and able to perform the services provided for under this agreement.
5. In addition to the above remedy, in the event CCS defaults or is deficient in the

performance of any term of this Agreement or any requirements as set out in **Exhibit A**, or any rules and regulations under the TANF CPI program, the BOARD shall have the right to exercise all remedies provided by law or in equity, including, without limitation, the following:

- a. Immediately terminating this Agreement without further liability of obligation of The BOARD;
 - b. Requiring CCS to reimburse any amounts improperly expended and reprogram the use of the funds in accordance with applicable requirements;
 - c. Changing the method of payment to CCS; and/or
 - d. Reducing, withdrawing, suspending or adjusting the amount of the funds given to CCS under this Agreement.
6. Any persons hired or engaged by CCS in the performance of this agreement shall be employees of CCS and not the BOARD for any purpose, including but not limited to, salaries, benefits, employment taxes and personnel policies and regulations.
7. The parties hereto agree that the terms and conditions of this Agreement may be amended or modified at any time upon mutual consent, in writing, of the parties hereto. No provision of this Agreement may be waived except by a written document executed by the party entitled to the benefits of the provision. No waiver of a provision will be deemed to be or will constitute a waiver of any other provision of this Agreement. A waiver will be effective only in the specific instance and for the purpose for which it was given, and will not constitute a continuing waiver.
8. Construction, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over this Agreement and venue shall be the Sixth Judicial District, Campbell County, Wyoming. Customer does not waive governmental immunity and all defenses available to it pursuant to W.S. 1-39-101 et. Al. All remedies at law, in equity, by statute or otherwise shall be cumulative and may be enforced concurrently herewith or from time to time, and the election of any one or more shall not constitute a waiver of the right to pursue other available remedies.

9. CCS shall be liable to the BOARD for reasonable attorney's fees incurred by the Board in connection with the collection, or attempt to collect, any damages arising from any act or omission of CCS, or its agents or from CCS's failure to perform any aspect of the services or fulfill any obligations or responsibilities provided under this Agreement.
10. The provisions of this Agreement shall be severable, and if any provision shall be prohibited by law, invalid, or unenforceable in whole or in part for any reason, the remaining provisions shall remain in full force and effect.
11. The parties agree that this writing constitute the entire Agreement between them and that there are no other agreements or understandings of any kind or character except those contained within this Agreement and the attached Exhibits.

IN WITNESS WHEREOF, the parties, by their duly authorized representatives, whom have the authority to bind the respective parties have executed this Agreement as of the dates indicated below.

**BOARD OF COUNTY COMMISSIONERS
CAMPBELL COUNTY, WYOMING**

Robert Maul, Chairman
Board of Campbell County Commissioners

DATE

ATTEST:

Susan Saunders, County Clerk

COUNCIL OF COMMUNITY SERVICES

BY: MB _____ =

10/16/21

DATE

mikel Scott

Printed Name

Executive Director

Printed Title

**CONTRACT BETWEEN
WYOMING DEPARTMENT OF FAMILY SERVICES
AND
CAMPBELL COUNTY COMMISSIONERS**

1. **Parties.** The parties to this Contract are Wyoming Department of Family Services (Agency), whose address is: 2300 Capitol Avenue, Third Floor, Hathaway Building, Cheyenne, Wyoming 82002, and Campbell County Commissioners (Contractor), whose address is: 500 South Gillette Avenue, Suite 1100, Gillette, Wyoming 82716.
2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the Contractor shall operate the Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI), a community plan which will provide a continuum of services to Campbell County families as outlined in the Program Statement of Work, Attachment A, which is attached to and incorporated into this Contract by this reference.
3. **Term of Contract.** This Contract is effective October 1, 2021, or upon the date the last required signature is affixed hereto, whichever is later. The term of the Contract is from October 1, 2021 through September 30, 2022. 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. Total payment under this Contract shall not exceed ninety-one thousand dollars (\$91,000.00). 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.
 - B. 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. The federal source of funding for this Contract is the Temporary Assistance for Needy Families (TANF) Grant, CFDA #93.558.
 - C. When the Contractor is working at a location requiring an overnight stay, the Contractor shall be reimbursed at the rates set out in Wyo. Stats. §§ 9-3-102 and 9-3-103.
5. **Responsibilities of Contractor.** The Contractor agrees to:
 - A. Provide the services described in Attachment A;

- B. Enhance sustainability beyond the funding period;
 - C. Determine TANF eligibility for families participating in the program. Contractor shall ensure that the TANF Participant Application and Eligibility form, Attachment C, which is attached to and incorporated into this Contract by this reference, shall be completed for each family being billed under this Contract or, upon Agency approval, an acceptable substitute, when determining eligibility for families participating in the program;
 - D. Bill the Agency for funding quarterly. The Contractor shall only bill for services provided to TANF eligible families. Contractor shall use the TANF CPI FFY21 Quarterly Report and Invoice, Attachment B, which is attached to and incorporated into this Contract by this reference, when submitting quarterly invoices. The quarterly invoice shall be submitted within thirty (30) days following the end of the quarter;
 - E. Limit the administrative costs at ten percent (10%) of the program costs per invoice submission;
 - F. Provide quarterly program performance reports to the Agency. Contractor shall validate all outcomes utilizing quantitative and qualitative data. The report in Attachment B shall be used for each quarterly report;
 - G. Provide reporting that is sufficient to provide an audit trail for state or federal auditors to determine accuracy of direct and indirect costs. Reports shall be submitted within thirty (30) days following the end of each quarter;
 - H. Not use funds to purchase non-tangible assets or to purchase or lease equipment. Leased equipment includes the rental of equipment for any period of time;
 - I. Not use funds to provide cash, checks, cash equivalents or cash redeemable cards to individuals served by the program, and
 - J. Obtain prior approval from the Agency for all budget changes which deviate from the submitted budget in Attachment A.
6. **Responsibilities of Agency.** The Agency agrees to:
- A. Pay Contractor in accordance with Section 4 above;
 - B. Instruct Contractor on eligibility for TANF funding;
 - C. Monitor quarterly invoices and performance reports for accuracy and to ensure they meet the requirements of TANF and this Contract; and
 - D. Monitor Contractor's efforts in securing other funding to ensure the program is

sustainable after the funding period.

7. **Special Provisions.**

- A. **Assumption of Risk.** The Contractor shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Contractor's failure to comply with state or federal requirements. The Agency shall notify the Contractor of any state or federal determination of noncompliance.
- B. **Environmental Policy Acts.** Contractor agrees all activities under this Contract will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- C. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Contract may be terminated without penalty if a private entity that receives funds under this Contract:
 - (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (ii) Procures a commercial sex act during the period of time that the award is in effect; or
 - (iii) Uses forced labor in the performance of the award or subawards under the award.
- D. **Kickbacks.** Contractor certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If Contractor breaches or violates this warranty, Agency may, at its discretion, terminate this Contract without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
- E. **Limitations on Lobbying Activities.** By signing this Contract, Contractor certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Contractor or its subcontractors in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.
- F. **Monitoring Activities.** Agency shall have the right to monitor all activities related to this Contract that are performed by Contractor or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books,

ledgers, documents, papers, and records pertinent to this Contract; and to observe personnel in every phase of performance of Contract related work.

- G. 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.
- H. No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract, shall be paid by either party.
- I. Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Contractor and related to the services and work to be performed under this Contract, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- J. Suspension and Debarment.** By signing this Contract, Contractor 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 Contract suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Contractor 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 Contract.
- K. Administration of Federal Funds.** Contractor agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. Copyright License and Patent Rights.** Contractor 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 Contract; and (2) any rights of copyright to which Contractor purchases ownership using funds awarded under this Contract. Contractor must consult with Agency regarding any patent rights

that arise from, or are purchased with, funds awarded under this Contract.

- M. Federal Audit Requirements.** Contractor 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. Contractor agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Contract, Contractor 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.
- N. Non-Supplanting Certification.** Contractor hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Contractor 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 Contract.
- O. Program Income.** Contractor 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 Contract must be used to increase the scope of the program or returned to Agency.

8. 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, and all federal grant requirements and executive orders in the performance of this Contract.
- 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 Contractor in the performance of this Contract shall be kept confidential by the Contractor unless written permission is granted by the Agency for its release. If and when Contractor receives a request for information subject to this Contract, Contractor 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 Contract.** This Contract, consisting of eleven (11) pages; Attachment A, Program Statement of Work, consisting of thirty-nine (39) pages; Attachment B, TANF CPI FFY22 Quarterly Report and Invoice, consisting of six (6) pages; and Attachment C, TANF Participant Application and Eligibility Form, consisting of two (2) pages, represent the entire and integrated Contract between the parties and supersedes 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.

- 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. **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.
- 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 Contractor in the performance of this Contract. Upon termination of services, for any reason, Contractor 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. 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. § 9-2-1016(b)(iv).
- R. Insurance Requirements.** Contractor is protected by the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, et seq., and certifies that it is a member of the Wyoming Association of Risk Management (WARM) pool or the Local Government Liability Pool (LGLP), Wyo. Stat. § 1-42-201, et seq., and shall provide a letter verifying its participation in the WARM or LGLP to the Agency.
- S. 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.

T. **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.

U. **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 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. 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.

V. **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.

W. **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.

- X. **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.
- Y. **Time is of the Essence.** Time is of the essence in all provisions of this Contract.
- Z. **Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Contract.
- AA. **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.
- BB. **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

9. **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 Family Services


Korin A. Schmidt, Director

9-22-21
Date


Kristie Arneson, Economic Security Senior Administrator

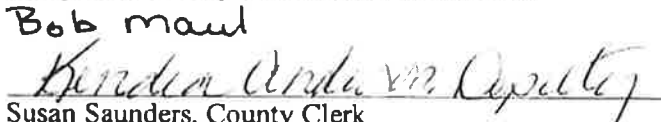
9/22/21
Date

CONTRACTOR:

Campbell County Commissioners

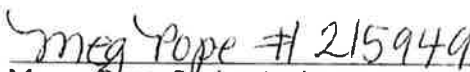

Rusty Bell, County Commissioner Chairman

9/21/21
Date


Susan Saunders, County Clerk

9/21/21
Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM


Megan Pope, Senior Assistant Attorney General

9/2/21
Date

Climb
COVER PAGE

1. County/Tribe: Campbell County
2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name: Bethany Raab
Title: Grants Specialist
Organization: Campbell County Government
Address: 500 S. Gillette Avenue Suite 1100
Phone: (307) 687-6324
Email address: blr01@ccgov.net

3. Primary Contact for the Sub-recipient. Implements the program.

Name: Jenny Mashak
Title: Program Director
Organization: Climb Wyoming
Address: 405 W. Boxelder Road, #B4 Gillette, WY 82718
Phone: 307-685-0450
Email address: jenny@climbwyoming.org

4. Program Name: Climb Wyoming in Campbell County
5. Requested Amount: \$20,930

1. Authorized Representative: ROBERT MAUL
County Commissioner Chair
(No signature required here. Signature is required on the Assurance page)

Date: 05/20/2021

Phone: 307-682-7283 E-Mail: RLM01@CCGOV.NET

PROPOSAL

1. What programs are available within your community to address transportation and homelessness?

Since Climb Wyoming's mission is for low-income single mothers to discover self-sufficiency through career trainings and placements, the program places a strong emphasis on advocacy services. Rather than providing the service or funding for individual needs, Climb's philosophy is to problem solve with candidates as challenges arise. Through this process, candidates learn about local resources and gain critical skills to prioritize and find solutions to upcoming challenges. Taking time to support the candidate helps them learn to navigate resources in the future when they are employed and supporting their family.

Knowing families in poverty are connected to Climb, staff moved quickly over the last year to become an additional resource for connecting families to food, shelter, transportation, and healthcare. Climb staff prioritize building relationships and partnering with organizations that offer these important resources while helping candidates brainstorm personal options such as friends, family, co-workers or fellow Climb group members. Temporary Assistance for Needy Families (TANF) dollars support the process of participants navigating these resources on their own and learning how to problem solve long-term as needs change throughout their lives.

In Campbell County, staff support participants in brainstorming a plan that works for them (i.e., carpooling) since public transportation is not always an option. Climb also assists participants with transportation by providing attendance incentives that can be used for gas or providing gas reimbursement. Climb partners with organizations to assist with housing needs such as Council of Community Services, YES House and GARF. Climb also helps participants access low-income rentals for income-qualified tenants.

2. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention?

Climb helps participants navigate transportation, housing and additional resources on an individual basis. It is challenging to find a transportation or housing resources that can solve the challenges of commuting or homelessness systemically. Climb collaborates with community programs that help with these specific needs and services that are critical to our community. Staff appreciate the awareness and support focused on these resources.

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

Climb Wyoming's mission is for low-income single mothers to discover self-sufficiency through career training and placement. Statewide, Climb works with about 1,000 families per year through the following:

- a. Pre-program stabilization including one-on-one work with a low-income single mother as she prepares for the Climb program and employment.
- b. Intensive training consisting of life skills, mental health services, industry-specific skills and job placement.
- c. Graduate services post-program including networking and support meetings or success long-term with family and career.

Climb staff provide hundreds of hours of support to single mothers within each phase of the program helping to achieve Climb's 97% graduation rate in 2020. This rate exceeds outcomes from other programs in Wyoming and across the nation.

2. Is this program different than previous programs operated with TANF funds in the past?
Yes ☐ No ☒ If so, how is it different? Not applicable

3. Area(s) served.

The Gillette Climb program serves low-income single mothers from Campbell County and surrounding Crook and Sheridan County. The percentage of low-income single mothers served outside of Campbell County is less than 1 participant per program.

3. Population served.

The average participant at enrollment is living at only 30% of the Federal Poverty Level, which is equivalent to just \$533 per month for a family of three. Climb has effectively used TANF funding for approximately 16 years to serve over 2,000 TANF eligible participants. Their barriers to employment are deep and prevalent as demonstrated through the following statistics:

- a. 100% are single mothers, 60% have children under the age five.
- b. 68% are facing intergenerational poverty.
- c. Over 50% are unemployed when they enter the program.
- d. 41% have changed jobs more than 3 times in one year.
- e. 34% of participants indicate a history of substance abuse.
- f. 38% have defaulted or failed to pay a loan.
- g. 56% have indicated having a legal history.
- h. Only 16% of participants come to Climb with private health insurance.

Since single mothers are working many of the minimum wage essential jobs without sick care and are acting as the primary caregiver of their children during school closures, the COVID-19 pandemic makes them even more vulnerable.

4. Beginning and end date of program.

October 1, 2021 – September 30, 2022

5. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

Gillette Climb expects to offer two programs, one in the fall and one in the spring, each approximately six months long from recruitment through graduation. During COVID-19, the programs have been offered virtually and in safe and responsible ways when in person trainings are required. The exact start times and dates for these programs are determined based on industry needs.

Program research and planning, a critical phase to determine employer needs and training components, happens throughout the year. Recruitment also occurs throughout the year. After program participants are determined, the intensive portion of the training lasts on average for three months depending on the job skills training curriculum and certificate type. In this phase and under normal circumstances, participants often meet each day from 8am – 5pm. During COVID-19, the daily schedule has been more flexible to meet safety guidelines and moms' needs.

The subsidized job placement lasts approximately six to eight weeks. After this time period, the participant is expected to continue in their career and can access graduate support services. Ongoing support is offered to all graduates through planned events and personal interactions as needed.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

Since the pandemic began, low-income single mothers have come to Climb for many different reasons including not having a safe place to sleep at night, losing custody of their kids, and some struggling with addiction. Since certain human service programs may have been cut back or shut down, moms can slip further into poverty. According to CNBC, sectors where women often work such as restaurants and tourism have experienced some of the most significant job losses. In April, “unemployment skyrocketed more for women compared with men — to 15.5% versus 13%, respectively” (CNBC, September 2020). A recent survey conducted by the Wyoming Survey and Analysis Center in partnership with Wyoming Community Foundation and the Wyoming Women’s Foundation stated, “Seventy-four percent of single mothers reported that school and day care closures had a ‘moderate or severe’ impact on daily life.”

Over 28% of the population in poverty in Campbell County is families with a female head of household (Campbell County Needs Assessment July 2016). According to the 2019 Wyoming Kids Count Profile conducted by the Annie E. Casey Foundation, 37,000 Wyoming children lived in single-parent families and 18,000 Wyoming children lived in poverty. Poverty that is passed down from one generation to the next creates significant barriers to job success, trapping low-income single mothers and their children in a cycle that Climb participants are ready to break. When children move out of poverty, they are three times more likely to be employed as adults.

2. What is the resource gap(s) that is being addressed by your program?

In the Campbell County Needs Assessment (July 2016), the highest priority service needs from the providers’ perspective are “mental health services” at 100%. The Climb Program is unique because it strengthens participants’ mental health through a myriad of services including the mental health assessment, group counseling and individual counseling. These services, along with appropriate referrals, are a critical component as they allow participants to address personal barriers that are standing in the way of their successes. This mental health component provides an avenue for participants to build healthy relationships with others, which will support them in contributing successfully to their professional environment. During COVID-19, mental health support is even more critical to success.

Climb expects to meet or exceed the following performance measures annually:

- Recruit candidates and help them navigate barriers to employment through collaboration with community partners that provide resources such as food stamps, childcare assistance, housing, and transportation.
- At least 80% of the participants enrolled in the Climb program during the grant period will successfully complete the program.
- 75% of graduates will be employed in full-time positions at program end.
- 90% of the participants who complete the program will earn higher wages than when they entered the program.
- Graduates will show a decrease in dependence on government benefits including food stamps, childcare assistance, Medicaid and other government benefits.
- Climb will demonstrate a Return on Investment of at least 1.5 to 1.
- Each Climb participant will receive both group and individual therapeutic support to gain skills with communication, healthy relationships and maintaining stable work and home environments.
- Each Climb participant will participate in mock interviewing and workplace communication training to improve knowledge of pre-employment skills.
- Climb staff will continue to collaborate with other organizations for life skills and workplace skills training and refer participants to external resources as needed.

3. Describe what research-based programs and strategies will be utilized to make the program successful.

Strategic priorities include the following:

- Provide job training and placement in high demand careers to improve family economic stability and decrease dependence on government benefits.
- Provide group or individual counseling by a Wyoming licensed mental health professional to overcome barriers to success.
- Offer a comprehensive program to include life skills and work readiness skills such as budgeting, conflict management, healthy relationships, and parenting as well as pre-employment skills as job searching, resume writing, mock interviews, and workplace communication.
- Research employment opportunities to place moms in high growth, high demand occupations to help fill local employer needs.
- Provide ongoing guidance and support, including results data collection and reporting, helping participants learn advocacy skills, and graduate support.
- By working in groups, Climb intentionally creates social capital between the women to build confidence and illustrate the value of making connections with each other and the community.

C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

Since collaboration is a cornerstone of the Climb model, community partners play a critical role. To provide increased recruitment success, Climb has established relationships with Department of Family Services and community organizations for referrals. Local businesses help Climb plan programs by providing information on workforce needs and offering job placement experiences and hiring opportunities for Climb graduates. Climb staff partner with community colleges, private training entities and future employers to develop the training curriculum that includes the required knowledge and skills. During program implementation, Climb partners with dozens of individuals, agencies and organizations to help participants address barriers to success. Local citizens at each site volunteer as mock interviewers to simulate the real-world interview experience. Finally, Climb refers participants to outside agencies for additional mental health support or community support as needed.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Department of Family Services	Referrals and benefits information to participants
Workforce Services	Referrals and POWER information to participants
Gillette Abuse Refuge Foundation	Referrals and services to participants if needed
Visitation and Advocacy Center	Referrals and services to participants if needed
Campbell County Health	Referrals and participant job placements
Primrose Retirement Community	Participant job placements
Life Connections	Participant job placements
HUB International	Participant job placements
First National Bank	Participant job placements
Gillette College	Training partner
Campbell County Extension Office	Budgeting and nutrition training for participants
Health Services of Campbell County	Provides women's reproductive health information
Legal Aid of Wyoming	Information and consultation with participants
Campbell County Recreation Center	Climbing exercise and tour and information about free punch cards
Advocacy of Visual Arts	Art exercise partnership

Council of Community Services	Services for moms for housing and food
Salvation Army	Food, resources, and utility assistance to participants
YES House Transitional Living	Housing resource for some participants

3. Describe how the program will be sustained by the community beyond the funding period.

Climb continues to focus on fiscal sustainability and funder diversity to keep serving one of the most vulnerable populations in the Campbell County area. Climb successfully received a Paycheck Protection Program grant established by the CARES Act and is requesting loan forgiveness. Climb also applied for specific COVID-19 related grants that were offered to health and human service organizations including the Charitable Relief Fund. During the current pandemic, federal, corporate, foundation, city and county, and donor dollars can shift as the economic outlook changes. Since the Climb program is free for participants and staff workload has required additional time to be innovative and adaptive for online trainings, community financial support is critical to supporting a very vulnerable population. Receiving grants from a diversity of funders improves Climb's long-term sustainability to continue our work.

As Climb moves towards an even more sustainable funding model, we continue focusing our efforts on strategic planning and increasing the fundraising role of the Board of Directors. Climb has worked to establish adequate operating reserves due to the unpredictability of federal funding. The statewide Climb organization strives to accumulate reserves equivalent to approximately six months operating expenses. Climb has the flexibility to allocate its reserves to support the local program in Campbell County as needed since most of these reserves are unrestricted.

D. Project Goals and Outcomes

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

A top priority will be to continue partnering with Campbell County low-income single mothers so they can stabilize their families and meet Wyoming's workforce needs now and in the future. Climb has provided extensive one-on-one support to single moms during the past year as they prepare for Climb's job training program and employment. This includes helping with connections to local food, housing, and childcare resources, providing advocacy and mental health support, and offering guidance for job readiness. Over the grant period, Climb expects to serve approximately 100 candidates in this pre-program phase keeping families stable so they can maintain their path to self-sufficiency post-pandemic.

During the pandemic, Gillette Climb's career training programs have continued, with an emphasis on essential jobs in healthcare and transportation. Climb's innovative, virtual job training format has connected participants to technology while maintaining our therapeutic model of working in groups. Moms have been provided with laptops, help accessing internet service, and IT support so that they can participate in the training and connect with each other. The virtual classroom has created unique learning opportunities, including live instruction with trainers in remote locations, and both individual and group counseling. Over the grant period, Gillette Climb will enroll approximately 20 new TANF eligible single mothers and continue services to about 10 mothers already enrolled in the career training and job placement phase of the program for a total of 30 participants with about 60 children served. Climb staff will also support about 35 past graduates to promote long-term success in the workplace and family stability and respond to individual concerns as needed.

FY21 – FY22 Projections

Candidates	100
TANF Eligible Participants	30
Children	60

Climb's goals address the following purposes of TANF:

Climb helps end the dependence of needy parents on government benefits by promoting job preparation and work. Moving families into a place where they can contribute to local economies creates a stronger Wyoming for all resulting in more stable, healthy, and vibrant communities. Data shows that Climb graduates statewide decrease their food stamps usage, childcare assistance, and reliance on public healthcare due to the impact of Climb's career training and job placement program. In 2020, Climb graduates increased their total annual earnings from \$681,216 to \$2,320,766. In addition, Wyoming saves \$2 million annual from decreased Medicaid, food stamps, and childcare expenses.

Climb will provide assistance to needy families so that children may be cared for in their own homes. Children benefit when parents increase their education and income since they have greater access to academic and extracurricular activities, more stable schedules at home, and role models for career success. Along with increased income and consistent schedules, Climb participants learn about themselves through weekly counseling and parenting classes. They also learn executive functioning and communication skills. These resources help them problem solve and communicate with others in their lives to provide a more stable home and rich school environment for their children to thrive.

Furthermore, the goals of the Climb program align with the following primary purposes of the TANF CPI grant:

- Ensure community wide collaboration in planning and implementation efforts.
- Award TANF funding based on data-driven, community-based decision making.
- Implement and evaluate effective, research-based programs and strategies.
- Provide services that will assist families in moving toward self-sufficiency.
- Enhance sustainability of community efforts beyond the funding period.

2. **Outcomes:** Using the chart below, please identify the measurable outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Show progress each quarter toward the final goal of 80% of the individuals enrolled in the program successfully completing the program.	80% of participants who enter the program will successfully complete it.	During recruitment, Climb staff help participants address any barriers including childcare and transportation. During the program Climb advocates for participants and provides mental health counseling to overcome barriers for success.	Climb tracks the participants who graduate in our customized participant database that can demonstrate trends over time.
75% of Climb program graduates will be employed after program completion.	75% of these program graduates will be employed after program completion.	Climb programs include pre-employment skills including job searching techniques, resume writing, interviewing techniques, employee/employer	Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week

		relationships, and job retention. Climb staff work with the participants to ensure a successful interview process and support the participant during job placement as she practices new skills.	and hourly wages as well as participant and child health insurance data. From program end to 12 months, Climb collects this data by Climb staff contacting participants via phone, email or text. From 15-24 months, Climb contracts with the Wyoming Survey and Analysis Center (WYSAC) to conduct the follow-ups via phone survey.
Show progress each quarter toward the final goal of individuals who completed the program earning 90% higher wages than when they entered the program.	75% of program graduates will be employed after program completion and will be earning a 90% higher wage than they were before the program.	Comprehensive training develops the participants' strengths and builds upon them through extensive training in high-demand, high-growth occupations that lead to self-sufficient wages. Climb staff follow up with employers to establish performance evaluations and communication for long-term success.	Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data.
Show progress each quarter toward the final goal of 90% of the individuals who complete the program experiencing a decrease in the dependence on food stamps.	Over time, 90% of program graduates will show a decrease in their dependence on food stamps.	To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability.	In order to assess decreasing dependence on government benefits, Climb collects food stamp and childcare data from the Wyoming Department of Family Services.
50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public health insurance.	Of the graduates who enter the program utilizing public health insurance 50% will end their dependence on public health insurance.	To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability.	In order to assess decreasing dependence on government benefits, Climb collects health insurance data from the participants through the surveys.
Increased knowledge and skills regarding healthy relationships, strong and stable environments, communication and health behaviors.	100% of single mother who enter the Climb program will have received life skills training and mental health counseling.	Climb offers life skills classes as parenting, budgeting, nutrition and more. Climb contracts with a licensed Mental Health Provider at each site and each participant receives individual and group counseling.	Climb staff determine the life skills for each program based on the needs of the participant group. All participants must participate in the mandatory individual and group counseling component of the Climb program.

3. Describe your data collection methods to be used.

Climb formally tracks the progress of program participants for two years after completing the program. Climb staff members use a standardized interview to collect outcome data on each client at the following post program intervals: 3-months, 6-months, 9-months and 12-months after program completion. Climb partners with the Wyoming Survey and Analysis Center (WYSAC) to conduct second year follow-ups. WYSAC staff members use the same standardized interview questions to collect outcome data on each participant at the following intervals: 15-months, 18-months, 21-months and 24-months after program completion.

A customized database tracks program records and ensures accurate, ongoing data collection. Climb utilizes participant self-report forms, staff observations, interviews and records to document each participant's progress and program outcomes. A pre- and post-program mental health assessment identifies mental health symptoms and tracks decreases in symptoms post program.

Data will be provided in quarterly reports to validate outcomes. Quarterly reports will include training completion, hourly wage pre-program and hourly wage post-program. These quantitative goals were selected because they can be consistently tracked and verified using participant or employer interviews and public records.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

Gillette Climb's career training programs continue with an emphasis on essential jobs in healthcare and transportation. Trainings are conducted online and in-person with participants' and trainers' health and safety prioritized. Climb's innovative virtual job training has connected participants with technology while maintaining safety, structure and the support of participants working together in groups. Our outcomes demonstrate the success of this model in stabilizing families and creating a support system to help families work towards long term self-sufficiency.

2020 TANF Eligible Climb Participant Data

Graduation Rate	98%
Full-time Employment Rate at Program End	81%

Along with these strong outcomes, our long-term data continues to speak to the success of our programs and strength of our participants. Climb's strong foundation and connection to families in need has been a lifeline during the pandemic.

Five Year TANF Eligible Statewide Climb Participant Data

Employment Rate at Application	44%
Employment Rate 2 Years Post Program	78%
Monthly Wage at Application	\$1,231
Monthly Wage 2 Years Post Program	\$2,616

Despite the pandemic's economic impacts in Campbell County, job placements steadily continue, with graduates employed in critical positions continuing to be part of the local workforce solution. Climb is committed to solidly researching programs to determine employer demand, to establishing strong employer partnerships, and to continue working with the moms seeking employment until a career placement has been made.

G. TANF Recruitment

1. Describe your recruitment and enrollment process for TANF eligible individuals/families?

Each Climb site has staff that serve as a case manager for moms and provide ongoing guidance and support throughout the program. Staff recruit candidates who are most in need. During the recruitment phase, staff outline the required knowledge, skills, and abilities, and other training and job requirements for the identified occupation. Staff also evaluate each candidate's level of competency in the area. Staff conduct a thorough assessment to determine additional services available in the community which may include food stamps, childcare assistance and housing, or counseling. Accessing these services and experiencing the stability they can provide a family is critical to successfully completing the program and starting a long-term career. Staff connect candidates to these services and support them along the way. If the candidate is not ready for the program, staff remain in contact with them for potential admission into a future program when they are more stable and ready.

2. What is the projected number of TANF eligible individuals that will be served by this program?

During October 1, 2021 through September 30, 2022, Gillette Climb will serve low-income single mothers as follows:

- Gillette Climb will recruit approximately 100 candidates and work closely with them to increase their stability so that they can successfully complete the career training and job placement phase of the program in the future.
- Gillette Climb will enroll approximately 20 new TANF eligible single mothers and continue services to about 10 mothers already enrolled in the career training and job placement phase program for a total of 30 participants.
- Gillette Climb will also continue to work with approximately 35 graduates. This phase occurs after completion of the program. Graduates receive continued support by staff that is often critical to their long-term job success.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

Climb uses a rigorous process to ensure income eligibility for the Climb program. If a potential participant is utilizing food stamps, Climb program staff members verify this information with Department of Family Services (DFS) to confirm TANF eligibility. If the potential participant is not utilizing food stamps, Climb program staff members verify employment and wages by checking pay stubs or verifying income with the applicant's employer to ensure that household income is less than or equal to 185% of the Federal Poverty Level. Other family income documents such as unemployment stubs, tax returns, or income verification from other applicable family members are also collected and included in documentation. Eligibility is documented on a provided TANF Eligibility Intake Form that is maintained in each participant's file and reviewed by a Climb home office employee who is specifically trained in eligibility determination. Any questions about eligibility are directed to the State of Wyoming's DFS TANF Program Manager prior to a participant's acceptance to Climb.

BUDGET

Instructions:

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.
2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.

- a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
 - b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
 - c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
 - d. Administrative expenses shall not exceed 10% of the non-administrative expenses.
3. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.
 4. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

Other major funding sources (over \$1,000) include:

City of Gillette - \$29,500 (pending)
 Campbell County - \$20,000 (pending)
 Hughes Foundation - \$25,000 (awarded)
 Wyoming Community Foundation - \$15,000 (awarded)
 Daniels Fund - \$20,000 (will apply)
 Cross Charitable Foundation - \$5,000 (awarded)
 Powder River Energy Foundation - \$5,000 (will apply)
 State Farm - \$2,500 (awarded)
 Wells Fargo - \$2,000 (will apply)
 First Interstate Bank Gillette - \$2,500 (will apply)
 Private Donors - \$50,000 (awarded and pending)

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

The following calculation is Climb's projected Return on Investment (ROI) for the proposed program:

- Impact without Program: Climb participants are making an average annual wage of \$6,432 before the program (\$536 per month for 12 months).
- Impact from Program: 90 days post program, graduates are employed making an average annual wage of \$22,584 (\$1,882 per month for 12 months).
- Total increase in wages over first year period = Impact from program \$22,584 - Impact without program \$6,432 = \$16,152.
- Total Cost per Client Served = \$20,930 divided by 130 clients = \$161. Number of clients totals 100 candidates, 20 new participants, and continued services to 10 participants for 130.
- Climb ROI = 100.32 to 1 based on \$16,152 ÷ \$161

- Climb ROI over the lifetime of a participant = 3,711.95 to 1 based on an average age of participant being 28 and working until age 65 (37 years post program) at an increased wage of \$16,152; 37 years x \$16,152 = \$597,624 ÷ \$161

Climb
Amount Requested from Proposal:

~~\$80,000~~

	Program Costs	Administration Costs	Summary and Justification for Budget Expense
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	13,000	1,200	Program Director (\$60,000 annual salary) is responsible for oversight and/or implementation of all aspects of the Climb program model with a primary focus on program coordination, planning and administration. Assistant Program Director (\$50,000 annual salary) is responsible for assisting the Program Director with implementation of all aspects of the Climb program model with a primary focus on program coordination and planning. Both positions provide direct program services to participants, including recruitment, intensive training, job-placements and counseling. Administrative salaries are to support Climb's centralized home office administrative staff that support the entire statewide operations to handle such things as budgeting, grant reporting, financial processing, insurance, auditing, and human resources. The amount reflected on this budget represents an allocation of time spent directly supporting the site as well as this grant.
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	500	200	Retirement, health, dental, vision, and life insurance expenses for those employees that participate in Climb's insurance plan. (Program Director, \$7,200; Assistant Program Director, \$5,000)
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	1,200	500	Employer paid payroll taxes are estimated at 10% of the salaries budgeted. (Program Director, \$6,000; Assistant Program Director, \$5,000)
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Recruiting and Marketing Cannot include promotional	Click here to enter text.	Click here to enter text.	Click here to enter text.

items.			
Travel Travel necessary to serve participants.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Rent and utilities Admin: Rent and utilities for time spent managing the grant. Program: Rent and utilities for space provided to direct services for participants.	1,600	N/A	Rent and utilities for office space, classrooms, and group/individual mental health treatment space. Also includes phone, fax, internet services, and cleaning of office space.
Participant Tuition and Class Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Class Supplies and Materials	0	N/A	Materials to meet needs of participants during training and group activities.
Participant License and Certification Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Drug and Aptitude Screening Can include other types of assessments.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Work Support Services and Clothing	0	N/A	Items needed to successfully complete training and work experience. Includes steel-toed boots, coveralls, gloves, tools, scrubs, professional attire and more.
Participant Wages	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	1,000	N/A	Incentives earned by participants for completed goals to assist them with living expenses while in training.
Other Student Needs: Mental Health Provider	1,730	N/A	Amounts paid to contracted mental health provider for group and individual counseling services.
Sub-Total	19,030	1,900	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	20,930		
Number of TANF Participants Planning to Serve	130		
Cost Per TANF Participants	161		

Council of Community Services

COVER PAGE

1. County/Tribe: Campbell County_____
2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name: Bethany Raab_____

Title: Grants Specialist_____

Organization: Campbell County Government_____

Address: 500 S. Gillette Avenue Suite 1100_____

Phone: (307) 687-6324_____

Email address: blr01@ccgov.net_____

3. Primary Contact for the Sub-recipient. Implements the program.

Name: Mikel Scott_____

Title: Executive Director_____

Organization: Council of Community Services_____

Address: 114 S. 4J Road Gillette, WY 82716_____

Phone: (307) 686-2730_____

Email address: mikel@ccswy.org_____

4. Program Name: Permanent Supportive Housing for Chronically Homeless Families

5. Requested Amount: 36,400_____

2. Authorized Representative: ROBERT MAUL
County Commissioner Chair

(No signature required here. Signature is required on the Assurance page)

Date: 05/20/2021_____

Phone: 307-682-7283 E-Mail: RLM01@CCGOV.NET

PROPOSAL

1. What programs are available within your community to address transportation and homelessness?

The Council of Community Services (CCS) operates four housing units that all focus on housing chronically homeless individuals. We operate a Homeless Shelter, Permanent Supportive Housing for Chronically Homeless Families, Permanent Supportive Housing for Chronically Homeless Adults, and a Group Home for the Severely and Persistently Mentally Ill. Each one of these housing units has a vehicle available to them for staff to drive them to appointments, job interviews, and to do errands. CCS also operates Homeless Prevention, Street Outreach, and Rapid Rehousing Programs to prevent homeless before it begins, find those who are living on the street, and quickly rehouse those who have become homeless.

We also refer individuals to the Senior Center Bus Program when they are not living in our housing units. The bus is available to seniors and non-seniors.

2. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention? Having enough funding to employ additional case managers who have the time to assist to schedule appointments and drive any client who does not live in our housing units but utilizes our other programs would help to prevent homelessness and poverty. I do not know of any agencies that are offering free transportation to homeless individuals or families that are not participating in specific agency programs.

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

The Council of Community Services is applying for funding for our Permanent Supportive Housing for Homeless Families (Keeping Families Together Program). Our program operates under the tenants of Low-Barrier Housing and the Keeping Families Together format. The services provided under our Supportive Housing program are designed to help parents struggling with overwhelming poverty and complex physical or mental health issues. The program works with the parents through the interventions of both our Council of Community Services Housing Case Manager, and the designated DFS case manager who work together providing constant support and stable and reliable housing. By partnering with DFS, we can provide wrap-around supportive services to six (6) families in our apartments. The goal of the program is to build the parents capacity to parent through aligned case management, a variety of classes such as parenting, health, budgeting, and even gardening, as well as assistance through the Council's other poverty alleviating programs.

The Keeping Families Together model focuses on the idea of creating a stronger environment for the entire family-not just the child or just the parents. Using this model, the families become the focal point for holistic intervention and support, preventing crisis situations and the removal of children to foster care. This form of supportive housing for vulnerable families can break the intergenerational cycle of poverty, homelessness, and abuse by providing families with services they need to stay together. It creates a better environment for the children and parents and protects children who are otherwise at high risk for abuse and neglect. Without the supportive services provided by the Council, these families may not succeed in other forms of affordable housing. By partnering child welfare

services and homeless assistance programs, together we can address the complex needs of high needs families rather than each agency focusing on individual parts and pieces of the problem. Our program is different than any other program in our community and is one of only a few in the Nation. It is the only housing program in our community that houses families together and focuses on the success of the family as a whole. The Keeping Families Together initiative is the first federal investment specifically focused on creating supportive housing to reduce child welfare system involvement through the investment made by the US Department of Health and Human Services Administration for Children Youth and Families (ACYF) for a five-year evaluation in five sites based on the success of the CSH Keeping Families Together pilot programs. The Council believes that this program will prevent foster care placement for those families who are homeless or unstably housed and is a high need in our community. Data on Supportive Housing for Families Working with Department of Family Services shows that it not only increases families housing stability, but it has also been shown to improve outcomes across multiple domains such as education, employment, and health care access. These are all improvements in domains that will help to prevent future poverty situations for these families and children.

2. Is this program different than previous programs operated with TANF funds in the past?
Yes ☐ No ☒ If so, how is it different?

CCS operated this program last year using TANF funding.

3. Area(s) served.

Campbell County

4. Population served.

This program serves chronically homeless, low-income families with open cases with DFS. Families are first identified for our program through their DFS case manager. The DFS case manager uses a set of criteria provided by the Council which prioritizes chronically homeless families and meets the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless. Families must also meet all four (4) criteria categories and at least one criterion in each subcategory. The four (4) categories include: (1) Family has long term or repeat pattern of homelessness or housing instability (2) Family has an open case with Child Protective Services (3) Primary caregiver has persistent challenges and little support (4) Other risk factors that might put families within a higher risk factor for Child Protective Services. These risk factors include subcategories such as domestic violence, age of youngest child is under two, primary caregiver has a criminal arrest history within the past five years, household has been involved with child protective services in the past, and primary caregiver has a history of abuse or neglect as a child or spent time in the foster care system as a child.

Since supportive housing is an intensive intervention and a scarce resource, only the highest need households, those facing complex challenges and for whom housing is a factor in the imminent placement of children in out of home care, should receive services. The criteria and subcategories were meticulously chosen through the guidance of the Corporation for Supported Housing and have been used successfully by Keeping Families Together initiatives through the country. It was also designed for targeting criteria within a federal framework to ensure that supportive housing served households for whom the program would likely have the biggest effect. The key eligibility criteria for households include child welfare involved households. Households that are most likely to

experience negative child welfare outcomes (e.g. out of home placement, long-term open cases, reentry to the child welfare system in the form of re-reports of abuse or neglect, and repeat open cases), households with high service needs (households with multiple needs, such as mental or physical health problems, substance use, or disabled children), and households with severe housing issues (households who are homeless or unstably housed).

5. Beginning and end date of program.

This program will run continuously. CCS operates on a calendar year budget.

6. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

This program focuses on stable housing, it will run continuously. Families will be able to stay in the program as long as they need to feel stable and be successful. Typically, this is shortly after they have had success in closing their DFS case and have utilized CCS's case manager to help them find stable housing within their budget.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

In initial discussion with our local DFS office, they had a 50-family waitlist that would qualify for these apartments. We have also seen an increase in the past several years at our Homeless Shelter for families. In 2019 our Shelter housed 15 families, with more families approaching the Shelter but leaving due to not having designated family rooms. In 2020, that number decreased because we had more funding for our Homeless Prevention program, which helps families pay rent and keeps them in their homes. Last year, our Homeless Prevention program assisted 80 families with Homeless Prevention, which included 105 children under 18.

Although CCS has received an award to renovate our homeless shelter to accommodate more families, the shelter is not the best place for families. According to data provided by Campbell County Department of Family Services, there are currently 1,097 children in the foster care system in Wyoming and 81 of those children are in Campbell County. The Council's goal through our program, is to reduce the number of children going into foster care, as well as, reduce the number of children entering and leaving the foster care system multiple times. Not only does this help the parents and children, it reduces the high cost associated with the foster care system. In Wyoming, the current rates for foster care ranged from \$645.00 to \$732.00 a month per child.

According to Bonnie Volk, the manager of district 6 DFS for Campbell, Crooks, and Weston Counties: **"their (CCS) housing is a definite need in this community and have been a great resource to DFS. There have been several families from my unit alone in the last 6 months where council housing has given the parent a home to have their children reunified to or provided a home to keep the family together. In an open case of Katelyn's, the council is paying for a family to stay at a hotel until they have an apartment cleaned and ready for them. This family had just been evicted and children coming into care was a possibility based on not having a suitable place to live.**

Additionally, having families placed at the council assists DFS as they provide an extra set of eyes through inspection and their criteria for families to live there."

2. What is the resource gap(s) that is being addressed by your program?

Working in extremely close partnership with the case managers and administration at our local Department of Family Services, we will work to address family homelessness and instability. This is the only supportive housing program for families in Campbell County. By immediately securing housing and then providing supportive services such as access to education, medical and dental assistance, assistance with legal fees, and basic life skills, we are helping families stay together and providing a pathway to stability.

In our supportive service facility, each family is ensured access to nutritional food, diapers, formula, and a case manager that will help them work with other agencies or facilities to provide them with what they need to care for themselves and their children. Children are more likely than adults to live in poverty in America. Child-care costs, lack of living wages, costly housing, and other factors drive many families with children into debt and put economic stability out of reach. In Wyoming, 11.0% of children under 18 lived in families with incomes under the poverty line in 2019. 12.2% of families experienced hunger and food insecurity and 8.8% of families had used high cost, high risk forms of credit to make ends meet in 2017. It can be assumed that these percentages are increasing by analyzing the number of families using our other programs. In January of 2021, Campbell County had 195 homeless students attending one of the schools in our district. The Council of Community Services is the only agency in Wyoming providing a resource to these families to stay together in a stable environment with a positive support network.

Stable housing and supportive services help give our families the opportunity to work, attend school, and participate in other programs such as CLIMB Wyoming that will help lift them out of the poverty cycle. Without housing, these opportunities become impossible and life centers around survival. Our agency provides a pathway to success by strengthening families with children by helping to overcome barriers to employment, nutrition, and medical/dental care. By addressing the needs of the whole family, we are able to shield children and their parents from the trauma of homelessness and family separation. We provide wraparound services that are voluntary, flexible, comprehensive, and easy to access. Our families have access to these services for as long or short as they need. All the services are based on helping our families stay housed, such as case management, employment assistance, mental health assistance, and connections to public assistance programs such as SNAP and Medicaid. The supports are designed to be flexible and robust enough to meet each family's unique needs. In 2020, the United States reported a 7% rise in unsheltered homelessness. It is likely much higher due to several areas not reporting due to COVID19. Permanent Supportive Housing is a proven method to reduce homelessness for the long-term. Much more so than traditional shelters and transitional housing.

3. Describe what research based programs and strategies will be utilized to make the program successful.

CCS is following the Keeping Families Together Program format that has been used successfully across the country and has shown success in our community since 2017. Keeping families together leads to less trauma for the children and parents. Children that are removed from their families and enter into the foster care system have higher risk for impaired neurodevelopment, psychiatric problems, abuse, poverty, homelessness, incarceration, suicide and early death. CCS is seeking to continue to improve the lives of families in Campbell County by creating a stronger environment for the entire family-not just the child. Families become the focal point for holistic intervention and support, and crises leading to removal of children could be averted.

The Metis Associates evaluation of the pilot program of Keeping Families Together found that family placement into the program, had a high rate of family reunification. All six children who were placed in foster care at the time of the family move-in and had the goal of reunification, ended up reunited with their families. These six children had spent a total of 3,239 days in foster care in the two years prior to the program and following the placement in Keeping Families Together, the children consumed only 744 days of foster care.

The study also concluded that the program reduced the families use of homeless shelters. In the two years prior to joining the program, the families consumed a total of 14,323 days of single-family shelter and 618 days in single and adult shelter. In the two years following, the shelter use declined to 620 days in family shelters.

By providing a permanent supportive housing, the Council seeks to reduce the rate of costs accrued to the community. By providing stable housing alongside intense case management, the program reduces the need for high-cost foster care, as well as calls to law enforcement and homeless shelter costs. Staff also helps residents manage chronic health issues by offering support, coordinating appointment, referrals, and more to help the chronically high need and DFS involved families lead healthy, independent lives. CCS is also using HMIS to measure performance based on accurate data in order to determine efficiency and ensure CCS is in line with HUD's policy priorities. HMIS will also assist our case managers in understanding how families are doing in meeting their goals.

All of our Case Manager's are trained in Adverse Childhood Experiences (ACE's). By understanding how adverse childhood experiences affect people, our managers gain an understanding of why the parents might perpetuate some form of household dysfunction. They also understand the importance of promoting resiliency in children, teaching and encouraging parents to be positive and supportive role models, and work to ensure they all live in a stable and safe environment.

C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

CCS worked closely with the Department of Family Services, the Corporation for Supportive Housing, and Housing and Urban Development to implement the program in 2017. We continue to work closely with DFS to provide support services to our families that support DFS's case management and family goals. The program also supports HUD's goals of reducing family homelessness and generational poverty. All of our families receive referrals to any programs in Campbell County that would help them become more self-sufficient or will benefit the children in the home. Our Case Managers work with the families to sign up for any programs, assist in finding affordable housing, and navigate complicated government systems. Every week, our Case Manager completes an apartment inspection to ensure families are able to keep up with basic hygiene and life skills (laundry, children's homework, dishes, etc) since that can be one barrier to family reunification or a catalyst to family separation. When families are overwhelmed by these tasks, our Case Manager assists them in finding ways to complete them together as a family. CCS stays in communication with the DFS case manager to ensure that parents and children are safe and complying with all DFS requirements. CCS also participates in Child Protective Services meetings alongside DFS, Child Developmental Services, the County Attorney's office, Behavioral Health, and pertinent medical practitioners.

Families are first identified for our program through their DFS case manager. The DFS case manager uses a set of criteria provided by the Council which prioritizes chronically homeless families and meet the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless. Families must also meet all four (4) criteria categories and at least one criterion in each subcategory. The four (4) categories include: (1) Family has long term or repeat pattern of homelessness or housing instability (2) Family has an open case with Child Protective Services (3) Primary caregiver has persistent challenges and little support (4) Other risk factors that might put families within a higher risk factor for Child Protective Services. These risk factors include subcategories such as domestic violence, age of

youngest child is under two, primary caregiver has a criminal arrest history within the past five years, household has been involved with child protective services in the past, and primary caregiver has a history of abuse or neglect as a child or spent time in the foster care system as a child.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Department of Family Services	Referrals, Case Management, Supportive Services
Campbell County School District/McKinney Vento	Funding for supplies/technology
Wyoming Continuum of Care	Resources/Program Support
Corporation for Supportive Housing	Program Support/Oversight/Technical Assistance
Housing and Urban Development/NOFA	Program Funding
Early Head Start	Support for families/Educational Opportunities

3. Describe how the program will be sustained by the community beyond the funding period.

The Council of Community Services has been in operation for over 50 years. Our apartments for families have been operating under different family programs since 1999. HUD has allocated funding through the CoC NOFA grant to support some of the operations of the program, as well as using some of that funding to assist in supporting the clients directly with medical, legal, and other supportive costs to help them achieve stability. As a private nonprofit, CCS also uses monetary and in-kind donations to support families whenever possible. In the last several years, CCS has worked diligently to advertise the programs available to the community and has been able to expand our donor base.

D. Project Goals and Outcomes

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

The goals for our Permanent Supportive Housing for Chronically Homeless Families is to stabilize families who are either at risk of family separation or are working toward family reunification. We are requesting 36,400 for this program from TANF so we can hire one case manager that is completely dedicated to our family reunification apartments. As the Council is expanding our services across our agency and serving a higher number of individuals in most departments, we feel that an additional case manager who's sole focus can be on the wellbeing of our families would be an incredibly positive addition to the program. It will become increasingly difficult and time consuming to help families gain access to mental health care and substance abuse treatment as the State of Wyoming is forced to make large budget cuts in these areas. Someone that can navigate these barriers alongside the family will become necessary.

Stabilization of a family would mean that they are reunified and DFS has deemed their case closed. It would also mean that they have shown progress toward other goals such as increased income, ability to create and maintain a budget, ability to maintain a safe home environment, and the ability to communicate effectively with their partner and children. These goals are easier to achieve with supportive housing. The reduced rent payments of the supportive apartments require income but allow for flexibility to continue education or seek higher paying employment. The supportive services provided by CCS help the families navigate through the barriers that have been holding them back from success.

Preventing families from separation or reunifying families quickly, lessens the trauma that occurs to both the parents and children. The trauma caused by separation has been shown to lead to negative outcomes for

the children resulting in behavior problems, learning difficulties, and poor mental health. Our partnership with DFS removes the high barrier of housing immediately and allows for quicker unification of parents with children. By working together and bringing in other partners such as Head Start/Early Head Start, Campbell County School District, Boys and Girls Club, and many other local agencies, we successfully provide the support our families need to be self-sufficient. We are providing assistance to the most difficult DFS families who are using the most resources in Campbell County. Since April 2017, we have housed 25 adults and 58 children in our supportive housing apartments. Our partnership with DFS has seen 8 families successfully move straight into permanent housing, while 4 families are still currently housed in the program. 3 parents have successfully completed treatment and are now living in stable housing. Just in 2020, we have housed 11 families, 9 of which have already been able to close their neglect cases with DFS.

Our goal is to assist DFS Case Managers in addressing family's barriers to success. We meet weekly with each family in order to address ongoing problems such as trouble with basic living skills, such as keeping a clean and hygienic home for the family. They work with families on how to make chore charts, what a clean home should look like, and how parents need to model behavior for their children. CCS Case Managers work with families on communication skills and conflict resolution. We provide life skills classes, budget classes, and even family gardening days and healthy cooking days. Our goal is to enable the parents to feel stable and empowered by supporting them and increasing their skill set for future self-sufficiency. Because most of the families entering the program are the families with the highest need, they often lack knowledge of basic skills, healthy coping strategies, and appropriate communication. Our program helps them learn these, gains them access to resources, while providing them extremely low-income housing and support. The program provides the families with the tools they need for success.

Each family is different that enters our program and our case managers adjust to help them set and reach their goals. Some families are quickly reunited and graduate from the program and others take longer to reach stability. For example, Laura entered our program and quickly gained employment and had regular visits with her son. But, because she had let her abuser come around, she was not able to fully reunite with her son. After weekly case management meetings and having the Council's housing and support programs, she felt able to completely separate herself from her abuser and no longer rely on him financially. Within 6 months of living in our supportive apartments, she was able to fully reunite with her son and her case was closed at DFS. By having a stable and safe place to live, she was able to break free from abuse, increase her wages, and be united with her son. After her case was closed, Laura decided to stay in our apartments. Once she gained enough confidence and savings, she was able to successfully move out on her own into stable permanent housing.

2. **Outcomes:** Using the chart below, please identify the **measurable** outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Children exit foster care and unified with parents	Clients will be reunified with children in their home	Weekly case management meetings and apartment walk-throughs to meet DFS case goals	Notes entered into HMIS to track goal progress
Family exits program into stable housing	Clients will be reunified or stabilized and move into stable housing	Clients meet with case manager weekly to evaluate goal progress and work toward stability	Will be entered into HMIS to show clients have successfully graduated from program and into stable housing

Parents gain knowledge of basic life skills	Clients show progress on weekly apartment walk-throughs	Clients will meet with case manager to discuss barriers and problems with apartment walk-throughs.	Will be entered into HMIS data tracking system to evaluate progress and track successes
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3. Describe your data collection methods to be used.

The Council will be able to track this data using HMIS and the Coordinated Entry system. HMIS will track the family length of homelessness, how many times they were homeless, and when they entered permanent housing. This information will help the Council in establishing system-level performance measures which can be reported to our State CoC. The council will also work with families who are unstable in their housing and are at risk of becoming homeless, thus reducing the number of families that enter homelessness. This data will also be tracked through the HMIS system. Families who apply for the program will work with the Case Manager to fill out a VI-SPDAT in HMIS and be entered into the Coordinated Entry system, regardless of whether or not they qualify or enter the program. Any data collected will ensure that the Council can continuously evaluate the programs performance over time and be able to make changes during evaluation that may prove more successful.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

Once families are placed in our Permanent Housing program, they will receive intense case management, with the goal of increasing stability, as well as income through services such as Skills Training, access to continuing education, Social Security and Social Security Disability when possible, meeting TANF's performance goal to, "create effective pathways to economic opportunity, including access to mainstream education and training and individualized services for those with barriers to employment". Services will help to ensure that those families who enter our Permanent Housing do not return back to homelessness. The Council will be able to track client's rates of return to homelessness or success in stable housing through HMIS and Coordinated Entry. These rates will help the Council determine the success of the program and meet the goals of "alleviate poverty and prevent hardship among children and families, and programs or services to keep children in their homes or in the homes of relatives". The Council's Section 8 Voucher assistance will help the families exit Permanent Housing when they are ready and enter into low-income rental units. This will help families stay in stable housing and decrease their chance of going back into homelessness.

G. TANF Recruitment

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?

Families who meet the chronic homeless definition and also meet at least one criterion in each sub-category could be eligible to go to the top of the priority list. Those families that are identified by DFS, are advised to make contact with the Housing Case Manager at the Council. Those families work with the Housing Case Manager to fill out a VI-SPDAT assessment. The assessment will help to prioritize the neediest families based on a scoring system. Each family is then also entered into the Coordinated Entry system, regardless of whether they make it into our Supportive Housing Program. Families are then put on a waitlist for an apartment unit, with the highest need families receiving priority.

Once families are in the program, they are referred by their Council case manager to the Council's other programs such as our Food Pantry, Soup Kitchen, Medical and Dental Emergency Funding, and when families are stable and ready to move out, they are assisted with Section 8 applications. When families leave our program, priority will be given to chronically homeless families for permanent housing. Should there be no

chronically homeless families within our area, the available permanent housing will go to the family with the highest priority using the VI-SPDAT assessment and the Coordinated Entry system. Families will also receive services through our Seconds on the Avenue Thrift Store which will provide the family with vouchers for free clothing, furniture, school supplies for children, and necessary household items such as cookware, kitchen tables, and cooking appliances. These items will assist the families in setting up their stable household.

One example of a successful family is Sarah, who is a single mom with three children. Sarah was supposed to move in in April of 2019. The plan was to be released from substance abuse treatment into our apartments. She had paid her initial deposit and completed all of her required paperwork for our apartments and our apartment was being held for her. Once released from treatment she faced a setback. She had gotten into a physical altercation with another woman. She was returned to jail and went to a longer-term treatment facility for substance abuse. She was released again and was staying with friends until an apartment was available in our supportive housing. During that time, her friend's house that she was staying at burned down and she lost what physical belongings and paperwork she had. This made it impossible to be reunited with her children since she became homeless and living on the street.

Our Case Manager worked with Sarah to once again begin her introduction into our program. Once one of our apartments became available, she was ready to move in. She moved in and successfully worked with one of our case managers to take advantage of what our program can offer. She worked hard and graduated drug court. She was then reunited with her children and her DFS case was able to be closed. She applied for college and will begin her classes this summer. She did all of this during the Covid19 pandemic. Having a stable living environment was the catalyst she needed to start her life over, free from drugs and violence. Anytime she ran into a barrier or a trigger, she had supportive services to lean on. We are immensely proud of our program participants. Sarah was ready to take this opportunity. Some of our participants are much slower to excel than Sarah, and that is okay too. Each family is able to go at their own pace to become a success.

2. What is the projected number of TANF eligible individuals that will be served by this program?

We are able to house 6 families at a time with a maximum of 43 people. We project that we will house 35 people, with 15 of those being TANF eligible parents.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

CCS Case Manager will use client's previous monthly income to determine their income eligibility for TANF services. Client's will need to meet 185% Family Poverty Level. For households with more than 8 persons, \$8,288/year will be added for each additional person.

DFS case manager also uses a set of criteria provided by the Council which prioritizes chronically homeless families and meets the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless.

BUDGET

Instructions:

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.
2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
 - a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
 - b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
 - c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
 - d. Administrative expenses shall not exceed 10% of the non-administrative expenses.
3. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.
4. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

We receive HUD funding from the Continuum of Care grant. We receive about 30,000 in operating money and 20,000 in direct client assistance. The Council also uses fundraising income to help support the program and will continue to utilize this funding stream for all programs.

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

The program is not only designed to assist high need families and keep children out of foster care, it also reduces the costs in public service use. Because our program is so new, we do not have local data on success rates, but according to a Metis Associates evaluation of the Keeping Families Together program, the cost of this supportive housing intervention does reduce public service use by the families. The analysis examined the costs associated with the families use of foster care services and homeless shelter in the two years prior to and two years following family placement into Keeping Families Together. The changes in public costs associated with the reduced use of these two service systems were then compared with the cost of supportive housing.

The cost offset analysis found that families placed into the program, reduced their actual and potential use of foster care services by a total of 5,415 days over two years, and their shelter use by 13,703 days over two years. The analysis shows that this reduction in foster care and shelter days, represented a total offset in costs of \$1,866,592 over two years (\$64,365 per family). In this analysis, Metis Associates is assuming

a two-year per unit cost of supportive housing of \$66,552. Under this assumption, foster care and shelter reductions alone offset 97% of the cost of supportive housing.

According to data provided by Wyoming Foster Care, 1,239 children were in the foster care system in Wyoming in 2011. 642 of those were placed into foster homes with the average length of stay being 334.60 days. 72% of the young people leaving the system in 2011 were reunified with their birth parent(s) after their foster care stay. The Council's goal through our program, is to reduce the number of children going into foster care, as well as, reduce the number of children entering and leaving the foster care system multiple times. Not only does this help the parents and children, it reduces the high cost associated with the foster care system. In Wyoming, as of 2010, the rates for foster care ranged from \$645.00 to \$732.00 a month per child. Specialized care rates were \$650.00 to a maximum of \$800.00 per month per child.

The Metis Associates evaluation of the pilot program also found that family placement into the Keeping Families Together program, had a high rate of family reunification. All six children who were placed in foster care at the time of the family move-in and had the goal of reunification, ended up reunited with their families. These six children had spent a total of 3,239 days in foster care in the two years prior to the program and following the placement in Keeping Families Together, the children consumed only 744 days of foster care.

The study also concluded that the program reduced the families use of homeless shelters. In the two years prior to joining the program, the families consumed a total of 14,323 days of single-family shelter and 618 days in single and adult shelter. In the two years following, the shelter use declined to 620 days in family shelters.

By providing a permanent supportive housing, the Council seeks to reduce the rate of costs accrued to the community. By providing stable housing alongside intense case management, the program reduces the need for high cost foster care, as well as calls to law enforcement and homeless shelter costs. Staff also helps residents manage chronic health issues by offering support, coordinating appointment, referrals, and more to help the chronically high need and DFS involved families lead healthy, independent lives. CCS is also using HMIS to measure performance based on accurate data in order to determine efficiency and ensure CCS is in line with HUD's policy priorities. HMIS will also assist our case managers in understanding how families are doing in meeting their goals.

**Council of Community Services
Annual Amount Requested from Proposal:**

	Program Costs	Admin Costs	Summary and Justification for Budget Expense
Salaries <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	23,500	Click here to enter text.	We have staff who monitor the building and are available to residents 24 hours a day. The families would also have a dedicated Case Manager who only works with the chronically homeless families in the program and the individuals in our phase 3 apartments 8am-5pm in the office.
Employer Paid Benefits <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	5,400	0	Paid benefits include sick leave, vacation leave, and a portion of health insurance costs.
Employer Payroll Taxes <u>Admin:</u> Activities spent	1,000	0	Click here to enter text.

managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.			
Supplies <u>Admin:</u> Supplies and expenses needed to manage the grant. <u>Program:</u> Supplies needed for instructor use.	0	Click here to enter text.	Supplies are typically ink, paper, binders, and folders.
Recruiting and Marketing Cannot include promotional items.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Travel Travel necessary to serve participants.	0	Click here to enter text.	Travel to medical appointments, DFS appointments, etc
Rent and utilities <u>Admin:</u> Rent and utilities for time spent managing the grant. <u>Program:</u> Rent and utilities for space provided to direct services for participants.	6,500	Click here to enter text.	Rent is paid to HOME at a low rate to repay the mortgage. Utilities include internet, electric, gas, sewer, alarm, telephone, maintenance, and garbage
Participant Tuition and Class Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Class Supplies and Materials	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant License and Certification Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Drug and Aptitude Screening Can include other types of assessments.	0	Click here to enter text.	Drug screenings, mental health screenings for employment, etc
Work Support Services and Clothing	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Wages	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	0	Click here to enter text.	Gift cards for vaccines, and class participation
Other Participant Needs: Description -	Click here to enter text.	Click here to enter text.	Click here to enter text.
Sub-Totals	36,400	0	Total Administrative Costs cannot exceed 10% of your total <i>Program</i> Costs
TOTAL BUDGET (Program + Admin)	36,400		
Number of TANF Participants Planning to Serve	15		
Cost Per TANF Participants	2,426		

YES House
COVER PAGE

1. County/Tribe: Campbell County
2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name:
Title: Grants Specialist _____
Organization: Campbell County Government _____
Address: 500 S. Gillette Avenue Suite 1100 _____
Phone: (307) 687-6324 _____
Email address: blr01@ccgov.net _____

3. Primary Contact for the Sub-recipient. Implements the program.

Name: Sherilyn England
Title: Executive Director
Organization: Youth Emergency Services, Inc. (Y.E.S. House)
Address: 905 N. Gurley Ave., Gillette, WY 82718
Phone: 307.686.0669
Email address: sengland@veshouse.org

4. Program Name: Day Treatment Program
5. Requested Amount: \$33,670.00

6. Authorized Representative: ROBERT MAUL
County Commissioner Chair
(No signature required here. Signature is required on the Assurance page)

Date: 05/20/2021 Phone: 307-682-7283 E-Mail: RLM01@CCGOV.NET

PROPOSAL

1. What programs are available within your community to address transportation and homelessness?

Access to affordable and reliable transportation is a great need in Gillette. The town of Gillette is spread out over a large area. The new housing units have been built on the edges of town, however, employment and other essential services are located closer to the center of town. For several years, local social service providers have been working on addressing this challenge/barrier for low-income clients. A need assessment was conducted to show the need for a public transportation system in Gillette a couple of years back, however, no private or governmental entity stepped up to contribute financially and oversee the operation. Therefore, transportation continues to be an ongoing problem for the Y.E.S. House low-income clients and for the community overall.

There is no public transportation in Gillette, as mentioned above, except for taxis which are expensive. The Senior Center bus system has expanded their services to more people and purchased more buses, however, the Senior Center charges \$5 per trip. These options of transportation are still expensive for low-income clients.

Throughout the years, Y.E.S. House purchased 14 vehicles to meet the needs of our youth and young adults for transportation. Y.E.S. House staff provides approximately 42 rides per day, or 15,330 rides per year. Transportation is a critical component of the Y.E.S. House's ability to meet the treatment, counseling, educational and safety needs of our children; and ensuring that youth are transported to their court hearings, medical appointments, counseling, life skills groups, to and from work, appointments to explore post-secondary education options, etc. Staff also assists clients with obtaining their learner's permit or driver's license and searching for an affordable vehicle and/or affordable housing.

What Gillette needs is a public transit system. If the Department of Family Services is interested in meeting with the local social services coalition, Juvenile Services Partnership, and discussing how we can partner together in addressing this challenge for low-income families, we will appreciate it!

2. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention?

The Y.E.S. House is a regional hub for services to homeless youth or youth at risk of homelessness ages 14 to 24. The agency specializes and is a leading agent in regional services that focus on youth homelessness prevention and intervention when the situation occurs. The agency services are founded on three principles: Youth Voice and Choice, Youth Positive Development, and Trauma Informed Care. The agency provides Independent Living and Transitional Living Programs to help youth to reach self-sufficiency and make it to the middle class by the age of 40. Services include on-the-job training opportunities and apprenticeships, helping youth to complete high school, pursue post-secondary education if interested, finding and retaining meaningful employment, and more. The newest endeavor is partnering with a local faith-based community in building and growing social enterprise. Youth chose to pursue an

indoor hydroponic system. They are growing lettuce and herbs and selling them to local restaurants. Currently, we have 3 youth employed, and with the growth of this enterprise more youth will be employed. The latest, greatest endeavor of the Y.E.S. youth has been the establishment of their Youth Action Board that focuses on implementing systematic changes in the K-12 education system and post-secondary education, including housing options and employment opportunities for youth who are at risk of homelessness or have a history of homelessness. Youth, with the support of community members/partners, have been meeting with the local K-12 administration and Gillette College to propose their strategies/approaches to increase the graduation rate for vulnerable youth.

Youth identified several strategies in combating youth homelessness in the northeast region of Wyoming. For example, increase access to Career Technical Education opportunities in the K-12 educational system for non-traditional youth who are not successful in core academic subjects. Another strategy is assisting youth in post-secondary schools with housing expenses during college breaks. This is when a significant number of youth, who have no families, are faced with homelessness and most likely drop out of college. Establishing Permanent Supportive Housing options to prevent youth homelessness was another essential service youth identified. Youth and the Y.E.S. House would like to invite DFS/TANF to partner with us in enhancing direct services and building infrastructure that prevents youth homelessness.

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

The Day Treatment program operates from 8am to 7pm Monday through Friday year-round. It is designed with the goal of helping low-income families keep their children at home, remain free of substance use, strengthen family functioning and help families to reach self-sufficiency. The program consists of two major sections: 8am to 3pm children attend the Y.E.S. House on-site 7-12 grade school; and 3pm to 7pm children and their families receive treatment services.

Youth receive individual and group counseling, participate in substance abuse groups and in life skills sessions. Education is provided on anger management, addictions, parent/child relations, peer relations, employment, criminal thinking errors, character development, educational skills and building self-esteem. The family, as a whole, receives family counseling.

A broad range of services are offered to youth and their families in addition to the core treatment services: 1). parent education through the Y.E.S House's Nurturing Parent classes (a 12-week evidence-based program for parents and youth); 2). Healthy eating and nutrition education through the Y.E.S. House resources and the Campbell County Extension Office; 3). Work readiness training and job-related skills in higher paying occupations and industries through a partnership with the Gillette Workforce Center. 4). Life skills such as general nutrition, budgeting, obtaining employment, pursuing technical or post-secondary education, setting goals, finding enjoyment in life without the use of drugs and alcohol, dealing with adversity, conflict resolution, self-respect, and values. 5). Mentoring services – matching at-risk youth with positive adult role-models. 6). Linkage of parents to various community resources based on the needs of the families. 7). Artistic and cultural enrichment opportunities are offered through the 5-month

Dance Outreach residency that introduces youth to various dance styles: jazz, ballet, tap, ethnic and modern dance. 8). Aftercare is provided for an additional 12 months after the youth's graduation from the program. These services ensure that the youth and their family continue to maintain a positive and constructive lifestyle. If during the aftercare period youth and their family need additional services, they are either provided by the Y.E.S. House, or the partners of the program.

2. Is this program different than previous programs operated with TANF funds in the past?
 Yes ☐ No ☒ If so, how is it different?

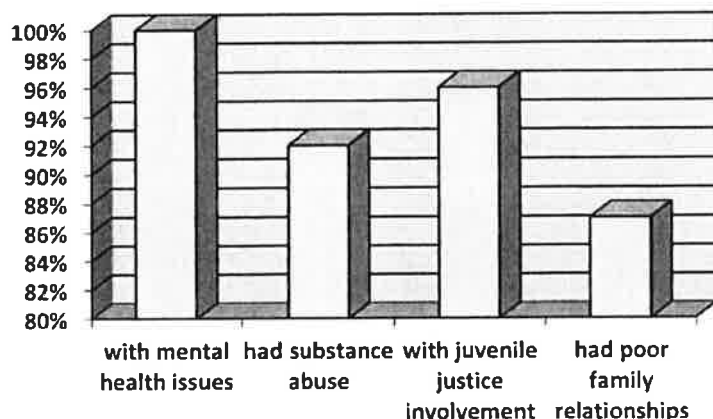
3. Area(s) served.

Campbell County

4. Population served.

The population that will be served is directly linked to the intent of the TANF program areas. The program will serve at-risk, low-income families with children who are transitioning from out-of-home placement or detention back into families, and those who are at risk of out-of-home placement (court involvement). The children that will receive services will be children whose families are living with incomes that are at or below 185% of the federal poverty level. Some of the children that the program will serve will come from families that deal with generational substance abuse and family dysfunction. The program will focus on low-income families with children and provide comprehensive services that address mental health/substance abuse issues, support, family counseling, parent education classes and pregnancy prevention. In the planning, design and implementation of services the program will focus on, and strengthen the entire family and move them towards self-sufficiency, meeting the goals established by the TANF/CPI program, and this request for proposal.

The chart below explains the profile of 15 TANF eligible families from March 1, 2020 through March 24, 2021.



Five to eight youth will be served in the program daily, making a total of thirty (30) individual youth, one-hundred and five (105) family members will be served during twelve months.

5. Beginning and end date of program.

October 1, 2021 to September 30, 2022

6. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

The Day Treatment Program will operate from 8am-7pm, working with families until 8:30pm, Monday through Friday year round at the Y.E.S. House Center. It will consist of two major sections: from 8am to 3pm children will attend the Y.E.S. House on-site 7-12 grade school; and from 3pm to 7pm children will receive treatment/prevention services. The family as a whole will receive family counseling, and life skills training in the afternoon and early evenings. Families attend Nurturing Parent classes every Monday night for twelve weeks from 5:30pm to 8:00pm.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

The following data was used to estimate the need for Day Treatment services in Campbell County. Campbell County is a rural ranching community with coal and oil as its primary industries. Controlled substances abuse is pervasive, and includes an acceptance of juvenile usage of alcohol, tobacco and other drugs. For several years Campbell County has been designated as a "High Intensity Drug Trafficking Area". Due to the make-up of the community, it attracts the transitional population and a devastating number of parents with children that are substance users.

1. Families living in poverty:

- In the 2019-2020 school year, 30% of children were eligible for free and reduced cost lunches at Campbell County School District #1.
- In 2019-2020 there were 300 self-reported homeless children receiving educational services at the Campbell County School District #1.
- 169 homeless youth and young adults sought emergency services at the Y.E.S. House in 2020.
- 13.8% of families in Campbell County live below the poverty level (2019 Annie E. Casey Kids Count reports).

2. Families with at-risk factors

- Wyoming Prevention Needs Assessment Survey's was conducted in 2018 with 6th, 8th, 10th and 12th grade students with the goal of assessing adolescent substance use, anti-social behavior, school safety and the risk and protective factors that predict youth behavior problems. This survey revealed that in Campbell County: 1). *risk factor – poor family management*: 6 graders – 26%; 8 graders – 37%; 10 graders – 28%; and 12 graders

– 31%; 2). *risk factor – parents attitude favorable to ASB (anti-social behavior): 6 graders – 28%; 8 graders – 44%; 10 graders – 45%; and 12 graders – 33%. risk factor – parents attitude favorable to Drugs: 10th graders – 45%; 12 graders – 57%.*

- Family structure can also have adverse effects on youth. Families are struggling to stay together. According to the Centers for Disease Control and Prevention, in 2019 the national divorce rate was 2.9 divorces per 1,000 people; in Campbell County that rate was 5.0 according to Wyoming Department of Health.
 - Department of Family Services in Campbell County receives between 960 to 1,200 reports on child abuse and/or neglect annually; and there were 120 children in foster care on any given day.
3. Suicide and Children: Youth Risk Behavior Survey 2015
31% of youth felt sad or hopeless
20% seriously considered attempting suicide
18% made a plan about how they would attempt suicide
11% attempted suicide
- Wyoming ranked #1 in number of suicides per 100,000 population in 2019 (American Foundation for Suicide Prevention 2019).

2. What is the resource gap(s) that is being addressed by your program?

The need for the Day Treatment Program was identified by the Department of Family Services in Campbell County and supported by the Campbell County Juvenile Services Partnership (JSP) Coalition. JSP includes representatives from more than thirty agencies, organizations, businesses and individuals that work with or are committed to children and families. DFS and the members of the Coalition identified a gap or lack of adequate services to youth that combines treatment with education while allowing families to stay together and children to remain in the community. DFS/JSP also stressed that poor family management skills and parents attitude favorable to anti-social behaviors and drug use need to be addressed as well.

3. Describe what research-based programs and strategies will be utilized to make the program successful.

The Day Treatment program utilizes several research-based practices that are effective when working with high-risk families. First of all, the core of the program is based on active family involvement, their voice and choice, utilizing Positive Practices and on addressing risk factors by building on the positive assets that families possess. It is a family-centered program.

The Day Treatment educational component is geared to meet the individual academic needs of youth through a highly structured, individualized and supportive setting.

The treatment portion of the program utilizes the following evidence-based treatment modalities: cognitive behavioral therapy, motivational interviewing, (<http://www.nrepp.samhsa.gov>, both are rated best practice by the Substance Abuse and Mental Health Services Administration, SAMSHA); components of Family Behavioral Therapy and Functional Family Therapy (<http://www.drugabuse.gov>, rated best practice by the National Institute of Drug Abuse). When substance use is an issue for youth, relapse prevention and a 12-Step Program are utilized

(<http://www.drugabuse.gov>, are rated best practice by National Institute of Drug Abuse). Treatment goals are developed on an individualized basis in collaboration with the family. Both the individual and family strengths are utilized to encourage therapeutic change.

Furthermore, an individualized behavioral plan, that outlines goals and issues, is developed for each youth using the Family Group Conferencing model. Youth's involvement in positive recreation, and artistic and cultural experiences serve as an additional strong reinforcement for youth to succeed.

Families' participation in the Nurturing Parent Program. This 12-week evidence-based Nurturing Parenting Program builds protective factors in families and increases the health and well-being of youth and their families. (<http://www.nrepp.samhsa.gov>, rates best practice by the Substance Abuse and Mental Health Services Administration, SAMSHA and <http://www.ojjdp.gov>, by the Office of Juvenile Justice and Delinquency Prevention). The Nurturing Parenting Program continues to make significant impact on families and their functionality.

C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

Campbell County is a team-oriented community. The JSP coalition meets monthly to share concerns, identify the gaps and needs of the community, establish goals, set guidelines, and make decisions. The following need assessment surveys were reviewed to identify the priorities for children and families in Campbell County: the Preventive Needs Assessment (PNA) and Youth Risk Behavior Survey (YRBS) for Campbell County, the Campbell County CARE Board need assessment for low-income families, data provided by the DFS, County Attorney's Office, Diversion and Juvenile Probation Department, Gillette Police Department, Sheriff's Office, Council of Community Services, Healthy Community Needs Assessment, Census data, etc. The members also looked at the Community Human Service Resource Manual that details the services provided by human resource agencies and organizations in Campbell County. Based on the data provided and identified service gaps, the JSP members and DFS representatives assessed the needs of the community and chose the risk factors (poor family management skills, parents attitude favorable to anti-social behaviors and drug use, high alcohol and tobacco use among teens) that the TANF/CPI funds will be used to address.

JSP/DFS felt that the Y.E.S. House Day Treatment program is made of elements that address these risk factors and strengthen such protective factors such as bonding among family members, empowering families to become nurturing and a stronger unit, connecting youth to positive role models through mentoring and building healthy values and beliefs. Therefore, the services that Day Treatment provides which combine counseling, mentoring, substance abuse groups, parenting classes while allowing families to stay together and youth to remain in the community were one of the focuses during the community planning process.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Diversion and Juvenile Probation Departments	Assist with referrals and participate in the youth's case management
Department of Family Services	Assists with referrals and development of individual treatment plans, the evaluation process, conducts background checks of employees and volunteers; assists with gap analysis
Campbell County Extension Office	Provides instructors to teach nutrition and healthy living classes
Workforce Center	Coordinates internships/apprenticeships for clients to learn job-related skills and provide pre/post-employment training
Gillette Abuse Refuge Foundation (a domestic violence shelter)	Conducts educational presentations to parents and teens at our Nurturing Parent classes
Juvenile Services Partnership	Assists with gap analysis/need assessments

3. Describe how the program will be sustained by the community beyond the funding period.

The need for the Day Treatment Program was determined by DFS and the Campbell County Juvenile Services Partnership Coalition. The community felt it was our major priority to start serving youth that needed treatment and educational services while keeping them in their homes. The Coalition members meet the second Friday of every month and discuss various programs that are implemented in the community, and how they can be sustained. The main factor in the sustainability of the program beyond the TANF funding is the community involvement in serving needy children and families. Additionally, the Y.E.S. House has a long history of collaborating with private, governmental and corporate entities in the community for referral services, support, employment opportunities for our youth, volunteers' involvement, etc. This is another important factor in sustaining the Day Treatment Program. The Y.E.S. House Foundation also started an Endowment Fund with the goal to ensure that the programs at our agency will be sustained as long as there is a need for them.

D. Project Goals and Outcomes

1. Goals for the Project: What are the goals of your program? How will you serve TANF eligible individuals/families?

It is the goal of the program to assist families in moving towards self-sufficiency by providing youth with treatment and educational services while keeping them in their homes; and by providing families with individual and family counseling, family classes, etc. The whole program is a collaborative community-based and data-driven project to address the pressing needs of children and families in Campbell County.

2. Outcomes: Using the chart below, please identify the measurable outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Keep families intact	77% of youth will be safely maintained and cared for in their homes	- Nurturing Parent classes for parents and teens - Substance abuse and mental health groups - Individual and family counseling - Life skills groups	Case notes while clients in the program, and follow up records with families after the discharge
Improve family management skills and functioning	86% of families improve their family management skills; and learn about healthy relationships, communication and healthy behaviors	Participation in the Nurturing Parent Program	Pre and post Nurturing Quiz

3. Describe your data collection methods to be used.

Data will be collected from the Nurturing Parent quizzes, interviews, clients' satisfaction surveys, case notes, and follow ups will be utilized to assess program's effectiveness. During quarterly meetings, the partners of the program will discuss if the program is meeting its benchmarks, analyze what data is revealing, discuss solutions and make the strategic plan for the next four months.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

Data from the above instruments, interviews, and documents will be compiled monthly and submitted on a quarterly basis. This is accomplished through a combined, team effort that includes therapists, educational personnel, youth advocates/case managers and evaluator. The Project Evaluator will report on what the analyzed data has revealed. Much of the data is subject to analysis for rate and percentage of change. The evaluation plan will consist of incorporating key methodologies, that of process and outcome evaluations, into the overall plan. The PROCESS evaluation will tell if the program is effective: if parents are improving their family management skills; if cooperation with the outside agencies is contributing to the program's effectiveness, etc. The OUTCOMES Evaluation will address whether the program is achieving its intended outcomes. The partners will estimate the direction of the trend, and if the program is achieving its goals.

A post-discharge instrument will also be utilized which follows the family at 3, 6 and 12 months after discharge from the Day Treatment Program. The information on this instrument is acquired by phone or face-to face visits with the youth and/or family. If the family moves out of area, attempts will be made to obtain an address and phone number to follow-up.

G. TANF Recruitment

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?

The program does extensive outreach to reach out to the TANF eligible families that need Day Treatment. Staff conduct weekly communications with organizations that work with families; present to counselors at the Campbell County School District and at civic organizations/clubs. Program's representatives serve on local coalitions and boards such as Juvenile Services Partnership, Community Juvenile Services Board, Campbell County Prevention Council, Child Protection Team and CARE board (oversees CSBG funds for low-income families) to communicate to the community about the Y.E.S. House programs, enrollment process and eligibility. The enrollment process is simple and client friendly. The Manager for Day Treatment reviews all referrals, assesses eligibility, makes a contact with the family and then refers family to the Y.E.S. House therapy department to do an initial clinical intake/assessment. The Y.E.S. House financial specialist meets with the family to go over the income verification. The family is enrolled in the Day Treatment services between 7 to 14 days.

2. What is the projected number of TANF eligible individuals that will be served by this program?

Four to five youth will be served in the program daily, making a total of seventeen (17) individual youth, fifty (50) family members will be served during twelve months.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

The youth that will receive services will be youth whose families are living with incomes that are at or below 185% of the federal poverty level. The TANF eligibility intake form will be utilized to determine eligibility. Parents will be asked to bring two of their most current pay stubs and tax returns for the last 2 years to confirm eligibility.

BUDGET

Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

Day Treatment is supported by the City of Gillette 1% tax, private donations, and private insurance/Medicaid if clients have insurance.

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

There are two very clear cost-benefits associated with the Day Treatment program. The first is monetary or dollar savings; and the second is the cost benefit to quality of life for the child, family and community.

The Y.E.S. House anticipates that from October 1, 2021 through September 30, 2022 the Day Treatment program will serve 17 TANF eligible children for a total of 1,760 child service days. The daily cost per day per child for this TANF/CPI grant is \$19.13. It is important to further note that the Day Treatment Program is not focused solely on the child, but focuses on the entire family, making the total number of people served by the program 50, further reducing the cost per day.

The financial benefit to the state of Wyoming as a result of the Day Treatment is impressive. For every 50 Wyoming families that reach self-sufficiency, Wyoming experiences the following cost savings:

Eliminated foster care cost (25 children)	\$330,000
Food stamps savings (27 families)	\$77,150
Medicaid savings (20 families)	\$175,000
Eliminated incarceration cost (9 youth)	\$493,560
Annual savings to Wyoming	\$1,075,710

The cost benefit as it relates to the quality of life for the youth, family and community is directly related to the youth remaining in their homes and the community. The youth continue to maintain strong bonds with their family and allows them to develop positive support systems that will directly impact their success after they have graduated from the program. Treatment and case management involving the entire family is crucial to the success of the youth. There must be developed a positive, supportive recovery environment for youth to be successful. Furthermore, families frequently have more than one child and the success and knowledge they experience will benefit other family members.

YES House
Annual Amount Requested from Proposal:
33,670

	Program Costs	Admin Costs	Summary and Justification for Budget Expense
Salaries <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	22,000	1,955	- Admin: accounting - Program: 23% of 2 FT therapists
Employer Paid Benefits <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	2,596	-	Benefits are 11.8%.
Employer Payroll Taxes <u>Admin:</u> Activities spent	2,200	-	Payroll taxes are 10%

managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.			
Supplies <u>Admin:</u> Supplies and expenses needed to manage the grant. <u>Program:</u> Supplies needed for instructor use.	2,862	381	- Program: client supplies such as paper, books, art supplies, food - Admin: office supplies
Recruiting and Marketing Cannot include promotional items.	-	-	
Travel	-	-	
Rent and utilities <u>Admin:</u> Rent and utilities for time spent managing the grant. <u>Program:</u> Rent and utilities for space provided to direct services for participants.	1,100	576	Program: Utilities for the space used by clients - \$75 per month x 12 months. Admin: utilities for the space used to manage the grant - \$57 per month x 12 months.
Participant Tuition and Class Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Class Supplies and Materials	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant License and Certification Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Drug and Aptitude Screening Can include other types of assessments.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Work Support Services and Clothing	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Wages	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other Student Needs: Description -	Click here to enter text.	Click here to enter text.	Click here to enter text.
Sub-Total	30,758	2,912	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	33,670		
Number of TANF Participants Planning to Serve	17		
Cost Per TANF Participants	\$1,980.59		or \$19.13 per participant a day

ASSURANCE

In compliance with this grant proposal as published by the Department of Family Service, and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

If successful in securing funds for TANF C PI, applicant agrees to the following:

1. Must abide by all rules (if applicable), state, and federal laws applicable to the grant.
2. Must guarantee compliance to federal, state and local fiscal guidelines and reporting requirements applicable to the grant.

Authorized Representative Signature


(County Commissioner Chair)

Printed Name: _____

Date: _____

Assurances must be signed for grant application to be considered.

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Quarterly Report and Invoice



**Temporary Assistance for Needy Families
Wyoming Department of Family Services**

**TANF CPI
FFY21 Quarterly Report and Invoice**

County/Tribe:

Campbell County

Reporting Period:

— —

Date:

— —

Evaluation of Outcomes:

Council of Community Services

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Children exit foster care and unified with parents	Clients will be reunified with children in their home		
Family exits program into stable housing	Clients will be reunified or stabilized and move into stable housing		
Parents gain knowledge of basic life skills	Clients show progress on weekly apartment walk-throughs		

YES:

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Keep families intact	77% of youth will be safely maintained and cared for in their homes		
Improve family management skills and functioning	86% of families improve their family management skills; and learn about healthy relationships, communication and healthy behaviors		

Climb:

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Show progress each quarter toward the final goal of 80% of the individuals enrolled in the program successfully completing the program.	80% of participants who enter the program will successfully complete it.		
75% of Climb program graduates will be employed after program completion.	75% of these program graduates will be employed after program completion.		

Show progress each quarter toward the final goal of individuals who completed the program earning 90% higher wages than when they entered the program.	75% of program graduates will be employed after program completion and will be earning a 90% higher wage than they were before the program.		
Show progress each quarter toward the final goal of 90% of the individuals who complete the program experiencing a decrease in the dependence on food stamps.	Over time, 90% of program graduates will show a decrease in their dependence on food stamps.		
50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public health insurance.	Of the graduates who enter the program utilizing public health insurance 50% will end their dependence on public health insurance.		
Increased knowledge and skills regarding healthy relationships, strong and stable environments, communication and health behaviors.	100% of single mother who enter the Climb program will have received life skills training and mental health counseling.		

Successes and Challenges:

Please share quarterly successes and challenges.

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Quarterly Invoice: Campbell County Commissioners

Submit To:

Georgia Auch

georgia.auch1@wyo.gov

Expenditures for the Month and Year of: _____

Submitted on _____

	Program Costs	YTD Program	Admin. Costs	YTD Admin	Program Budget	Admin Budget
Salaries						
CCS					\$23,500.00	
CLIMB					\$13,000.00	\$1,200.00
YES					\$22,000.00	\$1,955.00
Employer Paid Benefits						
CCS					\$5,400.00	
CLIMB					\$500.00	\$200.00
YES					\$2,596.00	
Employer Payroll Taxes						
CCS					\$1,000.00	
CLIMB					\$1,200.00	\$500.00
YES					\$2,200.00	
Supplies						
YES					\$2,862.00	\$381.00
Rent and Utilities						
CCS (client rent & utilities)					\$6,500.00	
CLIMB					\$1,600.00	
YES					\$1,100.00	\$576.00
Participant Incentives						
CLIMB					\$1,000.00	
Other Participant Needs						
CLIMB Mental Health Provider					\$1,730.00	
Sub-Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$86,188.00	\$4,812.00
Quarterly TOTAL (Program + Admin)					\$91,000.00	
Number of Participants Served						
Cost Per Participant						

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TANF Participant Application and Eligibility Form

Instructions: All applicants shall complete a TANF Participant Application and Eligibility Form. Failure to provide the requested information will result in disqualification from participating in the program. The completed and signed form shall be kept in applicant's file. Participant files shall be kept for 3 years following program exit date.

PROGRAM DATA	
Program Name:	
Date of Program Enrollment:	
APPLICANT DATA	
Applicant Name:	
Social Security Number:	
Address, City, State, Zip:	
Phone:	
Date of Birth (mm/dd/yyyy):	
Parenting Adult:	☐ Custodial ☐ Non-Custodial with Financial Responsibilities ☐ Legal Guardian who is related to child(ren).
Other adult(s) in the Home and Relationship:	
Number of Children:	
Government Programs Enrolled in:	☐ SNAP ☐ Child Care ☐ LIEAP ☐ WIC ☐ POWER ☐ Medicaid ☐ Section 8 Housing
Court Ordered Child Support:	☐ Yes ☐ No Monthly Amount \$
Is applicant currently employed:	☐ Yes ☐ No
If yes, name of employer and amount:	Employer Name: _____ Hours worked per week _____ Hourly Wage _____ Monthly Gross Amount _____
Other Income in Household?	☐ Yes ☐ No
If yes, source of income, who receives it and amount	Source: _____ Who: _____ Monthly Gross Amount \$ _____
TOTAL Gross Household Income:	\$ _____
ELIGIBILITY CHECKLIST	
Eligibility is determined at time of enrollment; future changes in status will not affect applicant's ability to complete program.	
Applicant lives in Wyoming.	☐ Yes ☐ No
Applicant is a U.S. Citizen or Legal Resident.	☐ Yes ☐ No
Applicant and her family (<i>benefit unit</i>) meet income eligibility (<i>185% of Federal Poverty Guidelines</i>).	☐ Yes ☐ No
Applicant is a parenting adult; custodial, non-custodial, or related guardian.	☐ Yes ☐ No

I certify that the above information is correct to the best of my knowledge, and I agree that this information may be released to the Wyoming Department of Family Services.

Applicant Signature

Date

I certify that the above information is correct to the best of my knowledge. I agree to protect the confidentiality of the applicant information and to use the information for authorized statistical purposes only.

Program Representative

Date

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Look

OFFICE

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



Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS

Robert Maul, Chairman
Rusty Bell
Colleen Faber
D.G. Reardon
Del Shelstad

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: YES House TANF/CPI Subaward Agreement

DATE: 10/14/2021

Attached you will find subaward agreement between the YES House and Campbell County. The purpose of this document is to set forth the terms and conditions in which the YES House accepts to utilize TANF/CPI funds. The YES House was awarded \$33,670.

The document was drafted by the County Attorney's Office.

Thank you!

**Y.E.S. HOUSE
SUBAWARD AGREEMENT
DUNS # 106582992
CFDA #93.558**

THIS AGREEMENT is entered into by and between Campbell County, Wyoming, by and through its Board of County Commissioners ("BOARD"), of 500 S. Gillette Ave., Ste. 1100, Gillette, WY 82716 and Youth Emergency Services, Inc, ("Y.E.S. House"), of 905 N. Gurley Avenue;

RECITALS:

A. The BOARD has submitted its application to receive funding from the Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI) administered by the Wyoming Department of Family Services (DFS);

B. Through TANF CPI, DFS has awarded THE BOARD the total sum of Ninety-One Thousand Dollars (\$91,000.00) to be used as approved in the Statement of Work referenced in the Contract Between Wyoming Department of Family Services and Campbell County Commissioners, effective October 1, 2021, attached hereto as **Exhibit A**;

C. The BOARD has entered into a contract with DFS setting forth certain terms upon which the funding is conditioned; and,

D. The BOARD desires to provide to Y.E.S. House and Y.E.S. House desires to accept from the BOARD the part of the awarded proceeds; namely, the sum of Thirty-Three Thousand Six Hundred and Seventy Dollars (\$33,670.00).

NOW THEREFORE, in consideration of the mutual covenants, agreements and representations set forth below, the above recitals, and other good and adequate consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. In exchange for the Board providing the award amount referenced in the above Recitals, Y.E.S. House hereby agrees to provide services as specified and approved under the attachments referenced in **Exhibit A**. These services are for the period commencing October 1, 2021, and ending September 30, 2022. The terms and conditions contained in **Exhibit A** and all referenced attachments identified in **Exhibit A** are incorporated herein by this reference.
2. Y.E.S. House agrees to administer the program as outlined in the attachments to

Exhibit A to the best of its ability without creating exposure of liability to the BOARD. Y.E.S. House shall indemnify, hold harmless and defend the Board and its commissioners, trustees, directors, officers, agents, representatives, and employees from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest, costs, or expenses (including, without limitation, reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (i) the acts, errors, omissions, conduct, or operations of Y.E.S. House or any of its officers, agents, or employees; or (ii) any breach by Y.E.S. House of any of the representations, warranties, covenants, obligations or duties contained in this Agreement; or (c) any violation of any federal, state, or local laws, rules, or regulations by Y.E.S. House. The indemnification obligations herein shall not be limited by reason of the enumeration of any insurance coverage and shall survive the termination of this Agreement. It is specifically agreed and understood that a condition of the grant award is quarterly reporting and the gathering and keeping of data in order to secure output measure for reporting purposes. Y.E.S. House agrees to cooperate in all respects with regard to complying with this requirement and all other requirements set forth in attached **Exhibit A**.

3. It is specifically agreed and understood that the amount of funding to be contributed by the BOARD is limited to the funding received from DFS through the TANF CPI grant referenced in the Recitals to this Agreement. Y.E.S. House shall be responsible for any and all additional costs, including but not limited to, all liability for any costs of this program which exceed the amount of the funds received herein. Additionally, the BOARD's obligation to reimburse up to the amount of the grant funding referenced herein is conditioned upon actual receipt of the same. If for any reason the BOARD should not receive such funding, its obligations under this agreement are null and void and the terms of this agreement are not a general obligation of the BOARD or a commitment for funding out of its general revenue.
4. In the event Y.E.S. House fails to abide by the terms and conditions of this Agreement or **Exhibit A**, the BOARD may immediately suspend payments provided for under this Agreement and transfer such funding to another entity who is willing and able to perform the services provided for under this agreement.

5. In addition to the above remedy, in the event Y.E.S. House defaults or is deficient in the performance of any term of this Agreement or any requirements as set out in **Exhibit A**, or any rules and regulations under the TANF CPI program, the BOARD shall have the right to exercise all remedies provided by law or in equity, including, without limitation, the following:
 - a. Immediately terminating this Agreement without further liability of obligation of The BOARD;
 - b. Requiring Y.E.S. House to reimburse any amounts improperly expended and reprogram the use of the funds in accordance with applicable requirements;
 - c. Changing the method of payment to Y.E.S. House; and/or
 - d. Reducing, withdrawing, suspending or adjusting the amount of the funds given to Y.E.S. House under this Agreement.
6. Any persons hired or engaged by Y.E.S. House in the performance of this agreement shall be employees of Y.E.S. House and not the BOARD for any purpose, including but not limited to, salaries, benefits, employment taxes and personnel policies and regulations.
7. The parties hereto agree that the terms and conditions of this Agreement may be amended or modified at any time upon mutual consent, in writing, of the parties hereto. No provision of this Agreement may be waived except by a written document executed by the party entitled to the benefits of the provision. No waiver of a provision will be deemed to be or will constitute a waiver of any other provision of this Agreement. A waiver will be effective only in the specific instance and for the purpose for which it was given and will not constitute a continuing waiver.
8. Construction, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over this Agreement and venue shall be the Sixth Judicial District, Campbell County, Wyoming. Customer does not waive governmental immunity and all defenses available to it pursuant to W.S. 1-39-101 et. Al. All remedies at law, in equity, by statute or otherwise shall be cumulative and may be enforced concurrently herewith or from time to time, and the election of any one or more

shall not constitute a waiver of the right to pursue other available remedies.

9. Y.E.S. House shall be liable to the BOARD for reasonable attorney's fees incurred by the Board in connection with the collection, or attempt to collect, any damages arising from any act or omission of Y.E.S. House, or its agents or from Y.E.S. House's failure to perform any aspect of the services or fulfill any obligations or responsibilities provided under this Agreement.
10. The provisions of this Agreement shall be severable, and if any provision shall be prohibited by law, invalid, or unenforceable in whole or in part for any reason, the remaining provisions shall remain in full force and effect.
11. The parties agree that this writing constitute the entire Agreement between them and that there are no other agreements or understandings of any kind or character except those contained within this Agreement and the attached Exhibits.

IN WITNESS WHEREOF, the parties, by their duly authorized representatives, whom have the authority to bind the respective parties have executed this Agreement as of the dates indicated below.

**BOARD OF COUNTY COMMISSIONERS
CAMPBELL COUNTY, WYOMING**

Robert Maul, Chairman
Board of Campbell County Commissioners

DATE

ATTEST:

Susan Saunders, County Clerk

Youth Emergency Services, Inc (Y.E.S. HOUSE)

BY: Ryan Anderson

DATE

10/6/2021

Ryan Anderson
Printed Name

Executive Director
Printed Title

**CONTRACT BETWEEN
WYOMING DEPARTMENT OF FAMILY SERVICES
AND
CAMPBELL COUNTY COMMISSIONERS**

1. **Parties.** The parties to this Contract are Wyoming Department of Family Services (Agency), whose address is: 2300 Capitol Avenue, Third Floor, Hathaway Building, Cheyenne, Wyoming 82002, and Campbell County Commissioners (Contractor), whose address is: 500 South Gillette Avenue, Suite 1100, Gillette, Wyoming 82716.
2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the Contractor shall operate the Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI), a community plan which will provide a continuum of services to Campbell County families as outlined in the Program Statement of Work, Attachment A, which is attached to and incorporated into this Contract by this reference.
3. **Term of Contract.** This Contract is effective October 1, 2021, or upon the date the last required signature is affixed hereto, whichever is later. The term of the Contract is from October 1, 2021 through September 30, 2022. 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. Total payment under this Contract shall not exceed ninety-one thousand dollars (\$91,000.00). 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.
 - B. 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. The federal source of funding for this Contract is the Temporary Assistance for Needy Families (TANF) Grant, CFDA #93.558.
 - C. When the Contractor is working at a location requiring an overnight stay, the Contractor shall be reimbursed at the rates set out in Wyo. Stats. §§ 9-3-102 and 9-3-103.
5. **Responsibilities of Contractor.** The Contractor agrees to:
 - A. Provide the services described in Attachment A;

- B. Enhance sustainability beyond the funding period;
 - C. Determine TANF eligibility for families participating in the program. Contractor shall ensure that the TANF Participant Application and Eligibility form, Attachment C, which is attached to and incorporated into this Contract by this reference, shall be completed for each family being billed under this Contract or, upon Agency approval, an acceptable substitute, when determining eligibility for families participating in the program;
 - D. Bill the Agency for funding quarterly. The Contractor shall only bill for services provided to TANF eligible families. Contractor shall use the TANF CPI FFY21 Quarterly Report and Invoice, Attachment B, which is attached to and incorporated into this Contract by this reference, when submitting quarterly invoices. The quarterly invoice shall be submitted within thirty (30) days following the end of the quarter;
 - E. Limit the administrative costs at ten percent (10%) of the program costs per invoice submission;
 - F. Provide quarterly program performance reports to the Agency. Contractor shall validate all outcomes utilizing quantitative and qualitative data. The report in Attachment B shall be used for each quarterly report;
 - G. Provide reporting that is sufficient to provide an audit trail for state or federal auditors to determine accuracy of direct and indirect costs. Reports shall be submitted within thirty (30) days following the end of each quarter;
 - H. Not use funds to purchase non-tangible assets or to purchase or lease equipment. Leased equipment includes the rental of equipment for any period of time;
 - I. Not use funds to provide cash, checks, cash equivalents or cash redeemable cards to individuals served by the program, and
 - J. Obtain prior approval from the Agency for all budget changes which deviate from the submitted budget in Attachment A.
6. **Responsibilities of Agency.** The Agency agrees to:
- A. Pay Contractor in accordance with Section 4 above;
 - B. Instruct Contractor on eligibility for TANF funding;
 - C. Monitor quarterly invoices and performance reports for accuracy and to ensure they meet the requirements of TANF and this Contract; and
 - D. Monitor Contractor's efforts in securing other funding to ensure the program is

sustainable after the funding period.

7. **Special Provisions.**

- A. **Assumption of Risk.** The Contractor shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Contractor's failure to comply with state or federal requirements. The Agency shall notify the Contractor of any state or federal determination of noncompliance.
- B. **Environmental Policy Acts.** Contractor agrees all activities under this Contract will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- C. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Contract may be terminated without penalty if a private entity that receives funds under this Contract:
 - (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (ii) Procures a commercial sex act during the period of time that the award is in effect; or
 - (iii) Uses forced labor in the performance of the award or subawards under the award.
- D. **Kickbacks.** Contractor certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If Contractor breaches or violates this warranty, Agency may, at its discretion, terminate this Contract without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
- E. **Limitations on Lobbying Activities.** By signing this Contract, Contractor certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Contractor or its subcontractors in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.
- F. **Monitoring Activities.** Agency shall have the right to monitor all activities related to this Contract that are performed by Contractor or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books,

ledgers, documents, papers, and records pertinent to this Contract; and to observe personnel in every phase of performance of Contract related work.

- G. 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.
- H. No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract, shall be paid by either party.
- I. Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Contractor and related to the services and work to be performed under this Contract, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- J. Suspension and Debarment.** By signing this Contract, Contractor 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 Contract suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Contractor 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 Contract.
- K. Administration of Federal Funds.** Contractor agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. Copyright License and Patent Rights.** Contractor 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 Contract; and (2) any rights of copyright to which Contractor purchases ownership using funds awarded under this Contract. Contractor must consult with Agency regarding any patent rights

that arise from, or are purchased with, funds awarded under this Contract.

- M. Federal Audit Requirements.** Contractor 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. Contractor agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Contract, Contractor 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.
- N. Non-Supplanting Certification.** Contractor hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Contractor 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 Contract.
- O. Program Income.** Contractor 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 Contract must be used to increase the scope of the program or returned to Agency.

8. 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, and all federal grant requirements and executive orders in the performance of this Contract.
- 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 Contractor in the performance of this Contract shall be kept confidential by the Contractor unless written permission is granted by the Agency for its release. If and when Contractor receives a request for information subject to this Contract, Contractor 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 Contract.** This Contract, consisting of eleven (11) pages; Attachment A, Program Statement of Work, consisting of thirty-nine (39) pages; Attachment B, TANF CPI FFY22 Quarterly Report and Invoice, consisting of six (6) pages; and Attachment C, TANF Participant Application and Eligibility Form, consisting of two (2) pages, represent the entire and integrated Contract between the parties and supersedes 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.

- 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. 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.
- 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 Contractor in the performance of this Contract. Upon termination of services, for any reason, Contractor 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. 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. § 9-2-1016(b)(iv).
- R. Insurance Requirements.** Contractor is protected by the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, et seq., and certifies that it is a member of the Wyoming Association of Risk Management (WARM) pool or the Local Government Liability Pool (LGLP), Wyo. Stat. § 1-42-201, et seq., and shall provide a letter verifying its participation in the WARM or LGLP to the Agency.
- S. 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.

T. 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.

U. 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 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. 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.

V. 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.

W. 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.

- X. 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.
- Y. Time is of the Essence.** Time is of the essence in all provisions of this Contract.
- Z. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Contract.
- AA. 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.
- BB. 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.

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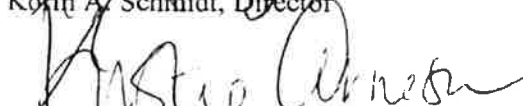
9. **Signatures.** The parties to this Contract, either personally or through their duly authorized representatives, have executed this Contract on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Contract.

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

AGENCY:

Wyoming Department of Family Services


Kofin A. Schmidt, Director

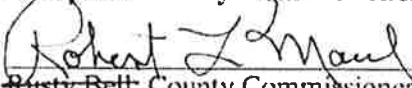

Kristie Arneson, Economic Security Senior Administrator

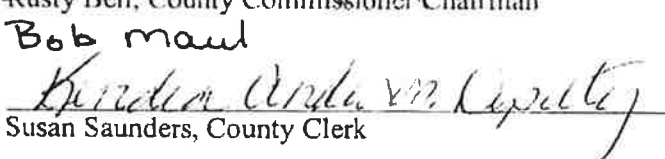
9-22-21
Date

9/22/21
Date

CONTRACTOR:

Campbell County Commissioners

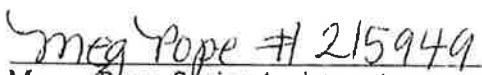

Rusty Bell, County Commissioner Chairman


Susan Saunders, County Clerk

9/21/21
Date

9/21/21
Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM


Megan Pope, Senior Assistant Attorney General

9/2/21
Date

Climb
COVER PAGE

1. County/Tribe: Campbell County
2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name: Bethany Raab
Title: Grants Specialist
Organization: Campbell County Government
Address: 500 S. Gillette Avenue Suite 1100
Phone: (307) 687-6324
Email address: blr01@ccgov.net

3. Primary Contact for the Sub-recipient. Implements the program.

Name: Jenny Mashak
Title: Program Director
Organization: Climb Wyoming
Address: 405 W. Boxelder Road, #B4 Gillette, WY 82718
Phone: 307-685-0450
Email address: jenny@climbwyoming.org

4. Program Name: Climb Wyoming in Campbell County

5. Requested Amount: \$20,930

1. Authorized Representative: ROBERT MAUL
County Commissioner Chair
(No signature required here. Signature is required on the Assurance page)

Date: 05/20/2021

Phone: 307-682-7283 E-Mail: RLM01@CCGOV.NET

PROPOSAL

1. What programs are available within your community to address transportation and homelessness?

Since Climb Wyoming's mission is for low-income single mothers to discover self-sufficiency through career trainings and placements, the program places a strong emphasis on advocacy services. Rather than providing the service or funding for individual needs, Climb's philosophy is to problem solve with candidates as challenges arise. Through this process, candidates learn about local resources and gain critical skills to prioritize and find solutions to upcoming challenges. Taking time to support the candidate helps them learn to navigate resources in the future when they are employed and supporting their family.

Knowing families in poverty are connected to Climb, staff moved quickly over the last year to become an additional resource for connecting families to food, shelter, transportation, and healthcare. Climb staff prioritize building relationships and partnering with organizations that offer these important resources while helping candidates brainstorm personal options such as friends, family, co-workers or fellow Climb group members. Temporary Assistance for Needy Families (TANF) dollars support the process of participants navigating these resources on their own and learning how to problem solve long-term as needs change throughout their lives.

In Campbell County, staff support participants in brainstorming a plan that works for them (i.e., carpooling) since public transportation is not always an option. Climb also assists participants with transportation by providing attendance incentives that can be used for gas or providing gas reimbursement. Climb partners with organizations to assist with housing needs such as Council of Community Services, YES House and GARF. Climb also helps participants access low-income rentals for income-qualified tenants.

2. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention?

Climb helps participants navigate transportation, housing and additional resources on an individual basis. It is challenging to find a transportation or housing resources that can solve the challenges of commuting or homelessness systemically. Climb collaborates with community programs that help with these specific needs and services that are critical to our community. Staff appreciate the awareness and support focused on these resources.

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

Climb Wyoming's mission is for low-income single mothers to discover self-sufficiency through career training and placement. Statewide, Climb works with about 1,000 families per year through the following:

- a. Pre-program stabilization including one-on-one work with a low-income single mother as she prepares for the Climb program and employment.
- b. Intensive training consisting of life skills, mental health services, industry-specific skills and job placement.
- c. Graduate services post-program including networking and support meetings or success long-term with family and career.

Climb staff provide hundreds of hours of support to single mothers within each phase of the program helping to achieve Climb's 97% graduation rate in 2020. This rate exceeds outcomes from other programs in Wyoming and across the nation.

2. Is this program different than previous programs operated with TANF funds in the past?
Yes ☐ No ☒ If so, how is it different? Not applicable

3. Area(s) served.

The Gillette Climb program serves low-income single mothers from Campbell County and surrounding Crook and Sheridan County. The percentage of low-income single mothers served outside of Campbell County is less than 1 participant per program.

3. Population served.

The average participant at enrollment is living at only 30% of the Federal Poverty Level, which is equivalent to just \$533 per month for a family of three. Climb has effectively used TANF funding for approximately 16 years to serve over 2,000 TANF eligible participants. Their barriers to employment are deep and prevalent as demonstrated through the following statistics:

- a. 100% are single mothers, 60% have children under the age five.
- b. 68% are facing intergenerational poverty.
- c. Over 50% are unemployed when they enter the program.
- d. 41% have changed jobs more than 3 times in one year.
- e. 34% of participants indicate a history of substance abuse.
- f. 38% have defaulted or failed to pay a loan.
- g. 56% have indicated having a legal history.
- h. Only 16% of participants come to Climb with private health insurance.

Since single mothers are working many of the minimum wage essential jobs without sick care and are acting as the primary caregiver of their children during school closures, the COVID-19 pandemic makes them even more vulnerable.

4. Beginning and end date of program.

October 1, 2021 – September 30, 2022

5. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

Gillette Climb expects to offer two programs, one in the fall and one in the spring, each approximately six months long from recruitment through graduation. During COVID-19, the programs have been offered virtually and in safe and responsible ways when in person trainings are required. The exact start times and dates for these programs are determined based on industry needs.

Program research and planning, a critical phase to determine employer needs and training components, happens throughout the year. Recruitment also occurs throughout the year. After program participants are determined, the intensive portion of the training lasts on average for three months depending on the job skills training curriculum and certificate type. In this phase and under normal circumstances, participants often meet each day from 8am – 5pm. During COVID-19, the daily schedule has been more flexible to meet safety guidelines and moms' needs.

The subsidized job placement lasts approximately six to eight weeks. After this time period, the participant is expected to continue in their career and can access graduate support services. Ongoing support is offered to all graduates through planned events and personal interactions as needed.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

Since the pandemic began, low-income single mothers have come to Climb for many different reasons including not having a safe place to sleep at night, losing custody of their kids, and some struggling with addiction. Since certain human service programs may have been cut back or shut down, moms can slip further into poverty. According to CNBC, sectors where women often work such as restaurants and tourism have experienced some of the most significant job losses. In April, “unemployment skyrocketed more for women compared with men — to 15.5% versus 13%, respectively” (CNBC, September 2020). A recent survey conducted by the Wyoming Survey and Analysis Center in partnership with Wyoming Community Foundation and the Wyoming Women’s Foundation stated, “Seventy-four percent of single mothers reported that school and day care closures had a ‘moderate or severe’ impact on daily life.”

Over 28% of the population in poverty in Campbell County is families with a female head of household (Campbell County Needs Assessment July 2016). According to the 2019 Wyoming Kids Count Profile conducted by the Annie E. Casey Foundation, 37,000 Wyoming children lived in single-parent families and 18,000 Wyoming children lived in poverty. Poverty that is passed down from one generation to the next creates significant barriers to job success, trapping low-income single mothers and their children in a cycle that Climb participants are ready to break. When children move out of poverty, they are three times more likely to be employed as adults.

2. What is the resource gap(s) that is being addressed by your program?

In the Campbell County Needs Assessment (July 2016), the highest priority service needs from the providers' perspective are “mental health services” at 100%. The Climb Program is unique because it strengthens participants’ mental health through a myriad of services including the mental health assessment, group counseling and individual counseling. These services, along with appropriate referrals, are a critical component as they allow participants to address personal barriers that are standing in the way of their successes. This mental health component provides an avenue for participants to build healthy relationships with others, which will support them in contributing successfully to their professional environment. During COVID-19, mental health support is even more critical to success.

Climb expects to meet or exceed the following performance measures annually:

- Recruit candidates and help them navigate barriers to employment through collaboration with community partners that provide resources such as food stamps, childcare assistance, housing, and transportation.
- At least 80% of the participants enrolled in the Climb program during the grant period will successfully complete the program.
- 75% of graduates will be employed in full-time positions at program end.
- 90% of the participants who complete the program will earn higher wages than when they entered the program.
- Graduates will show a decrease in dependence on government benefits including food stamps, childcare assistance, Medicaid and other government benefits.
- Climb will demonstrate a Return on Investment of at least 1.5 to 1.
- Each Climb participant will receive both group and individual therapeutic support to gain skills with communication, healthy relationships and maintaining stable work and home environments.
- Each Climb participant will participate in mock interviewing and workplace communication training to improve knowledge of pre-employment skills.
- Climb staff will continue to collaborate with other organizations for life skills and workplace skills training and refer participants to external resources as needed.

3. Describe what research-based programs and strategies will be utilized to make the program successful.

Strategic priorities include the following:

- Provide job training and placement in high demand careers to improve family economic stability and decrease dependence on government benefits.
- Provide group or individual counseling by a Wyoming licensed mental health professional to overcome barriers to success.
- Offer a comprehensive program to include life skills and work readiness skills such as budgeting, conflict management, healthy relationships, and parenting as well as pre-employment skills as job searching, resume writing, mock interviews, and workplace communication.
- Research employment opportunities to place moms in high growth, high demand occupations to help fill local employer needs.
- Provide ongoing guidance and support, including results data collection and reporting, helping participants learn advocacy skills, and graduate support.
- By working in groups, Climb intentionally creates social capital between the women to build confidence and illustrate the value of making connections with each other and the community.

C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

Since collaboration is a cornerstone of the Climb model, community partners play a critical role. To provide increased recruitment success, Climb has established relationships with Department of Family Services and community organizations for referrals. Local businesses help Climb plan programs by providing information on workforce needs and offering job placement experiences and hiring opportunities for Climb graduates. Climb staff partner with community colleges, private training entities and future employers to develop the training curriculum that includes the required knowledge and skills. During program implementation, Climb partners with dozens of individuals, agencies and organizations to help participants address barriers to success. Local citizens at each site volunteer as mock interviewers to simulate the real-world interview experience. Finally, Climb refers participants to outside agencies for additional mental health support or community support as needed.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Department of Family Services	Referrals and benefits information to participants
Workforce Services	Referrals and POWER information to participants
Gillette Abuse Refuge Foundation	Referrals and services to participants if needed
Visitation and Advocacy Center	Referrals and services to participants if needed
Campbell County Health	Referrals and participant job placements
Primrose Retirement Community	Participant job placements
Life Connections	Participant job placements
HUB International	Participant job placements
First National Bank	Participant job placements
Gillette College	Training partner
Campbell County Extension Office	Budgeting and nutrition training for participants
Health Services of Campbell County	Provides women's reproductive health information
Legal Aid of Wyoming	Information and consultation with participants
Campbell County Recreation Center	Climbing exercise and tour and information about free punch cards
Advocacy of Visual Arts	Art exercise partnership

Council of Community Services	Services for moms for housing and food
Salvation Army	Food, resources, and utility assistance to participants
YES House Transitional Living	Housing resource for some participants

3. Describe how the program will be sustained by the community beyond the funding period.

Climb continues to focus on fiscal sustainability and funder diversity to keep serving one of the most vulnerable populations in the Campbell County area. Climb successfully received a Paycheck Protection Program grant established by the CARES Act and is requesting loan forgiveness. Climb also applied for specific COVID-19 related grants that were offered to health and human service organizations including the Charitable Relief Fund. During the current pandemic, federal, corporate, foundation, city and county, and donor dollars can shift as the economic outlook changes. Since the Climb program is free for participants and staff workload has required additional time to be innovative and adaptive for online trainings, community financial support is critical to supporting a very vulnerable population. Receiving grants from a diversity of funders improves Climb's long-term sustainability to continue our work.

As Climb moves towards an even more sustainable funding model, we continue focusing our efforts on strategic planning and increasing the fundraising role of the Board of Directors. Climb has worked to establish adequate operating reserves due to the unpredictability of federal funding. The statewide Climb organization strives to accumulate reserves equivalent to approximately six months operating expenses. Climb has the flexibility to allocate its reserves to support the local program in Campbell County as needed since most of these reserves are unrestricted.

D. Project Goals and Outcomes

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

A top priority will be to continue partnering with Campbell County low-income single mothers so they can stabilize their families and meet Wyoming's workforce needs now and in the future. Climb has provided extensive one-on-one support to single moms during the past year as they prepare for Climb's job training program and employment. This includes helping with connections to local food, housing, and childcare resources, providing advocacy and mental health support, and offering guidance for job readiness. Over the grant period, Climb expects to serve approximately 100 candidates in this pre-program phase keeping families stable so they can maintain their path to self-sufficiency post-pandemic.

During the pandemic, Gillette Climb's career training programs have continued, with an emphasis on essential jobs in healthcare and transportation. Climb's innovative, virtual job training format has connected participants to technology while maintaining our therapeutic model of working in groups. Moms have been provided with laptops, help accessing internet service, and IT support so that they can participate in the training and connect with each other. The virtual classroom has created unique learning opportunities, including live instruction with trainers in remote locations, and both individual and group counseling. Over the grant period, Gillette Climb will enroll approximately 20 new TANF eligible single mothers and continue services to about 10 mothers already enrolled in the career training and job placement phase of the program for a total of 30 participants with about 60 children served. Climb staff will also support about 35 past graduates to promote long-term success in the workplace and family stability and respond to individual concerns as needed.

FY21 – FY22 Projections

Candidates	100
TANF Eligible Participants	30
Children	60

Climb's goals address the following purposes of TANF:

Climb helps end the dependence of needy parents on government benefits by promoting job preparation and work. Moving families into a place where they can contribute to local economies creates a stronger Wyoming for all resulting in more stable, healthy, and vibrant communities. Data shows that Climb graduates statewide decrease their food stamps usage, childcare assistance, and reliance on public healthcare due to the impact of Climb's career training and job placement program. In 2020, Climb graduates increased their total annual earnings from \$681,216 to \$2,320,766. In addition, Wyoming saves \$2 million annual from decreased Medicaid, food stamps, and childcare expenses.

Climb will provide assistance to needy families so that children may be cared for in their own homes. Children benefit when parents increase their education and income since they have greater access to academic and extracurricular activities, more stable schedules at home, and role models for career success. Along with increased income and consistent schedules, Climb participants learn about themselves through weekly counseling and parenting classes. They also learn executive functioning and communication skills. These resources help them problem solve and communicate with others in their lives to provide a more stable home and rich school environment for their children to thrive.

Furthermore, the goals of the Climb program align with the following primary purposes of the TANF CPI grant:

- Ensure community wide collaboration in planning and implementation efforts.
- Award TANF funding based on data-driven, community-based decision making.
- Implement and evaluate effective, research-based programs and strategies.
- Provide services that will assist families in moving toward self-sufficiency.
- Enhance sustainability of community efforts beyond the funding period.

2. **Outcomes:** Using the chart below, please identify the **measurable** outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Show progress each quarter toward the final goal of 80% of the individuals enrolled in the program successfully completing the program.	80% of participants who enter the program will successfully complete it.	During recruitment, Climb staff help participants address any barriers including childcare and transportation. During the program Climb advocates for participants and provides mental health counseling to overcome barriers for success.	Climb tracks the participants who graduate in our customized participant database that can demonstrate trends over time.
75% of Climb program graduates will be employed after program completion.	75% of these program graduates will be employed after program completion.	Climb programs include pre-employment skills including job searching techniques, resume writing, interviewing techniques, employee/employer	Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week

		relationships, and job retention. Climb staff work with the participants to ensure a successful interview process and support the participant during job placement as she practices new skills.	and hourly wages as well as participant and child health insurance data. From program end to 12 months, Climb collects this data by Climb staff contacting participants via phone, email or text. From 15-24 months, Climb contracts with the Wyoming Survey and Analysis Center (WYSAC) to conduct the follow-ups via phone survey.
Show progress each quarter toward the final goal of individuals who completed the program earning 90% higher wages than when they entered the program.	75% of program graduates will be employed after program completion and will be earning a 90% higher wage than they were before the program.	Comprehensive training develops the participants' strengths and builds upon them through extensive training in high-demand, high-growth occupations that lead to self-sufficient wages. Climb staff follow up with employers to establish performance evaluations and communication for long-term success.	Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data.
Show progress each quarter toward the final goal of 90% of the individuals who complete the program experiencing a decrease in the dependence on food stamps.	Over time, 90% of program graduates will show a decrease in their dependence on food stamps.	To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability.	In order to assess decreasing dependence on government benefits, Climb collects food stamp and childcare data from the Wyoming Department of Family Services.
50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public health insurance.	Of the graduates who enter the program utilizing public health insurance 50% will end their dependence on public health insurance.	To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability.	In order to assess decreasing dependence on government benefits, Climb collects health insurance data from the participants through the surveys.
Increased knowledge and skills regarding healthy relationships, strong and stable environments, communication and health behaviors.	100% of single mother who enter the Climb program will have received life skills training and mental health counseling.	Climb offers life skills classes as parenting, budgeting, nutrition and more. Climb contracts with a licensed Mental Health Provider at each site and each participant receives individual and group counseling.	Climb staff determine the life skills for each program based on the needs of the participant group. All participants must participate in the mandatory individual and group counseling component of the Climb program.

3. Describe your data collection methods to be used.

Climb formally tracks the progress of program participants for two years after completing the program. Climb staff members use a standardized interview to collect outcome data on each client at the following post program intervals: 3-months, 6-months, 9-months and 12-months after program completion. Climb partners with the Wyoming Survey and Analysis Center (WYSAC) to conduct second year follow-ups. WYSAC staff members use the same standardized interview questions to collect outcome data on each participant at the following intervals: 15-months, 18-months, 21-months and 24-months after program completion.

A customized database tracks program records and ensures accurate, ongoing data collection. Climb utilizes participant self-report forms, staff observations, interviews and records to document each participant's progress and program outcomes. A pre- and post-program mental health assessment identifies mental health symptoms and tracks decreases in symptoms post program.

Data will be provided in quarterly reports to validate outcomes. Quarterly reports will include training completion, hourly wage pre-program and hourly wage post-program. These quantitative goals were selected because they can be consistently tracked and verified using participant or employer interviews and public records.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

Gillette Climb's career training programs continue with an emphasis on essential jobs in healthcare and transportation. Trainings are conducted online and in-person with participants' and trainers' health and safety prioritized. Climb's innovative virtual job training has connected participants with technology while maintaining safety, structure and the support of participants working together in groups. Our outcomes demonstrate the success of this model in stabilizing families and creating a support system to help families work towards long term self-sufficiency.

2020 TANF Eligible Climb Participant Data

Graduation Rate	98%
Full-time Employment Rate at Program End	81%

Along with these strong outcomes, our long-term data continues to speak to the success of our programs and strength of our participants. Climb's strong foundation and connection to families in need has been a lifeline during the pandemic.

Five Year TANF Eligible Statewide Climb Participant Data

Employment Rate at Application	44%
Employment Rate 2 Years Post Program	78%
Monthly Wage at Application	\$1,231
Monthly Wage 2 Years Post Program	\$2,616

Despite the pandemic's economic impacts in Campbell County, job placements steadily continue, with graduates employed in critical positions continuing to be part of the local workforce solution. Climb is committed to solidly researching programs to determine employer demand, to establishing strong employer partnerships, and to continue working with the moms seeking employment until a career placement has been made.

G. TANF Recruitment

1. Describe your recruitment and enrollment process for TANF eligible individuals/families?

Each Climb site has staff that serve as a case manager for moms and provide ongoing guidance and support throughout the program. Staff recruit candidates who are most in need. During the recruitment phase, staff outline the required knowledge, skills, and abilities, and other training and job requirements for the identified occupation. Staff also evaluate each candidate's level of competency in the area. Staff conduct a thorough assessment to determine additional services available in the community which may include food stamps, childcare assistance and housing, or counseling. Accessing these services and experiencing the stability they can provide a family is critical to successfully completing the program and starting a long-term career. Staff connect candidates to these services and support them along the way. If the candidate is not ready for the program, staff remain in contact with them for potential admission into a future program when they are more stable and ready.

2. What is the projected number of TANF eligible individuals that will be served by this program?

During October 1, 2021 through September 30, 2022, Gillette Climb will serve low-income single mothers as follows:

- Gillette Climb will recruit approximately 100 candidates and work closely with them to increase their stability so that they can successfully complete the career training and job placement phase of the program in the future.
- Gillette Climb will enroll approximately 20 new TANF eligible single mothers and continue services to about 10 mothers already enrolled in the career training and job placement phase program for a total of 30 participants.
- Gillette Climb will also continue to work with approximately 35 graduates. This phase occurs after completion of the program. Graduates receive continued support by staff that is often critical to their long-term job success.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

Climb uses a rigorous process to ensure income eligibility for the Climb program. If a potential participant is utilizing food stamps, Climb program staff members verify this information with Department of Family Services (DFS) to confirm TANF eligibility. If the potential participant is not utilizing food stamps, Climb program staff members verify employment and wages by checking pay stubs or verifying income with the applicant's employer to ensure that household income is less than or equal to 185% of the Federal Poverty Level. Other family income documents such as unemployment stubs, tax returns, or income verification from other applicable family members are also collected and included in documentation. Eligibility is documented on a provided TANF Eligibility Intake Form that is maintained in each participant's file and reviewed by a Climb home office employee who is specifically trained in eligibility determination. Any questions about eligibility are directed to the State of Wyoming's DFS TANF Program Manager prior to a participant's acceptance to Climb.

BUDGET

Instructions:

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.
2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.

- a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
 - b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
 - c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
 - d. Administrative expenses shall not exceed 10% of the non-administrative expenses.
3. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.
 4. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

Other major funding sources (over \$1,000) include:

City of Gillette - \$29,500 (pending)
 Campbell County - \$20,000 (pending)
 Hughes Foundation - \$25,000 (awarded)
 Wyoming Community Foundation - \$15,000 (awarded)
 Daniels Fund - \$20,000 (will apply)
 Cross Charitable Foundation - \$5,000 (awarded)
 Powder River Energy Foundation - \$5,000 (will apply)
 State Farm - \$2,500 (awarded)
 Wells Fargo - \$2,000 (will apply)
 First Interstate Bank Gillette - \$2,500 (will apply)
 Private Donors - \$50,000 (awarded and pending)

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

The following calculation is Climb's projected Return on Investment (ROI) for the proposed program:

- Impact without Program: Climb participants are making an average annual wage of \$6,432 before the program (\$536 per month for 12 months).
- Impact from Program: 90 days post program, graduates are employed making an average annual wage of \$22,584 (\$1,882 per month for 12 months).
- Total increase in wages over first year period = Impact from program \$22,584 - Impact without program \$6,432 = \$16,152.
- Total Cost per Client Served = \$20,930 divided by 130 clients = \$161. Number of clients totals 100 candidates, 20 new participants, and continued services to 10 participants for 130.
- Climb ROI = 100.32 to 1 based on \$16,152 ÷ \$161

- Climb ROI over the lifetime of a participant = **3,711.95 to 1** based on an average age of participant being 28 and working until age 65 (37 years post program) at an increased wage of \$16,152; 37 years x \$16,152 = \$597,624 ÷ \$161

Climb
Amount Requested from Proposal:
~~\$20,930~~

	Program Costs	Administration Costs	Summary and Justification for Budget Expense
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	13,000	1,200	Program Director (\$60,000 annual salary) is responsible for oversight and/or implementation of all aspects of the Climb program model with a primary focus on program coordination, planning and administration. Assistant Program Director (\$50,000 annual salary) is responsible for assisting the Program Director with implementation of all aspects of the Climb program model with a primary focus on program coordination and planning. Both positions provide direct program services to participants, including recruitment, intensive training, job-placements and counseling. Administrative salaries are to support Climb's centralized home office administrative staff that support the entire statewide operations to handle such things as budgeting, grant reporting, financial processing, insurance, auditing, and human resources. The amount reflected on this budget represents an allocation of time spent directly supporting the site as well as this grant.
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	500	200	Retirement, health, dental, vision, and life insurance expenses for those employees that participate in Climb's insurance plan. (Program Director, \$7,200; Assistant Program Director, \$5,000)
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	1,200	500	Employer paid payroll taxes are estimated at 10% of the salaries budgeted. (Program Director, \$6,000; Assistant Program Director, \$5,000)
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Recruiting and Marketing Cannot include promotional	Click here to enter text.	Click here to enter text.	Click here to enter text.

items.			
Travel Travel necessary to serve participants.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Rent and utilities Admin: Rent and utilities for time spent managing the grant. Program: Rent and utilities for space provided to direct services for participants.	1,600	N/A	Rent and utilities for office space, classrooms, and group/individual mental health treatment space. Also includes phone, fax, internet services, and cleaning of office space.
Participant Tuition and Class Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Class Supplies and Materials	0	N/A	Materials to meet needs of participants during training and group activities.
Participant License and Certification Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Drug and Aptitude Screening Can include other types of assessments.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Work Support Services and Clothing	0	N/A	Items needed to successfully complete training and work experience. Includes steel-toed boots, coveralls, gloves, tools, scrubs, professional attire and more.
Participant Wages	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	1,000	N/A	Incentives earned by participants for completed goals to assist them with living expenses while in training.
Other Student Needs: Mental Health Provider	1,730	N/A	Amounts paid to contracted mental health provider for group and individual counseling services.
Sub-Total	19,030	1,900	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	20,930		
Number of TANF Participants Planning to Serve	130		
Cost Per TANF Participants	161		

Council of Community Services

COVER PAGE

1. County/Tribe: Campbell County_____
2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name: Bethany Raab_____

Title: Grants Specialist_____

Organization: Campbell County Government_____

Address: 500 S. Gillette Avenue Suite 1100_____

Phone: (307) 687-6324_____

Email address: blr01@ccgov.net_____

3. Primary Contact for the Sub-recipient. Implements the program.

Name: Mikel Scott_____

Title: Executive Director_____

Organization: Council of Community Services_____

Address: 114 S. 4J Road Gillette, WY 82716_____

Phone: (307) 686-2730_____

Email address: mikel@ccswy.org_____

4. Program Name: Permanent Supportive Housing for Chronically Homeless Families

5. Requested Amount: 36,400_____

2. Authorized Representative: ROBERT MAUL
County Commissioner Chair
(No signature required here. Signature is required on the Assurance page)

Date: 05/20/2021_____

Phone: 307-682-7283 E-Mail: RLM01@CCGOV.NET

PROPOSAL

1. What programs are available within your community to address transportation and homelessness?

The Council of Community Services (CCS) operates four housing units that all focus on housing chronically homeless individuals. We operate a Homeless Shelter, Permanent Supportive Housing for Chronically Homeless Families, Permanent Supportive Housing for Chronically Homeless Adults, and a Group Home for the Severely and Persistently Mentally Ill. Each one of these housing units has a vehicle available to them for staff to drive them to appointments, job interviews, and to do errands. CCS also operates Homeless Prevention, Street Outreach, and Rapid Rehousing Programs to prevent homelessness before it begins, find those who are living on the street, and quickly rehouse those who have become homeless.

We also refer individuals to the Senior Center Bus Program when they are not living in our housing units. The bus is available to seniors and non-seniors.

2. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention? Having enough funding to employ additional case managers who have the time to assist to schedule appointments and drive any client who does not live in our housing units but utilizes our other programs would help to prevent homelessness and poverty. I do not know of any agencies that are offering free transportation to homeless individuals or families that are not participating in specific agency programs.

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

The Council of Community Services is applying for funding for our Permanent Supportive Housing for Homeless Families (Keeping Families Together Program). Our program operates under the tenants of Low-Barrier Housing and the Keeping Families Together format. The services provided under our Supportive Housing program are designed to help parents struggling with overwhelming poverty and complex physical or mental health issues. The program works with the parents through the interventions of both our Council of Community Services Housing Case Manager, and the designated DFS case manager who work together providing constant support and stable and reliable housing. By partnering with DFS, we can provide wrap-around supportive services to six (6) families in our apartments. The goal of the program is to build the parents capacity to parent through aligned case management, a variety of classes such as parenting, health, budgeting, and even gardening, as well as assistance through the Council's other poverty alleviating programs.

The Keeping Families Together model focuses on the idea of creating a stronger environment for the entire family-not just the child or just the parents. Using this model, the families become the focal point for holistic intervention and support, preventing crisis situations and the removal of children to foster care. This form of supportive housing for vulnerable families can break the intergenerational cycle of poverty, homelessness, and abuse by providing families with services they need to stay together. It creates a better environment for the children and parents and protects children who are otherwise at high risk for abuse and neglect. Without the supportive services provided by the Council, these families may not succeed in other forms of affordable housing. By partnering child welfare

services and homeless assistance programs, together we can address the complex needs of high needs families rather than each agency focusing on individual parts and pieces of the problem. Our program is different than any other program in our community and is one of only a few in the Nation. It is the only housing program in our community that houses families together and focuses on the success of the family as a whole. The Keeping Families Together initiative is the first federal investment specifically focused on creating supportive housing to reduce child welfare system involvement through the investment made by the US Department of Health and Human Services Administration for Children Youth and Families (ACYF) for a five-year evaluation in five sites based on the success of the CSH Keeping Families Together pilot programs. The Council believes that this program will prevent foster care placement for those families who are homeless or unstably housed and is a high need in our community. Data on Supportive Housing for Families Working with Department of Family Services shows that it not only increases families housing stability, but it has also been shown to improve outcomes across multiple domains such as education, employment, and health care access. These are all improvements in domains that will help to prevent future poverty situations for these families and children.

2. Is this program different than previous programs operated with TANF funds in the past?
Yes ☐ No ☒ If so, how is it different?

CCS operated this program last year using TANF funding.

3. Area(s) served.

Campbell County

4. Population served.

This program serves chronically homeless, low-income families with open cases with DFS. Families are first identified for our program through their DFS case manager. The DFS case manager uses a set of criteria provided by the Council which prioritizes chronically homeless families and meets the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless. Families must also meet all four (4) criteria categories and at least one criterion in each subcategory. The four (4) categories include: (1) Family has long term or repeat pattern of homelessness or housing instability (2) Family has an open case with Child Protective Services (3) Primary caregiver has persistent challenges and little support (4) Other risk factors that might put families within a higher risk factor for Child Protective Services. These risk factors include subcategories such as domestic violence, age of youngest child is under two, primary caregiver has a criminal arrest history within the past five years, household has been involved with child protective services in the past, and primary caregiver has a history of abuse or neglect as a child or spent time in the foster care system as a child.

Since supportive housing is an intensive intervention and a scarce resource, only the highest need households, those facing complex challenges and for whom housing is a factor in the imminent placement of children in out of home care, should receive services. The criteria and subcategories were meticulously chosen through the guidance of the Corporation for Supported Housing and have been used successfully by Keeping Families Together initiatives through the country. It was also designed for targeting criteria within a federal framework to ensure that supportive housing served households for whom the program would likely have the biggest effect. The key eligibility criteria for households include child welfare involved households. Households that are most likely to

experience negative child welfare outcomes (e.g. out of home placement, long-term open cases, reentry to the child welfare system in the form of re-reports of abuse or neglect, and repeat open cases), households with high service needs (households with multiple needs, such as mental or physical health problems, substance use, or disabled children), and households with severe housing issues (households who are homeless or unstably housed).

5. Beginning and end date of program.

This program will run continuously. CCS operates on a calendar year budget.

6. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

This program focuses on stable housing, it will run continuously. Families will be able to stay in the program as long as they need to feel stable and be successful. Typically, this is shortly after they have had success in closing their DFS case and have utilized CCS's case manager to help them find stable housing within their budget.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

In initial discussion with our local DFS office, they had a 50-family waitlist that would qualify for these apartments. We have also seen an increase in the past several years at our Homeless Shelter for families. In 2019 our Shelter housed 15 families, with more families approaching the Shelter but leaving due to not having designated family rooms. In 2020, that number decreased because we had more funding for our Homeless Prevention program, which helps families pay rent and keeps them in their homes. Last year, our Homeless Prevention program assisted 80 families with Homeless Prevention, which included 105 children under 18.

Although CCS has received an award to renovate our homeless shelter to accommodate more families, the shelter is not the best place for families. According to data provided by Campbell County Department of Family Services, there are currently 1,097 children in the foster care system in Wyoming and 81 of those children are in Campbell County. The Council's goal through our program, is to reduce the number of children going into foster care, as well as, reduce the number of children entering and leaving the foster care system multiple times. Not only does this help the parents and children, it reduces the high cost associated with the foster care system. In Wyoming, the current rates for foster care ranged from \$645.00 to \$732.00 a month per child.

According to Bonnie Volk, the manager of district 6 DFS for Campbell, Crooks, and Weston Counties: **"their (CCS) housing is a definite need in this community and have been a great resource to DFS. There have been several families from my unit alone in the last 6 months where council housing has given the parent a home to have their children reunified to or provided a home to keep the family together. In an open case of Katelyn's, the council is paying for a family to stay at a hotel until they have an apartment cleaned and ready for them. This family had just been evicted and children coming into care was a possibility based on not having a suitable place to live.**

Additionally, having families placed at the council assists DFS as they provide an extra set of eyes through inspection and their criteria for families to live there."

2. What is the resource gap(s) that is being addressed by your program?

The study also concluded that the program reduced the families use of homeless shelters. In the two years prior to joining the program, the families consumed a total of 14,323 days of single-family shelter and 618 days in single and adult shelter. In the two years following, the shelter use declined to 620 days in family shelters.

By providing a permanent supportive housing, the Council seeks to reduce the rate of costs accrued to the community. By providing stable housing alongside intense case management, the program reduces the need for high-cost foster care, as well as calls to law enforcement and homeless shelter costs. Staff also helps residents manage chronic health issues by offering support, coordinating appointment, referrals, and more to help the chronically high need and DFS involved families lead healthy, independent lives. CCS is also using HMIS to measure performance based on accurate data in order to determine efficiency and ensure CCS is in line with HUD's policy priorities. HMIS will also assist our case managers in understanding how families are doing in meeting their goals.

All of our Case Manager's are trained in Adverse Childhood Experiences (ACE's). By understanding how adverse childhood experiences affect people, our managers gain an understanding of why the parents might perpetuate some form of household dysfunction. They also understand the importance of promoting resiliency in children, teaching and encouraging parents to be positive and supportive role models, and work to ensure they all live in a stable and safe environment.

C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

CCS worked closely with the Department of Family Services, the Corporation for Supportive Housing, and Housing and Urban Development to implement the program in 2017. We continue to work closely with DFS to provide support services to our families that support DFS's case management and family goals. The program also supports HUD's goals of reducing family homelessness and generational poverty. All of our families receive referrals to any programs in Campbell County that would help them become more self-sufficient or will benefit the children in the home. Our Case Managers work with the families to sign up for any programs, assist in finding affordable housing, and navigate complicated government systems. Every week, our Case Manager completes an apartment inspection to ensure families are able to keep up with basic hygiene and life skills (laundry, children's homework, dishes, etc) since that can be one barrier to family reunification or a catalyst to family separation. When families are overwhelmed by these tasks, our Case Manager assists them in finding ways to complete them together as a family. CCS stays in communication with the DFS case manager to ensure that parents and children are safe and complying with all DFS requirements. CCS also participates in Child Protective Services meetings alongside DFS, Child Developmental Services, the County Attorney's office, Behavioral Health, and pertinent medical practitioners.

Families are first identified for our program through their DFS case manager. The DFS case manager uses a set of criteria provided by the Council which prioritizes chronically homeless families and meet the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless. Families must also meet all four (4) criteria categories and at least one criterion in each subcategory. The four (4) categories include: (1) Family has long term or repeat pattern of homelessness or housing instability (2) Family has an open case with Child Protective Services (3) Primary caregiver has persistent challenges and little support (4) Other risk factors that might put families within a higher risk factor for Child Protective Services. These risk factors include subcategories such as domestic violence, age of

youngest child is under two, primary caregiver has a criminal arrest history within the past five years, household has been involved with child protective services in the past, and primary caregiver has a history of abuse or neglect as a child or spent time in the foster care system as a child.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Department of Family Services	Referrals, Case Management, Supportive Services
Campbell County School District/McKinney Vento	Funding for supplies/technology
Wyoming Continuum of Care	Resources/Program Support
Corporation for Supportive Housing	Program Support/Oversight/Technical Assistance
Housing and Urban Development/NOFA	Program Funding
Early Head Start	Support for families/Educational Opportunities

3. Describe how the program will be sustained by the community beyond the funding period.

The Council of Community Services has been in operation for over 50 years. Our apartments for families have been operating under different family programs since 1999. HUD has allocated funding through the CoC NOFA grant to support some of the operations of the program, as well as using some of that funding to assist in supporting the clients directly with medical, legal, and other supportive costs to help them achieve stability. As a private nonprofit, CCS also uses monetary and in-kind donations to support families whenever possible. In the last several years, CCS has worked diligently to advertise the programs available to the community and has been able to expand our donor base.

D. Project Goals and Outcomes

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

The goals for our Permanent Supportive Housing for Chronically Homeless Families is to stabilize families who are either at risk of family separation or are working toward family reunification. We are requesting 36,400 for this program from TANF so we can hire one case manager that is completely dedicated to our family reunification apartments. As the Council is expanding our services across our agency and serving a higher number of individuals in most departments, we feel that an additional case manager who's sole focus can be on the wellbeing of our families would be an incredibly positive addition to the program. It will become increasingly difficult and time consuming to help families gain access to mental health care and substance abuse treatment as the State of Wyoming is forced to make large budget cuts in these areas. Someone that can navigate these barriers alongside the family will become necessary.

Stabilization of a family would mean that they are reunified and DFS has deemed their case closed. It would also mean that they have shown progress toward other goals such as increased income, ability to create and maintain a budget, ability to maintain a safe home environment, and the ability to communicate effectively with their partner and children. These goals are easier to achieve with supportive housing. The reduced rent payments of the supportive apartments require income but allow for flexibility to continue education or seek higher paying employment. The supportive services provided by CCS help the families navigate through the barriers that have been holding them back from success.

Preventing families from separation or reunifying families quickly, lessens the trauma that occurs to both the parents and children. The trauma caused by separation has been shown to lead to negative outcomes for

the children resulting in behavior problems, learning difficulties, and poor mental health. Our partnership with DFS removes the high barrier of housing immediately and allows for quicker unification of parents with children. By working together and bringing in other partners such as Head Start/Early Head Start, Campbell County School District, Boys and Girls Club, and many other local agencies, we successfully provide the support our families need to be self-sufficient. We are providing assistance to the most difficult DFS families who are using the most resources in Campbell County. Since April 2017, we have housed 25 adults and 58 children in our supportive housing apartments. Our partnership with DFS has seen 8 families successfully move straight into permanent housing, while 4 families are still currently housed in the program. 3 parents have successfully completed treatment and are now living in stable housing. Just in 2020, we have housed 11 families, 9 of which have already been able to close their neglect cases with DFS.

Our goal is to assist DFS Case Managers in addressing family's barriers to success. We meet weekly with each family in order to address ongoing problems such as trouble with basic living skills, such as keeping a clean and hygienic home for the family. They work with families on how to make chore charts, what a clean home should look like, and how parents need to model behavior for their children. CCS Case Managers work with families on communication skills and conflict resolution. We provide life skills classes, budget classes, and even family gardening days and healthy cooking days. Our goal is to enable the parents to feel stable and empowered by supporting them and increasing their skill set for future self-sufficiency. Because most of the families entering the program are the families with the highest need, they often lack knowledge of basic skills, healthy coping strategies, and appropriate communication. Our program helps them learn these, gains them access to resources, while providing them extremely low-income housing and support. The program provides the families with the tools they need for success.

Each family is different that enters our program and our case managers adjust to help them set and reach their goals. Some families are quickly reunited and graduate from the program and others take longer to reach stability. For example, Laura entered our program and quickly gained employment and had regular visits with her son. But, because she had let her abuser come around, she was not able to fully reunite with her son. After weekly case management meetings and having the Council's housing and support programs, she felt able to completely separate herself from her abuser and no longer rely on him financially. Within 6 months of living in our supportive apartments, she was able to fully reunite with her son and her case was closed at DFS. By having a stable and safe place to live, she was able to break free from abuse, increase her wages, and be united with her son. After her case was closed, Laura decided to stay in our apartments. Once she gained enough confidence and savings, she was able to successfully move out on her own into stable permanent housing.

2. **Outcomes:** Using the chart below, please identify the **measurable** outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Children exit foster care and unified with parents	Clients will be reunified with children in their home	Weekly case management meetings and apartment walk-throughs to meet DFS case goals	Notes entered into HMIS to track goal progress
Family exits program into stable housing	Clients will be reunified or stabilized and move into stable housing	Clients meet with case manager weekly to evaluate goal progress and work toward stability	Will be entered into HMIS to show clients have successfully graduated from program and into stable housing

Parents gain knowledge of basic life skills	Clients show progress on weekly apartment walk-throughs	Clients will meet with case manager to discuss barriers and problems with apartment walk-throughs.	Will be entered into HMIS data tracking system to evaluate progress and track successes
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3. Describe your data collection methods to be used.

The Council will be able to track this data using HMIS and the Coordinated Entry system. HMIS will track the family length of homelessness, how many times they were homeless, and when they entered permanent housing. This information will help the Council in establishing system-level performance measures which can be reported to our State CoC. The council will also work with families who are unstable in their housing and are at risk of becoming homeless, thus reducing the number of families that enter homelessness. This data will also be tracked through the HMIS system. Families who apply for the program will work with the Case Manager to fill out a VI-SPDAT in HMIS and be entered into the Coordinated Entry system, regardless of whether or not they qualify or enter the program. Any data collected will ensure that the Council can continuously evaluate the programs performance over time and be able to make changes during evaluation that may prove more successful.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

Once families are placed in our Permanent Housing program, they will receive intense case management, with the goal of increasing stability, as well as income through services such as Skills Training, access to continuing education, Social Security and Social Security Disability when possible, meeting TANF's performance goal to, "create effective pathways to economic opportunity, including access to mainstream education and training and individualized services for those with barriers to employment". Services will help to ensure that those families who enter our Permanent Housing do not return back to homelessness. The Council will be able to track client's rates of return to homelessness or success in stable housing through HMIS and Coordinated Entry. These rates will help the Council determine the success of the program and meet the goals of "alleviate poverty and prevent hardship among children and families, and programs or services to keep children in their homes or in the homes of relatives". The Council's Section 8 Voucher assistance will help the families exit Permanent Housing when they are ready and enter into low-income rental units. This will help families stay in stable housing and decrease their chance of going back into homelessness.

G. TANF Recruitment

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?

Families who meet the chronic homeless definition and also meet at least one criterion in each sub-category could be eligible to go to the top of the priority list. Those families that are identified by DFS, are advised to make contact with the Housing Case Manager at the Council. Those families work with the Housing Case Manager to fill out a VI-SPDAT assessment. The assessment will help to prioritize the neediest families based on a scoring system. Each family is then also entered into the Coordinated Entry system, regardless of whether they make it into our Supportive Housing Program. Families are then put on a waitlist for an apartment unit, with the highest need families receiving priority.

Once families are in the program, they are referred by their Council case manager to the Council's other programs such as our Food Pantry, Soup Kitchen, Medical and Dental Emergency Funding, and when families are stable and ready to move out, they are assisted with Section 8 applications. When families leave our program, priority will be given to chronically homeless families for permanent housing. Should there be no

chronically homeless families within our area, the available permanent housing will go to the family with the highest priority using the VI-SPDAT assessment and the Coordinated Entry system. Families will also receive services through our Seconds on the Avenue Thrift Store which will provide the family with vouchers for free clothing, furniture, school supplies for children, and necessary household items such as cookware, kitchen tables, and cooking appliances. These items will assist the families in setting up their stable household.

One example of a successful family is Sarah, who is a single mom with three children. Sarah was supposed to move in in April of 2019. The plan was to be released from substance abuse treatment into our apartments. She had paid her initial deposit and completed all of her required paperwork for our apartments and our apartment was being held for her. Once released from treatment she faced a setback. She had gotten into a physical altercation with another woman. She was returned to jail and went to a longer- term treatment facility for substance abuse. She was released again and was staying with friends until an apartment was available in our supportive housing. During that time, her friend's house that she was staying at burned down and she lost what physical belongings and paperwork she had. This made it impossible to be reunited with her children since she became homeless and living on the street.

Our Case Manager worked with Sarah to once again begin her introduction into our program. Once one of our apartments became available, she was ready to move in. She moved in and successfully worked with one of our case managers to take advantage of what our program can offer. She worked hard and graduated drug court. She was then reunited with her children and her DFS case was able to be closed. She applied for college and will begin her classes this summer. She did all of this during the Covid19 pandemic. Having a stable living environment was the catalyst she needed to start her life over, free from drugs and violence. Anytime she ran into a barrier or a trigger, she had supportive services to lean on. We are immensely proud of our program participants. Sarah was ready to take this opportunity. Some of our participants are much slower to excel than Sarah, and that is okay too. Each family is able to go at their own pace to become a success.

2. What is the projected number of TANF eligible individuals that will be served by this program?

We are able to house 6 families at a time with a maximum of 43 people. We project that we will house 35 people, with 15 of those being TANF eligible parents.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

CCS Case Manager will use client's previous monthly income to determine their income eligibility for TANF services. Client's will need to meet 185% Family Poverty Level. For households with more than 8 persons, \$8,288/year will be added for each additional person.

DFS case manager also uses a set of criteria provided by the Council which prioritizes chronically homeless families and meets the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless.

BUDGET

Instructions:

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.
2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
 - a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
 - b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
 - c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
 - d. Administrative expenses shall not exceed 10% of the non-administrative expenses.
3. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.
4. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

We receive HUD funding from the Continuum of Care grant. We receive about 30,000 in operating money and 20,000 in direct client assistance. The Council also uses fundraising income to help support the program and will continue to utilize this funding stream for all programs.

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

The program is not only designed to assist high need families and keep children out of foster care, it also reduces the costs in public service use. Because our program is so new, we do not have local data on success rates, but according to a Metis Associates evaluation of the Keeping Families Together program, the cost of this supportive housing intervention does reduce public service use by the families. The analysis examined the costs associated with the families use of foster care services and homeless shelter in the two years prior to and two years following family placement into Keeping Families Together. The changes in public costs associated with the reduced use of these two service systems were then compared with the cost of supportive housing.

The cost offset analysis found that families placed into the program, reduced their actual and potential use of foster care services by a total of 5,415 days over two years, and their shelter use by 13,703 days over two years. The analysis shows that this reduction in foster care and shelter days, represented a total offset in costs of \$1,866,592 over two years (\$64,365 per family). In this analysis, Metis Associates is assuming

a two-year per unit cost of supportive housing of \$66,552. Under this assumption, foster care and shelter reductions alone offset 97% of the cost of supportive housing.

According to data provided by Wyoming Foster Care, 1,239 children were in the foster care system in Wyoming in 2011. 642 of those were placed into foster homes with the average length of stay being 334.60 days. 72% of the young people leaving the system in 2011 were reunified with their birth parent(s) after their foster care stay. The Council's goal through our program, is to reduce the number of children going into foster care, as well as, reduce the number of children entering and leaving the foster care system multiple times. Not only does this help the parents and children, it reduces the high cost associated with the foster care system. In Wyoming, as of 2010, the rates for foster care ranged from \$645.00 to \$732.00 a month per child. Specialized care rates were \$650.00 to a maximum of \$800.00 per month per child.

The Metis Associates evaluation of the pilot program also found that family placement into the Keeping Families Together program, had a high rate of family reunification. All six children who were placed in foster care at the time of the family move-in and had the goal of reunification, ended up reunited with their families. These six children had spent a total of 3,239 days in foster care in the two years prior to the program and following the placement in Keeping Families Together, the children consumed only 744 days of foster care.

The study also concluded that the program reduced the families use of homeless shelters. In the two years prior to joining the program, the families consumed a total of 14,323 days of single-family shelter and 618 days in single and adult shelter. In the two years following, the shelter use declined to 620 days in family shelters.

By providing a permanent supportive housing, the Council seeks to reduce the rate of costs accrued to the community. By providing stable housing alongside intense case management, the program reduces the need for high cost foster care, as well as calls to law enforcement and homeless shelter costs. Staff also helps residents manage chronic health issues by offering support, coordinating appointment, referrals, and more to help the chronically high need and DFS involved families lead healthy, independent lives. CCS is also using HMIS to measure performance based on accurate data in order to determine efficiency and ensure CCS is in line with HUD's policy priorities. HMIS will also assist our case managers in understanding how families are doing in meeting their goals.

**Council of Community Services
Annual Amount Requested from Proposal:**

	Program Costs	Admin Costs	Summary and Justification for Budget Expense
Salaries <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	23,500	Click here to enter text.	We have staff who monitor the building and are available to residents 24 hours a day. The families would also have a dedicated Case Manager who only works with the chronically homeless families in the program and the individuals in our phase 3 apartments 8am-5pm in the office.
Employer Paid Benefits <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	5,400	0	Paid benefits include sick leave, vacation leave, and a portion of health insurance costs.
Employer Payroll Taxes <u>Admin:</u> Activities spent	1,000	0	Click here to enter text.

managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.			
Supplies <u>Admin:</u> Supplies and expenses needed to manage the grant. <u>Program:</u> Supplies needed for instructor use.	0	Click here to enter text.	Supplies are typically ink, paper, binders, and folders.
Recruiting and Marketing Cannot include promotional items.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Travel Travel necessary to serve participants.	0	Click here to enter text.	Travel to medical appointments, DFS appointments, etc
Rent and utilities <u>Admin:</u> Rent and utilities for time spent managing the grant. <u>Program:</u> Rent and utilities for space provided to direct services for participants.	6,500	Click here to enter text.	Rent is paid to HOME at a low rate to repay the mortgage. Utilities include internet, electric, gas, sewer, alarm, telephone, maintenance, and garbage
Participant Tuition and Class Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Class Supplies and Materials	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant License and Certification Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Drug and Aptitude Screening Can include other types of assessments.	0	Click here to enter text.	Drug screenings, mental health screenings for employment, etc
Work Support Services and Clothing	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Wages	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	0	Click here to enter text.	Gift cards for vaccines, and class participation
Other Participant Needs: Description -	Click here to enter text.	Click here to enter text.	Click here to enter text.
Sub-Totals	36,400	0	Total Administrative Costs cannot exceed 10% of your total <i>Program</i> Costs
TOTAL BUDGET (Program + Admin)	36,400		
Number of TANF Participants Planning to Serve	15		
Cost Per TANF Participants	2,426		

YES House
COVER PAGE

1. County/Tribe: Campbell County
2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name:
Title: Grants Specialist _____
Organization: Campbell County Government _____
Address: 500 S. Gillette Avenue Suite 1100 _____
Phone: (307) 687-6324 _____
Email address: blr01@ccgov.net _____

3. Primary Contact for the Sub-recipient. Implements the program.

Name: Sherilyn England
Title: Executive Director
Organization: Youth Emergency Services, Inc. (Y.E.S. House)
Address: 905 N. Gurley Ave., Gillette, WY 82718
Phone: 307.686.0669
Email address: sengland@veshouse.org

4. Program Name: Day Treatment Program
5. Requested Amount: \$33,670.00

6. Authorized Representative: ROBERT MAUL
County Commissioner Chair
(No signature required here. Signature is required on the Assurance page)

Date: 05/20/2021 Phone: 307-682-7283 E-Mail: RLM01@CCGOV.NET

PROPOSAL

1. What programs are available within your community to address transportation and homelessness?

Access to affordable and reliable transportation is a great need in Gillette. The town of Gillette is spread out over a large area. The new housing units have been built on the edges of town, however, employment and other essential services are located closer to the center of town. For several years, local social service providers have been working on addressing this challenge/barrier for low-income clients. A need assessment was conducted to show the need for a public transportation system in Gillette a couple of years back, however, no private or governmental entity stepped up to contribute financially and oversee the operation. Therefore, transportation continues to be an ongoing problem for the Y.E.S. House low-income clients and for the community overall.

There is no public transportation in Gillette, as mentioned above, except for taxis which are expensive. The Senior Center bus system has expanded their services to more people and purchased more buses, however, the Senior Center charges \$5 per trip. These options of transportation are still expensive for low-income clients.

Throughout the years, Y.E.S. House purchased 14 vehicles to meet the needs of our youth and young adults for transportation. Y.E.S. House staff provides approximately 42 rides per day, or 15,330 rides per year. Transportation is a critical component of the Y.E.S. House's ability to meet the treatment, counseling, educational and safety needs of our children; and ensuring that youth are transported to their court hearings, medical appointments, counseling, life skills groups, to and from work, appointments to explore post-secondary education options, etc. Staff also assists clients with obtaining their learner's permit or driver's license and searching for an affordable vehicle and/or affordable housing.

What Gillette needs is a public transit system. If the Department of Family Services is interested in meeting with the local social services coalition, Juvenile Services Partnership, and discussing how we can partner together in addressing this challenge for low-income families, we will appreciate it!

2. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention?

The Y.E.S. House is a regional hub for services to homeless youth or youth at risk of homelessness ages 14 to 24. The agency specializes and is a leading agent in regional services that focus on youth homelessness prevention and intervention when the situation occurs. The agency services are founded on three principles: Youth Voice and Choice, Youth Positive Development, and Trauma Informed Care. The agency provides Independent Living and Transitional Living Programs to help youth to reach self-sufficiency and make it to the middle class by the age of 40. Services include on-the-job training opportunities and apprenticeships, helping youth to complete high school, pursue post-secondary education if interested, finding and retaining meaningful employment, and more. The newest endeavor is partnering with a local faith-based community in building and growing social enterprise. Youth chose to pursue an

indoor hydroponic system. They are growing lettuce and herbs and selling them to local restaurants. Currently, we have 3 youth employed, and with the growth of this enterprise more youth will be employed. The latest, greatest endeavor of the Y.E.S. youth has been the establishment of their Youth Action Board that focuses on implementing systematic changes in the K-12 education system and post-secondary education, including housing options and employment opportunities for youth who are at risk of homelessness or have a history of homelessness. Youth, with the support of community members/partners, have been meeting with the local K-12 administration and Gillette College to propose their strategies/approaches to increase the graduation rate for vulnerable youth.

Youth identified several strategies in combating youth homelessness in the northeast region of Wyoming. For example, increase access to Career Technical Education opportunities in the K-12 educational system for non-traditional youth who are not successful in core academic subjects. Another strategy is assisting youth in post-secondary schools with housing expenses during college breaks. This is when a significant number of youth, who have no families, are faced with homelessness and most likely drop out of college. Establishing Permanent Supportive Housing options to prevent youth homelessness was another essential service youth identified. Youth and the Y.E.S. House would like to invite DFS/TANF to partner with us in enhancing direct services and building infrastructure that prevents youth homelessness.

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

The Day Treatment program operates from 8am to 7pm Monday through Friday year-round. It is designed with the goal of helping low-income families keep their children at home, remain free of substance use, strengthen family functioning and help families to reach self-sufficiency. The program consists of two major sections: 8am to 3pm children attend the Y.E.S. House on-site 7-12 grade school; and 3pm to 7pm children and their families receive treatment services.

Youth receive individual and group counseling, participate in substance abuse groups and in life skills sessions. Education is provided on anger management, addictions, parent/child relations, peer relations, employment, criminal thinking errors, character development, educational skills and building self-esteem. The family, as a whole, receives family counseling.

A broad range of services are offered to youth and their families in addition to the core treatment services: 1). parent education through the Y.E.S House's Nurturing Parent classes (a 12-week evidence-based program for parents and youth); 2). Healthy eating and nutrition education through the Y.E.S. House resources and the Campbell County Extension Office; 3). Work readiness training and job-related skills in higher paying occupations and industries through a partnership with the Gillette Workforce Center. 4). Life skills such as general nutrition, budgeting, obtaining employment, pursuing technical or post-secondary education, setting goals, finding enjoyment in life without the use of drugs and alcohol, dealing with adversity, conflict resolution, self-respect, and values. 5). Mentoring services – matching at-risk youth with positive adult role-models. 6). Linkage of parents to various community resources based on the needs of the families. 7). Artistic and cultural enrichment opportunities are offered through the 5-month

Dance Outreach residency that introduces youth to various dance styles: jazz, ballet, tap, ethnic and modern dance. 8). Aftercare is provided for an additional 12 months after the youth's graduation from the program. These services ensure that the youth and their family continue to maintain a positive and constructive lifestyle. If during the aftercare period youth and their family need additional services, they are either provided by the Y.E.S. House, or the partners of the program.

2. Is this program different than previous programs operated with TANF funds in the past?
 Yes ☐ No ☒ If so, how is it different?

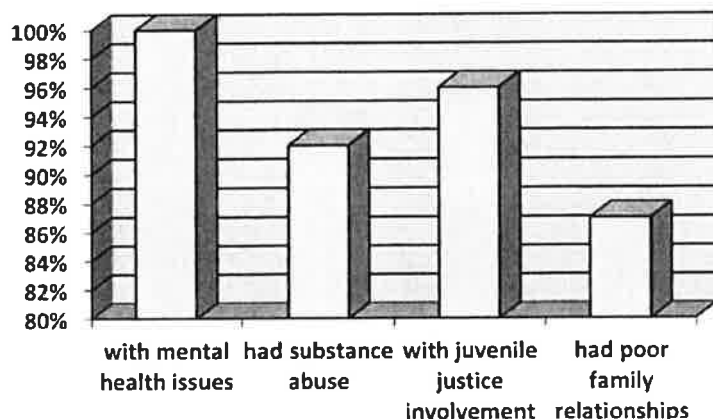
3. Area(s) served.

Campbell County

4. Population served.

The population that will be served is directly linked to the intent of the TANF program areas. The program will serve at-risk, low-income families with children who are transitioning from out-of-home placement or detention back into families, and those who are at risk of out-of-home placement (court involvement). The children that will receive services will be children whose families are living with incomes that are at or below 185% of the federal poverty level. Some of the children that the program will serve will come from families that deal with generational substance abuse and family dysfunction. The program will focus on low-income families with children and provide comprehensive services that address mental health/substance abuse issues, support, family counseling, parent education classes and pregnancy prevention. In the planning, design and implementation of services the program will focus on, and strengthen the entire family and move them towards self-sufficiency, meeting the goals established by the TANF/CPI program, and this request for proposal.

The chart below explains the profile of 15 TANF eligible families from March 1, 2020 through March 24, 2021.



Five to eight youth will be served in the program daily, making a total of thirty (30) individual youth, one-hundred and five (105) family members will be served during twelve months.

5. Beginning and end date of program.

October 1, 2021 to September 30, 2022

6. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

The Day Treatment Program will operate from 8am-7pm, working with families until 8:30pm, Monday through Friday year round at the Y.E.S. House Center. It will consist of two major sections: from 8am to 3pm children will attend the Y.E.S. House on-site 7-12 grade school; and from 3pm to 7pm children will receive treatment/prevention services. The family as a whole will receive family counseling, and life skills training in the afternoon and early evenings. Families attend Nurturing Parent classes every Monday night for twelve weeks from 5:30pm to 8:00pm.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

The following data was used to estimate the need for Day Treatment services in Campbell County. Campbell County is a rural ranching community with coal and oil as its primary industries. Controlled substances abuse is pervasive, and includes an acceptance of juvenile usage of alcohol, tobacco and other drugs. For several years Campbell County has been designated as a "High Intensity Drug Trafficking Area". Due to the make-up of the community, it attracts the transitional population and a devastating number of parents with children that are substance users.

1. Families living in poverty:

- In the 2019-2020 school year, 30% of children were eligible for free and reduced cost lunches at Campbell County School District #1.
- In 2019-2020 there were 300 self-reported homeless children receiving educational services at the Campbell County School District #1.
- 169 homeless youth and young adults sought emergency services at the Y.E.S. House in 2020.
- 13.8% of families in Campbell County live below the poverty level (2019 Annie E. Casey Kids Count reports).

2. Families with at-risk factors

- Wyoming Prevention Needs Assessment Survey's was conducted in 2018 with 6th, 8th, 10th and 12th grade students with the goal of assessing adolescent substance use, anti-social behavior, school safety and the risk and protective factors that predict youth behavior problems. This survey revealed that in Campbell County: 1). *risk factor – poor family management*: 6 graders – 26%; 8 graders – 37%; 10 graders – 28%; and 12 graders

– 31%; 2). *risk factor – parents attitude favorable to ASB (anti-social behavior): 6 graders – 28%; 8 graders – 44%; 10 graders – 45%; and 12 graders – 33%. risk factor – parents attitude favorable to Drugs: 10th graders – 45%; 12 graders – 57%.*

- Family structure can also have adverse effects on youth. Families are struggling to stay together. According to the Centers for Disease Control and Prevention, in 2019 the national divorce rate was 2.9 divorces per 1,000 people; in Campbell County that rate was 5.0 according to Wyoming Department of Health.
 - Department of Family Services in Campbell County receives between 960 to 1,200 reports on child abuse and/or neglect annually; and there were 120 children in foster care on any given day.
3. Suicide and Children: Youth Risk Behavior Survey 2015
31% of youth felt sad or hopeless
20% seriously considered attempting suicide
18% made a plan about how they would attempt suicide
11% attempted suicide

Wyoming ranked #1 in number of suicides per 100,000 population in 2019 (American Foundation for Suicide Prevention 2019).

2. What is the resource gap(s) that is being addressed by your program?

The need for the Day Treatment Program was identified by the Department of Family Services in Campbell County and supported by the Campbell County Juvenile Services Partnership (JSP) Coalition. JSP includes representatives from more than thirty agencies, organizations, businesses and individuals that work with or are committed to children and families. DFS and the members of the Coalition identified a gap or lack of adequate services to youth that combines treatment with education while allowing families to stay together and children to remain in the community. DFS/JSP also stressed that poor family management skills and parents attitude favorable to anti-social behaviors and drug use need to be addressed as well.

3. Describe what research-based programs and strategies will be utilized to make the program successful.

The Day Treatment program utilizes several research-based practices that are effective when working with high-risk families. First of all, the core of the program is based on active family involvement, their voice and choice, utilizing Positive Practices and on addressing risk factors by building on the positive assets that families possess. It is a family-centered program.

The Day Treatment educational component is geared to meet the individual academic needs of youth through a highly structured, individualized and supportive setting.

The treatment portion of the program utilizes the following evidence-based treatment modalities: cognitive behavioral therapy, motivational interviewing, (<http://www.nrepp.samhsa.gov>, both are rated best practice by the Substance Abuse and Mental Health Services Administration, SAMSHA); components of Family Behavioral Therapy and Functional Family Therapy (<http://www.drugabuse.gov>, rated best practice by the National Institute of Drug Abuse). When substance use is an issue for youth, relapse prevention and a 12-Step Program are utilized

(<http://www.drugabuse.gov>, are rated best practice by National Institute of Drug Abuse). Treatment goals are developed on an individualized basis in collaboration with the family. Both the individual and family strengths are utilized to encourage therapeutic change.

Furthermore, an individualized behavioral plan, that outlines goals and issues, is developed for each youth using the Family Group Conferencing model. Youth's involvement in positive recreation, and artistic and cultural experiences serve as an additional strong reinforcement for youth to succeed.

Families' participation in the Nurturing Parent Program. This 12-week evidence-based Nurturing Parenting Program builds protective factors in families and increases the health and well-being of youth and their families. (<http://www.nrepp.samhsa.gov>, rates best practice by the Substance Abuse and Mental Health Services Administration, SAMSHA and <http://www.ojjdp.gov>, by the Office of Juvenile Justice and Delinquency Prevention). The Nurturing Parenting Program continues to make significant impact on families and their functionality.

C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

Campbell County is a team-oriented community. The JSP coalition meets monthly to share concerns, identify the gaps and needs of the community, establish goals, set guidelines, and make decisions. The following need assessment surveys were reviewed to identify the priorities for children and families in Campbell County: the Preventive Needs Assessment (PNA) and Youth Risk Behavior Survey (YRBS) for Campbell County, the Campbell County CARE Board need assessment for low-income families, data provided by the DFS, County Attorney's Office, Diversion and Juvenile Probation Department, Gillette Police Department, Sheriff's Office, Council of Community Services, Healthy Community Needs Assessment, Census data, etc. The members also looked at the Community Human Service Resource Manual that details the services provided by human resource agencies and organizations in Campbell County. Based on the data provided and identified service gaps, the JSP members and DFS representatives assessed the needs of the community and chose the risk factors (poor family management skills, parents attitude favorable to anti-social behaviors and drug use, high alcohol and tobacco use among teens) that the TANF/CPI funds will be used to address.

JSP/DFS felt that the Y.E.S. House Day Treatment program is made of elements that address these risk factors and strengthen such protective factors such as bonding among family members, empowering families to become nurturing and a stronger unit, connecting youth to positive role models through mentoring and building healthy values and beliefs. Therefore, the services that Day Treatment provides which combine counseling, mentoring, substance abuse groups, parenting classes while allowing families to stay together and youth to remain in the community were one of the focuses during the community planning process.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Diversion and Juvenile Probation Departments	Assist with referrals and participate in the youth's case management
Department of Family Services	Assists with referrals and development of individual treatment plans, the evaluation process, conducts background checks of employees and volunteers; assists with gap analysis
Campbell County Extension Office	Provides instructors to teach nutrition and healthy living classes
Workforce Center	Coordinates internships/apprenticeships for clients to learn job-related skills and provide pre/post-employment training
Gillette Abuse Refuge Foundation (a domestic violence shelter)	Conducts educational presentations to parents and teens at our Nurturing Parent classes
Juvenile Services Partnership	Assists with gap analysis/need assessments

3. Describe how the program will be sustained by the community beyond the funding period.

The need for the Day Treatment Program was determined by DFS and the Campbell County Juvenile Services Partnership Coalition. The community felt it was our major priority to start serving youth that needed treatment and educational services while keeping them in their homes. The Coalition members meet the second Friday of every month and discuss various programs that are implemented in the community, and how they can be sustained. The main factor in the sustainability of the program beyond the TANF funding is the community involvement in serving needy children and families. Additionally, the Y.E.S. House has a long history of collaborating with private, governmental and corporate entities in the community for referral services, support, employment opportunities for our youth, volunteers' involvement, etc. This is another important factor in sustaining the Day Treatment Program. The Y.E.S. House Foundation also started an Endowment Fund with the goal to ensure that the programs at our agency will be sustained as long as there is a need for them.

D. Project Goals and Outcomes

1. Goals for the Project: What are the goals of your program? How will you serve TANF eligible individuals/families?

It is the goal of the program to assist families in moving towards self-sufficiency by providing youth with treatment and educational services while keeping them in their homes; and by providing families with individual and family counseling, family classes, etc. The whole program is a collaborative community-based and data-driven project to address the pressing needs of children and families in Campbell County.

2. Outcomes: Using the chart below, please identify the measurable outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Keep families intact	77% of youth will be safely maintained and cared for in their homes	- Nurturing Parent classes for parents and teens - Substance abuse and mental health groups - Individual and family counseling - Life skills groups	Case notes while clients in the program, and follow up records with families after the discharge
Improve family management skills and functioning	86% of families improve their family management skills; and learn about healthy relationships, communication and healthy behaviors	Participation in the Nurturing Parent Program	Pre and post Nurturing Quiz

3. Describe your data collection methods to be used.

Data will be collected from the Nurturing Parent quizzes, interviews, clients' satisfaction surveys, case notes, and follow ups will be utilized to assess program's effectiveness. During quarterly meetings, the partners of the program will discuss if the program is meeting its benchmarks, analyze what data is revealing, discuss solutions and make the strategic plan for the next four months.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

Data from the above instruments, interviews, and documents will be compiled monthly and submitted on a quarterly basis. This is accomplished through a combined, team effort that includes therapists, educational personnel, youth advocates/case managers and evaluator. The Project Evaluator will report on what the analyzed data has revealed. Much of the data is subject to analysis for rate and percentage of change. The evaluation plan will consist of incorporating key methodologies, that of process and outcome evaluations, into the overall plan. The PROCESS evaluation will tell if the program is effective: if parents are improving their family management skills; if cooperation with the outside agencies is contributing to the program's effectiveness, etc. The OUTCOMES Evaluation will address whether the program is achieving its intended outcomes. The partners will estimate the direction of the trend, and if the program is achieving its goals.

A post-discharge instrument will also be utilized which follows the family at 3, 6 and 12 months after discharge from the Day Treatment Program. The information on this instrument is acquired by phone or face-to face visits with the youth and/or family. If the family moves out of area, attempts will be made to obtain an address and phone number to follow-up.

G. TANF Recruitment

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?

The program does extensive outreach to reach out to the TANF eligible families that need Day Treatment. Staff conduct weekly communications with organizations that work with families; present to counselors at the Campbell County School District and at civic organizations/clubs. Program's representatives serve on local coalitions and boards such as Juvenile Services Partnership, Community Juvenile Services Board, Campbell County Prevention Council, Child Protection Team and CARE board (oversees CSBG funds for low-income families) to communicate to the community about the Y.E.S. House programs, enrollment process and eligibility. The enrollment process is simple and client friendly. The Manager for Day Treatment reviews all referrals, assesses eligibility, makes a contact with the family and then refers family to the Y.E.S. House therapy department to do an initial clinical intake/assessment. The Y.E.S. House financial specialist meets with the family to go over the income verification. The family is enrolled in the Day Treatment services between 7 to 14 days.

2. What is the projected number of TANF eligible individuals that will be served by this program?

Four to five youth will be served in the program daily, making a total of seventeen (17) individual youth, fifty (50) family members will be served during twelve months.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

The youth that will receive services will be youth whose families are living with incomes that are at or below 185% of the federal poverty level. The TANF eligibility intake form will be utilized to determine eligibility. Parents will be asked to bring two of their most current pay stubs and tax returns for the last 2 years to confirm eligibility.

BUDGET

Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

Day Treatment is supported by the City of Gillette 1% tax, private donations, and private insurance/Medicaid if clients have insurance.

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

There are two very clear cost-benefits associated with the Day Treatment program. The first is monetary or dollar savings; and the second is the cost benefit to quality of life for the child, family and community.

The Y.E.S. House anticipates that from October 1, 2021 through September 30, 2022 the Day Treatment program will serve 17 TANF eligible children for a total of 1,760 child service days. The daily cost per day per child for this TANF/CPI grant is \$19.13. It is important to further note that the Day Treatment Program is not focused solely on the child, but focuses on the entire family, making the total number of people served by the program 50, further reducing the cost per day.

The financial benefit to the state of Wyoming as a result of the Day Treatment is impressive. For every 50 Wyoming families that reach self-sufficiency, Wyoming experiences the following cost savings:

Eliminated foster care cost (25 children)	\$330,000
Food stamps savings (27 families)	\$77,150
Medicaid savings (20 families)	\$175,000
Eliminated incarceration cost (9 youth)	\$493,560
Annual savings to Wyoming	\$1,075,710

The cost benefit as it relates to the quality of life for the youth, family and community is directly related to the youth remaining in their homes and the community. The youth continue to maintain strong bonds with their family and allows them to develop positive support systems that will directly impact their success after they have graduated from the program. Treatment and case management involving the entire family is crucial to the success of the youth. There must be developed a positive, supportive recovery environment for youth to be successful. Furthermore, families frequently have more than one child and the success and knowledge they experience will benefit other family members.

YES House
Annual Amount Requested from Proposal:
33,670

	Program Costs	Admin Costs	Summary and Justification for Budget Expense
Salaries <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	22,000	1,955	- Admin: accounting - Program: 23% of 2 FT therapists
Employer Paid Benefits <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	2,596	-	Benefits are 11.8%.
Employer Payroll Taxes <u>Admin:</u> Activities spent	2,200	-	Payroll taxes are 10%

managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.			
Supplies <u>Admin:</u> Supplies and expenses needed to manage the grant. <u>Program:</u> Supplies needed for instructor use.	2,862	381	- Program: client supplies such as paper, books, art supplies, food - Admin: office supplies
Recruiting and Marketing Cannot include promotional items.	-	-	
Travel	-	-	
Rent and utilities <u>Admin:</u> Rent and utilities for time spent managing the grant. <u>Program:</u> Rent and utilities for space provided to direct services for participants.	1,100	576	Program: Utilities for the space used by clients - \$75 per month x 12 months. Admin: utilities for the space used to manage the grant - \$57 per month x 12 months.
Participant Tuition and Class Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Class Supplies and Materials	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant License and Certification Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Drug and Aptitude Screening Can include other types of assessments.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Work Support Services and Clothing	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Wages	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other Student Needs: Description -	Click here to enter text.	Click here to enter text.	Click here to enter text.
Sub-Total	30,758	2,912	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	33,670		
Number of TANF Participants Planning to Serve	17		
Cost Per TANF Participants	\$1,980.59		or \$19.13 per participant a day

ASSURANCE

In compliance with this grant proposal as published by the Department of Family Service, and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

If successful in securing funds for TANF C PI, applicant agrees to the following:

1. Must abide by all rules (if applicable), state, and federal laws applicable to the grant.
2. Must guarantee compliance to federal, state and local fiscal guidelines and reporting requirements applicable to the grant.

Authorized Representative Signature


(County Commissioner Chair)

Printed Name: _____

Date: _____

Assurances must be signed for grant application to be considered.

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Quarterly Report and Invoice



Temporary Assistance for Needy Families
Wyoming Department of Family Services

TANF CPI FFY21 Quarterly Report and Invoice

County/Tribe:

Campbell County

Reporting Period:

— —

Date:

— —

Evaluation of Outcomes:

Council of Community Services

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Children exit foster care and unified with parents	Clients will be reunified with children in their home		
Family exits program into stable housing	Clients will be reunified or stabilized and move into stable housing		
Parents gain knowledge of basic life skills	Clients show progress on weekly apartment walk-throughs		

YES:

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Keep families intact	77% of youth will be safely maintained and cared for in their homes		
Improve family management skills and functioning	86% of families improve their family management skills; and learn about healthy relationships, communication and healthy behaviors		

Climb:

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Show progress each quarter toward the final goal of 80% of the individuals enrolled in the program successfully completing the program.	80% of participants who enter the program will successfully complete it.		
75% of Climb program graduates will be employed after program completion.	75% of these program graduates will be employed after program completion.		

Show progress each quarter toward the final goal of individuals who completed the program earning 90% higher wages than when they entered the program.	75% of program graduates will be employed after program completion and will be earning a 90% higher wage than they were before the program.		
Show progress each quarter toward the final goal of 90% of the individuals who complete the program experiencing a decrease in the dependence on food stamps.	Over time, 90% of program graduates will show a decrease in their dependence on food stamps.		
50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public health insurance.	Of the graduates who enter the program utilizing public health insurance 50% will end their dependence on public health insurance.		
Increased knowledge and skills regarding healthy relationships, strong and stable environments, communication and health behaviors.	100% of single mother who enter the Climb program will have received life skills training and mental health counseling.		

Successes and Challenges:

Please share quarterly successes and challenges.

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Quarterly Invoice: Campbell County Commissioners

Submit To:

Georgia Auch

georgia.auch1@wyo.gov

Expenditures for the Month and Year of: _____

Submitted on _____

	Program Costs	YTD Program	Admin. Costs	YTD Admin	Program Budget	Admin Budget
Salaries						
CCS					\$23,500.00	
CLIMB					\$13,000.00	\$1,200.00
YES					\$22,000.00	\$1,955.00
Employer Paid Benefits						
CCS					\$5,400.00	
CLIMB					\$500.00	\$200.00
YES					\$2,596.00	
Employer Payroll Taxes						
CCS					\$1,000.00	
CLIMB					\$1,200.00	\$500.00
YES					\$2,200.00	
Supplies						
YES					\$2,862.00	\$381.00
Rent and Utilities						
CCS (client rent & utilities)					\$6,500.00	
CLIMB					\$1,600.00	
YES					\$1,100.00	\$576.00
Participant Incentives						
CLIMB					\$1,000.00	
Other Participant Needs						
CLIMB Mental Health Provider					\$1,730.00	
Sub-Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$86,188.00	\$4,812.00
Quarterly TOTAL (Program + Admin)					\$91,000.00	
Number of Participants Served						
Cost Per Participant						

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TANF Participant Application and Eligibility Form

Instructions: All applicants shall complete a TANF Participant Application and Eligibility Form. Failure to provide the requested information will result in disqualification from participating in the program. The completed and signed form shall be kept in applicant's file. Participant files shall be kept for 3 years following program exit date.

PROGRAM DATA	
Program Name:	
Date of Program Enrollment:	
APPLICANT DATA	
Applicant Name:	
Social Security Number:	
Address, City, State, Zip:	
Phone:	
Date of Birth (mm/dd/yyyy):	
Parenting Adult:	☐ Custodial ☐ Non-Custodial with Financial Responsibilities ☐ Legal Guardian who is related to child(ren).
Other adult(s) in the Home and Relationship:	
Number of Children:	
Government Programs Enrolled in:	☐ SNAP ☐ Child Care ☐ LIEAP ☐ WIC ☐ POWER ☐ Medicaid ☐ Section 8 Housing
Court Ordered Child Support:	☐ Yes ☐ No Monthly Amount \$
Is applicant currently employed:	☐ Yes ☐ No
If yes, name of employer and amount:	Employer Name: _____ Hours worked per week _____ Hourly Wage _____ Monthly Gross Amount _____
Other Income in Household?	☐ Yes ☐ No
If yes, source of income, who receives it and amount	Source: _____ Who: _____ Monthly Gross Amount \$ _____
TOTAL Gross Household Income:	\$ _____
ELIGIBILITY CHECKLIST	
Eligibility is determined at time of enrollment; future changes in status will not affect applicant's ability to complete program.	
Applicant lives in Wyoming.	☐ Yes ☐ No
Applicant is a U.S. Citizen or Legal Resident.	☐ Yes ☐ No
Applicant and her family (<i>benefit unit</i>) meet income eligibility (<i>185% of Federal Poverty Guidelines</i>).	☐ Yes ☐ No
Applicant is a parenting adult; custodial, non-custodial, or related guardian.	☐ Yes ☐ No

I certify that the above information is correct to the best of my knowledge, and I agree that this information may be released to the Wyoming Department of Family Services.

Applicant Signature

Date

I certify that the above information is correct to the best of my knowledge. I agree to protect the confidentiality of the applicant information and to use the information for authorized statistical purposes only.

Program Representative

Date

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OFFICE

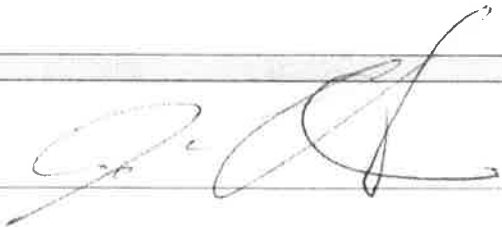
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

TO: Board of Commissioners
FROM: Extension Office
DATE: 10/14/2021
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

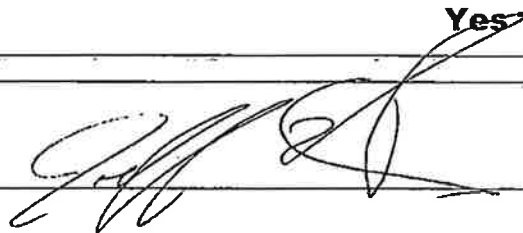
[illegible]

2021-079 Position Vacancy Justification

Department:	CAM-PLEX			Date:	9/30/2021
Position Title:	Assistant Technical Director				
Classification Band / Range:	108	Current Salary of Incumbent:	n/a		
Salary Range:	Min \$22.57	Mid \$28.21	Max \$33.85		
Justification for Hiring Position:	Filling existing budgeted position due to separation.				
Promoted Incumbent:					
Position Originated:	1985				
Funding Source for Position:	County: Yes	State: No	Federal: No	Other: Yes	Explain Other: City – 20%
Status Code:	Full-Time Yes	Part-Time	Number of Annual Hours:		2080
Reason for Vacancy:	Replacement due to Separation: X		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	Yes				
Benefit Eligible:	Yes				
Department Head Signature & Date					
Commissioner Approval & Date:					

2021-082

Position Vacancy Justification

Department:	CAM-PLEX			Date:	10/18/2021
Position Title:	Event Technician				
Classification Band / Range:	107	Current Salary of Incumbent:	\$40,601.60		
Salary Range:	Min \$19.52	Mid \$23.43	Max \$27.34		
Justification for Hiring Position:	Adding Position				
Incumbent:					
Position Originated:	1985				
Funding Source for Position:	County: Yes	State: No	Federal: No	Other: Yes	Explain Other: City – 20%
Status Code:	Full-Time Yes	Part-Time	Number of Annual Hours:		2080
Reason for Vacancy:	Replacement due to Voluntary Termination:		Replacement due to Retirement:		New Position: X
Existing Budgeted Position:	No				
Benefit Eligible:	Yes				
Department Head Signature & Date					
Commissioner Approval & Date:					

10/18/21

10/18/21

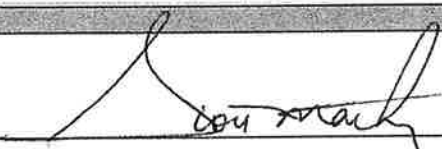
2021-080

Position Vacancy Justification

Department:	Children's Developmental Services of Campbell County			Date:	10/11/2021
Position Title:	Early Interventionist				
Classification Grade:	108	Current Salary of Incumbent:		52,993.00	
Salary Range:	Min 22.57	Mid 28.21	Max 33.85		
Justification for Hiring Position:	To provide special education/early intervention and family service coordination to infants, toddlers, and preschool children birth to age five and their families while adhering to the Rules and Regulations Governing Services to Children with Disabilities and ensure compliance with Part C of the Individuals with Disabilities Education Act.				
Termed Incumbent:					
Position Originated:	N/A				
Funding Source for Position:	County: No	State: Yes	Federal: Yes	Other: No	Explain Other:
Status Code:	Full-Time Yes	Part-Time No	Number of Annual Hours:		2080
Reason for Vacancy:	Replacement due to Termination: Yes		Replacement due to Retirement: No		New Position: No
Existing Budgeted Position:	Yes				
Benefit Eligible:	Yes				
Department Head Signature & Date	 10/11/2021				
Commissioner Approval & Date:					

2021-081

Position Vacancy Justification

Department:	Sheriff's Office			Date:	10/04/2021
Position Title:	Senior Administrative Assistant				
Classification Band / Range:	106	Current Salary of Incumbent:	\$24.83		
Salary Range:	Min \$19.00	Mid	Max \$28.49		
Justification for Hiring Position:	Filling existing budgeted position.				
Termed Incumbent:	[REDACTED]				
Position Originated:	Budgeted Position for fiscal year 2021-2022				
Funding Source for Position:	County: Yes	State:	Federal:	Other:	Explain Other:
Status Code:	Full-Time Yes	Part-Time	Number of Annual Hours:		2080
Reason for Vacancy:	Replacement due to Termination: X		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	Yes				
Benefit Eligible:	Yes				
Department Head Signature & Date	 10/4/2021				
Commissioner Approval & Date:					


 10/14/21

**OFFICE**

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

Carol J. Seeger
Executive Director of Administration

BOARD OF COMMISSIONERS

Robert Maul, Chairman
Rusty Bell
D.G. Reardon
Del Shelstad
Colleen Faber

October 18, 2021

Dr. Glen Murrell
Wyoming Energy Authority Executive Director
325 W. 18th Street #1
Cheyenne, WY 82001

Dear Dr. Murrell:

Campbell County is pleased to send this letter of support for Black Hills Energy's (BHE) *Carbon Capture, Utilization, and Storage Demonstration Project* which will be in Gillette, Wyoming. The project to deploy an innovative Cryogenic Carbon Capture™ pilot project at one of the coal fired power plants at the Gillette Energy Complex is a comprehensive approach for the development and deployment of an advanced CO₂ capture technology and potential long-term carbon storage, which together, have the potential to demonstrate significant reductions in both cost and energy requirements as compared to current carbon capture, utilization and storage (CCUS) technologies.

BHE's project team of industry experts, including Sustainable Energy Solutions, Chart Industries, Denbury, and Sargent and Lundy, presents a results-driven collaboration of key technical resources to advance the State of Wyoming's energy strategy and goal to advance commercial CCUS activity within the state. Approving the project will afford Wyoming Energy Authority the opportunity to conduct a full carbon management demonstration project with a high probability for success.

We are asking for your consideration and the Wyoming Energy Authority's consideration of BHE's project. Thank you in advance for your time and attention to this matter.

Sincerely,

Robert L. Maul
Chairman, Board of Campbell County Commissioners

The following page(s) contain the backup material for Agenda Item: [9:05 Recision of Open Burning Restriction](#)

RECISION OF OPEN BURNING RESTRICTION

RESOLUTION NO. 2095

WHEREAS, on August 3, 2021, the Board of Campbell County Commissioners, pursuant to W.S. 35-9-301, ordered an open burn restriction for Campbell County effective immediately.; and

WHEREAS, the Chief of the Campbell County Fire Department has recommended lifting that order due to a lessening of the fire danger;

THEREFORE, BE IT RESOLVED that the open burn restriction ordered by the Board of Campbell County Commissioners adopted on August 3, 2021, in Resolution No. 2084.1 is hereby rescinded.

RESOLVED this 19th day of October, 2021.

**BOARD OF COUNTY COMMISSIONERS
CAMPBELL COUNTY, WYOMING**

Robert Maul, Chairman

Rusty Bell

D.G. Reardon

Del Shelstad

Colleen Faber

ATTEST:_____
Susan F. Saunders, County Clerk

The following page(s) contain the backup material for Agenda Item: [9:10 Veteran's Day Ceremony Fireworks Request](#)

FIREWORKS RESOLUTION – VETERAN’S DAY CEREMONY

RESOLUTION NO. 2096

BE IT RESOLVED by the Board of County Commissioners, Campbell County, Wyoming, that enforcement of the prohibition of the sale and use of fireworks as provided by Resolution of this Board dated July 9, 1985, shall be stayed for the period of November 11, 2021 from 11:00 a.m. to 1:00 p.m. for the purpose of facilitating a firework display to commemorate our Veterans.

BE IT FURTHER RESOLVED that the commercial sale of fireworks will remain banned, and the use of fireworks during the time period outlined above shall be limited:

1. A display presented for the Veteran’s Day Ceremony at Lasting Legacy Park.

BE IT FURTHER RESOLVED that from and after 1:01 p.m. November 11, 2021, the prohibition prescribed by the Resolution of July 9, 1985, shall be in full force and effect.

RESOLVED this 19th day of October 2021.

BOARD OF COUNTY COMMISSIONERS

CAMPBELL COUNTY, WYOMING

Robert Maul, Chairman

Rusty Bell

D.G. Reardon

Del Shelstad

Colleen Faber

ATTEST: _____

Susan F. Saunders, County Clerk

The following page(s) contain the backup material for Agenda Item: [9:15 Piper Acres Improvement & Service District Formation](#)

Office of
Campbell County Clerk
P.O. Box 3010
Gillette, WY 82717-3010
Phone (307)682-7285 Fax (307)687-6455

MEMORANDUM

TO: Sandra Beeman
Office of County Commissioners

FROM: Michelle L Leiker 
Campbell County Elections Coordinator

DATE: October 12, 2021

RE: Piper Acres Improvement and Service District Formation

Attached to this cover memo is a Declaration of Election Results and Organizational Resolution for the formation of the Piper Acres Improvement and Service District. Please add this item to the October 19, 2021 meeting agenda. I will be presenting at the meeting.

Please return the Declaration to me after it is signed by the Board.

Contact me if you need more information.

cc:
Sean Brown
Patrick Carpenter

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR CAMPBELL COUNTY, WYOMING**

THE MATTER OF THE
ORGANIZATION OF:

PIPER ACRES
IMPROVEMENT AND SERVICE DISTRICT

)
)
)
)
)

DECLARATION OF ELECTION RESULTS AND ORGANIZATIONAL RESOLUTION

THIS MATTER will be heard this 19th day of October 2021, upon the certificate of the Canvassing Board, said election being for the organization and establishment of the proposed Piper Acres Improvement and Service District, and for the election of three (3) board members to serve as the initial Board of Directors of the district, said election held on the 28th day of September 2021, and the board being fully informed in the premises finds:

1. That a petition for the organization of the proposed Piper Acres Improvement and Service District was heretofore filed and presented to the board in conformity with applicable statutes and provided; that the allegations of said petition are true, that said petition was signed by more than sixty percent (60%) of the tax-paying electors of said proposed district, and the said petition was accompanied by a filing fee of two hundred (\$200.00).

2. That notice of hearing on said petition was given for the time and in the manner prescribed by law.

3. The area of the proposed district does not overlap any land presently within any other Improvement and Service District nor does it include any lands within a city or town, and the proposed district lies wholly within the County of Campbell and the State of Wyoming.

4. That the question of the organization of said Improvement and Service District was, by order of this board, duly entered and submitted to the electors of said proposed district at an election held on the 28th day of September 2021, said election being conducted in accordance with W.S. 22-29-115 through 22-29-116, a mail ballot election.

5. That the published notice of said election was duly given, said notice being published in the Gillette News Record, a newspaper of general circulation in the district on the

17th day of July 2021.

6. That the ballot was duly mailed to each qualified elector, as provided by law, on the 7th day of September 2021.

7. That at said election, the Campbell County Clerk certifies to this board and filed herein the return of said election; that 1 total vote was cast; that 1 vote was for the organization, and 0 votes were against the organization of said district. That the majority of votes cast were in favor of the organization of the proposed district.

8. That at the election, Tom Civin received the highest number of votes for director for a four-year term, that Lynne Civin and Tom Simons received the highest number of votes for director for the two-year terms.

IT IS THEREFORE RESOLVED:

1. That the Piper Acres Improvement and Service District and the same hereby is, declared, created and established as a governmental subdivision of the State of Wyoming, and as a body corporate, with all the powers of a public or quasi-municipal corporation; that the Board of Directors herein named shall have, and they are hereby vested with, all the powers, duties and obligations of Directors of Piper Acres Improvement and Service District as conferred and provided by said act, all laws amendatory thereof and supplemental thereto, and as may by law hereafter be provided.

2. That the corporate name of said District is, and it shall hereafter be known as the "Piper Acres Improvement and Service District."

3. That the Piper Acres Improvement and Service District shall have and exercise through its proper officers all of the power and authority conferred upon Improvement and Service Districts under and by virtue of the provisions of Wyoming Statutes §18-12-101 through §18-12-141, and all laws hereunto enabling, and all such power and authority as may hereafter be conferred by law.

4. That the following are, pursuant to the resolution of this Board, duly designated as the first Board of Directors of the Piper Acres Improvement and Service District for the terms set forth opposite each of their respective names, to-wit:

Tom Civin - To serve for a four (4) year term

Lynne Civin - To serve for a two (2) year term

Tom Simons - To serve for a two (2) year term

5. That the boundaries of the Piper Acres Improvement and Service District the land situated therein are described with particularly as follows:

LEGAL DESCRIPTION
EXHIBIT "A"

The LEGAL DESCRIPTION EXHIBIT "A" referred to above is attached to this document.

6. That the Certificate of Election Results are hereby filed herein by the Canvassing Board, and the same is hereby in all respects approved and confirmed.

7. That the form of Oath of Office hereto attached as Exhibit "B," and the same is hereby affixed and approved as the form of oath to be executed by the Directors of said District in qualifying for their offices.

8. That the members of the Board of Directors of the District shall qualify for office and organize the Board in the manner prescribed by the laws of the State of Wyoming.

9. That within ten days of the canvassing, the County Clerk shall transmit to the Department of Audit and the Campbell County Assessor a copy of this Declaration and Resolution.

RESOLVED this 19th day of October 2021.

CAMPBELL COUNTY BOARD OF COMMISSIONERS

Chairman, Campbell County Commissioners

Member, Campbell County Commissioners

Member, Campbell County Commissioners

Member, Campbell County Commissioners

Member, Campbell County Commissioners

ATTEST:

Susan F. Saunders, Campbell County Clerk

EXHIBIT "A"

(Legal Description)

PIPER ACRES PHASE I, A TRACT OF LAND BEING THE W1/2SW1/4 OF SECTION 13; THE SE1/4SW1/4, THE S1/2SE1/4, AND NE1/4SE1/4 OF SECTION 14; THE N1/2NE1/4 OF SECTION 23, AND A PORTION OF THE NW1/4NW1/4 OF SECTION 24, TOWNSHIP 49 NORTH, RANGE 73 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CAMPBELL COUNTY, WYOMING. SAID TRACT OF LAND BEING DESCRIBED MORE PARTICULARLY AS FOLLOWS:

BEGINNING AT THE NORTH QUARTER CORNER OF SAID SECTION 23, BEING THE TRUE POINT OF BEGINNING;

THENCE S89°04'01"W ALONG THE SOUTH LINE OF THE SE1/4 SW1/4 OF SAID SECTION 14, A DISTANCE OF 1331.91 FEET TO THE SOUTHWEST CORNER OF THE SE1/4 SW1/4 OF SAID SECTION 14;

THENCE N00°46'54"E ALONG THE WEST LINE OF THE SE1/4 SW1/4 OF SAID SECTION 14, A DISTANCE OF 1322.27 FEET TO THE NORTHWEST CORNER OF THE SE1/4 SW1/4 OF SAID SECTION 14;

THENCE N89°17'41"E ALONG THE NORTH LINE OF THE SE1/4 SW1/4 OF SAID SECTION 14, A DISTANCE OF 1330.13 FEET TO THE NORTHEAST CORNER OF THE SAID SE1/4 SW1/4 OF SECTION 14;

THENCE N89°18'03"E ALONG THE NORTH LINE OF THE SW1/4 SE1/4 OF SAID SECTION 14, A DISTANCE OF 1331.98 FEET TO THE NORTHEAST CORNER OF THE SAID SW1/4 SE1/4 OF SECTION 14;

THENCE N00°43'15"E ALONG THE WEST LINE OF THE NE1/4 SE1/4 OF SAID SECTION 14, A DISTANCE OF 1311.76 FEET TO THE NORTHWEST CORNER OF THE NE1/4 SE1/4 OF SAID SECTION 14;

THENCE N89°30'06"E ALONG THE NORTH LINE OF THE NE1/4 SE1/4 OF SAID SECTION 14, A DISTANCE OF 1331.09 FEET TO THE EAST QUARTER CORNER OF SAID SECTION 14;

THENCE N89°01'11"E ALONG THE NORTH LINE OF THE W1/2 SW1/4 OF SAID SECTION 13, A DISTANCE OF 1335.56 FEET TO THE NORTHEAST CORNER OF THE NW1/4 SW1/4 OF SAID SECTION 13;

THENCE S00°31'21"W ALONG THE EAST LINE OF THE NW1/4 SW1/4 OF SAID SECTION 13, A DISTANCE OF 1312.62 FEET TO THE SOUTHEAST CORNER OF THE NW1/4 SW1/4 OF SAID SECTION 13;

THENCE S00°31'56"W ALONG THE EAST LINE OF THE SW1/4SW1/4 OF SAID SECTION 13, A DISTANCE OF 1312.78 FEET TO THE SOUTHEAST CORNER OF THE SW1/4SW1/4 OF SAID SECTION 13;

THENCE S00°10'03"W ALONG THE EAST LINE OF THE NW1/4 NW1/4 OF SAID SECTION 24, A DISTANCE OF 1260.46 FEET TO THE NORTHERLY RIGHT OF WAY OF WYOMING STATE HIGHWAY NUMBER 50;

THENCE S40°16'44"W ALONG THE SAID NORTHERLY RIGHT OF WAY OF WYOMING STATE HIGHWAY NUMBER 50, A DISTANCE OF 95.46 FEET TO THE SOUTH LINE OF THE NW1/4 NW1/4 OF SAID SECTION 24;

THENCE S89°39'26"W ALONG THE SAID SOUTH LINE OF THE NW1/4 NW1/4 OF SECTION 24, A DISTANCE OF 1276.71 FEET TO THE SOUTHWEST CORNER OF THE NW1/4 NW1/4 OF SAID SECTION 24;

THENCE S89°01'01"W ALONG THE SOUTH LINE OF THE N1/2 NE1/4 OF SAID SECTION 23, A DISTANCE OF 2659.56 FEET TO THE SOUTHWEST CORNER OF SAID N1/2 NE1/4 OF SAID SECTION 23;

THENCE N00°14'43"W ALONG THE WEST LINE OF THE N1/2 NE1/4 OF SAID SECTION 23, A DISTANCE OF 1332.68 FEET TO THE NORTH QUARTER CORNER OF SAID SECTION 23 AND THE TRUE POINT OF BEGINNING.

SAID TRACT OF LAND CONTAINS 363.304 ACRES, MORE OR LESS.

PIPER ACRES

SHEET 2 OF 2

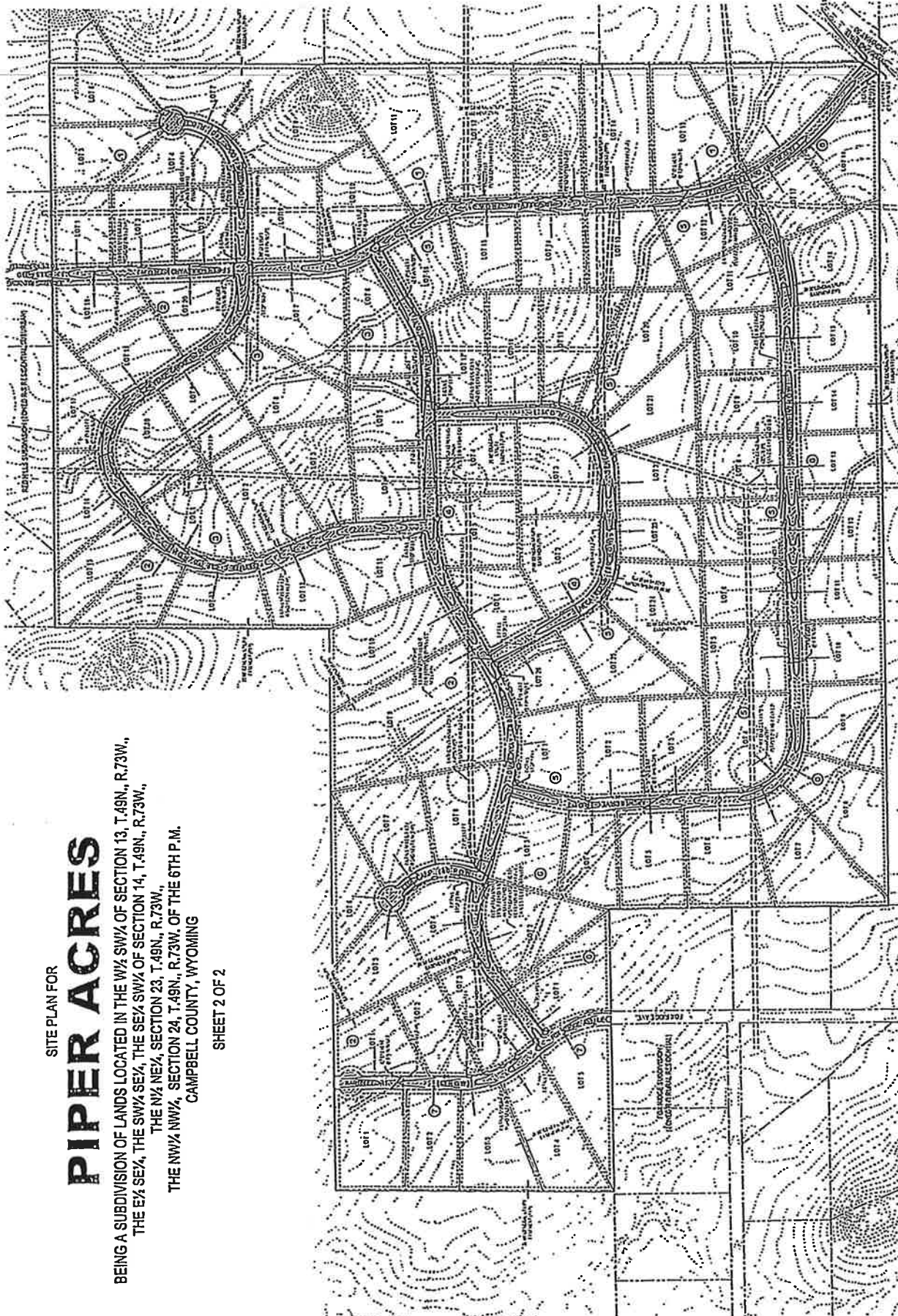


EXHIBIT "B"
OATH OF OFFICE
SPECIAL DISTRICT DIRECTORS

I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States, and the Constitution of this State, and that I will discharge the duties of my office with fidelity; that I have not paid or contributed, or promised to pay or contribute, either directly or indirectly, any money, or other valuable thing to procure my nomination or election (or appointment) except for necessary and proper expenses expressly authorized by law. I have not, knowingly, violated any election law of the State, or procured it to be done by others in my behalf. I will not knowingly receive, directly or indirectly, any money or other valuable thing for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law.

Dated this _____ day of _____, _____.

Signature of Director

(Name of District)

(Years of Term)

State of Wyoming)
) ss.
County of Campbell)

Subscribed and sworn to before me this _____ day of _____.

(Printed Name of Director)

Notarial Officer or Other Officer authorized to administer Oaths

My term expires: _____

W.S. 22-29-118 requires that all directors, whether elected or appointed, shall, within ten (10) days after notification of election or appointment, take the oath of office provided in the Wyoming Constitution, article VI, section 20, before an officer authorized to administer oaths. The director shall also complete the written oath and without delay transmit a copy of the oath in writing to the respective county clerks for the first election and to the secretary of the district thereafter.

The following page(s) contain the backup material for Agenda Item: [9:20 Means First Extension Water & Sewer District Enlargement](#)

**Office of
Campbell County Clerk
P.O. Box 3010
Gillette, WY 82717-3010
Phone (307)682-7285 Fax (307)687-6455**

MEMORANDUM

TO: Board of Campbell County Commissioners

FROM: Michelle L. Leiker 
Elections Coordinator

DATE: October 12, 2021

RE: Means First Extension Water and Sewer District Enlargement

Attached to this memo is a Certificate of the Petition for Enlargement of the Means First Extension Water and Sewer District, Order Setting Date for a Hearing and Notice of Public Hearing on the petition. Please add these to your October 19, 2021 meeting agenda. If approved, there will be a hearing on December 7, 2021 at 10:15 AM with an Order to follow at your December 21, 2021 meeting.

Please contact me if you need more information.

cc:
Sean Brown
Helenanne Cathey
Dennis Stillman

IN THE MATTER OF:)
)
A Petition for Enlargement of)
Means First Extension)
Water and Sewer District)

THIS IS TO CERTIFY that I have reviewed the Petition for Enlargement of the Means First Extension Water and Sewer District and have verified the qualifications of all signers utilizing the appropriate records and hereby certify that the signers of the petition are the owners (legal/titled owners) of the land proposing to be included into the district and represent not less than 25% of the landowners owning not less than 25% of the assessed valuation of the property within the area proposed to be included. The signers are the only landowners, owning 100% of the property within the proposed area. Means First Extension Water and Sewer District Board of Directors approved a resolution for the enlargement on July 13, 2021.

If, after a hearing on the matter, the petition is approved by the Campbell County Board of Commissioners, an election need not be held due to the fact the landowners and Board of Directors agree to the inclusion of the new area within the district.


Michelle L. Leiker
Elections Coordinator

Dated: October 7, 2021

IN THE MATTER OF:)
)
A Petition for Enlargement of)
Means First Extension)
Water and Sewer District)

Susan F. Saunders, County Clerk

IN THE MATTER OF:)
)
A Petition for Enlargement of)
Means First Extension)
Water and Sewer District)

PLEASE TAKE NOTICE THAT a hearing will be held upon the petitions filed by 3NB, LLC and 4M Environmental, LLC requesting the enlargement of Means First Extension Water and Sewer District as follows:

1. The purpose of the petitions filed with the Board of Campbell County Commissioners seek to enlarge the boundaries of Means First Extension Water and Sewer District, for water to be purchased. The Board of Directors of the district have approved the enlargement as proposed.
2. The name of the district is Means First Extension Water and Sewer District. The petitions and the land proposed to be included in the district is attached as Exhibit A.
3. The hearing will be held on December 7, 2021 at 10:15 A.M. in the chambers of the Board of County Commissioners located in the Campbell County Courthouse, 500 S. Gillette Ave., Gillette, Wyoming.

All interested persons may appear and be heard on the matter.

DATED THIS 19th day of October 2021

CAMPBELL COUNTY BOARD OF COUNTY COMMISSIONERS

Robert L. Maul, Chairman

ATTEST:

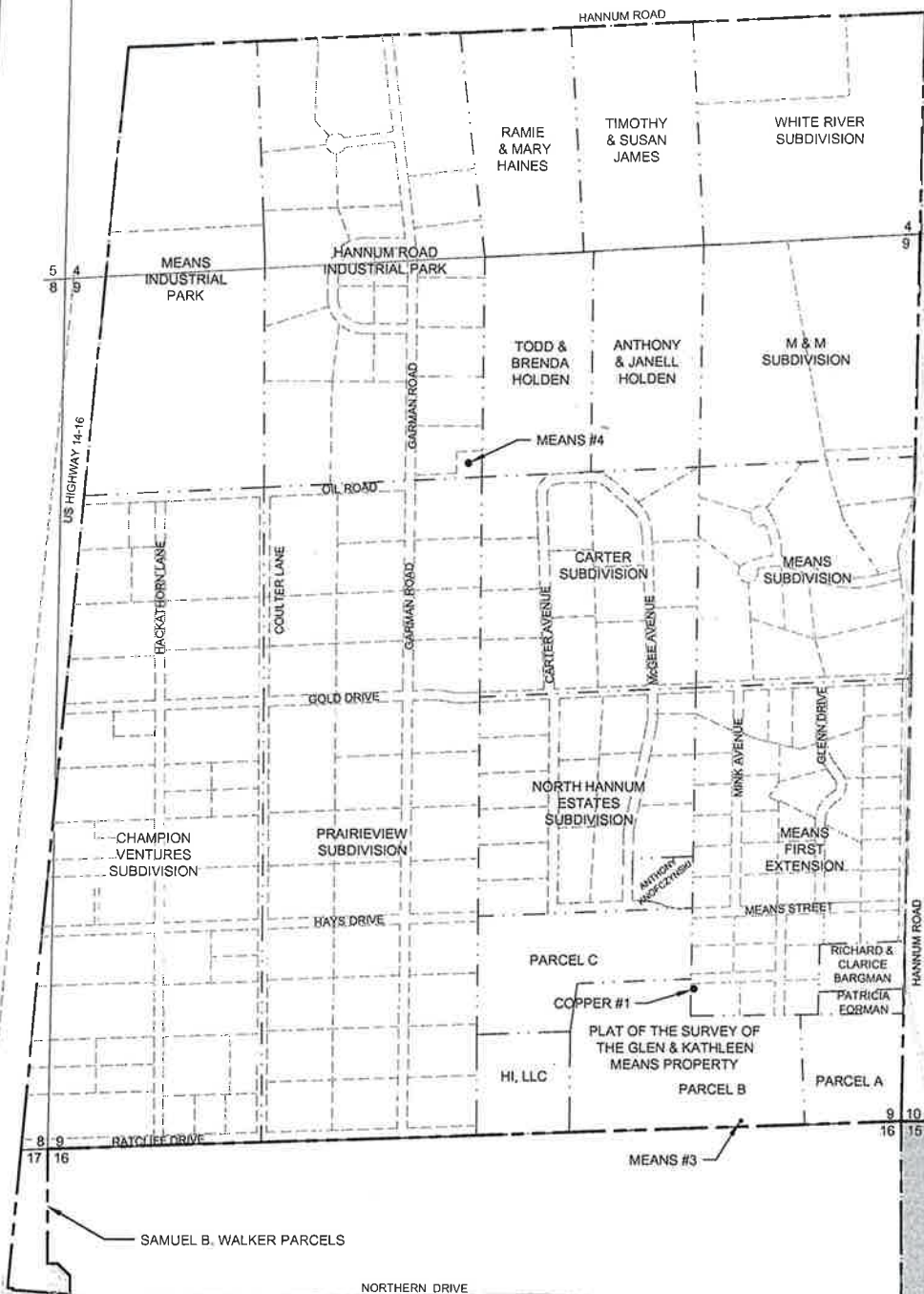
Susan F. Saunders, County Clerk

November 6, 2021

November 23, 2021



**MEANS FIRST EXTENSION WATER AND SEWER DISTRICT
DISTRICT BOUNDARY MAP APRIL, 2021
T50N, R72W, CAMPBELL COUNTY, WY**



**PARCELS TO BE ANNEXED INTO MEANS WATER AND
SEWER DISTRICT PER THIS MAP**

3NB, LLC PARCEL

THAT PORTION OF THE NW1/4 NW1/4 OF SECTION 15, T50N, R72W, SIXTH P.M. WYOMING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NW CORNER OF SAID SECTION 15; THENCE N89°16'21"E ALONG THE NORTH LINE OF SAID SECTION 15 A DISTANCE OF 1402.11' TO THE W1/16 CORNER OF SECTIONS 10 AND 15; THENCE S00°59'05"W, 1287.64' ALONG THE WEST ONE-SIXTEENTH LINE OF SAID SECTION 15 TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF NORTHERN DRIVE; THENCE S89°19'21"W ALONG SAID RIGHT-OF-WAY LINE 756.95'; THENCE CONTINUING N82°12'23"W, 98.13' ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE CONTINUING S15°25'02"E, 12.57' ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE CONTINUING S89°19'21"W, 57.73' ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE CONTINUING N13°35'25"W, 41.11' ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE CONTINUING S89°19'21"W, 60.80' ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE CONTINUING S00°40'42"E, 40.07' ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE CONTINUING S85°19'21"W, 47.13' ALONG SAID NORTH RIGHT-OF-WAY LINE TO A POINT ON THE WEST LINE OF SAID SECTION 15; THENCE N00°15'51"W ALONG SAID WEST SECTION LINE 1285.92' TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINING 40.91 ACRES, MORE OR LESS.

4M ENVIRONMENTAL, LLC PARCEL

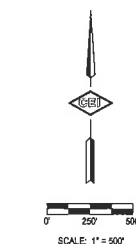
THAT PORTION OF THE NE1/4 NW1/4 OF SECTION 15, T50N, R72W, SIXTH P.M. WYOMING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTH 1/4 CORNER OF SECTIONS 10 AND 15, T. 50 N., R. 72 W., OF THE 6TH PRINCIPAL MERIDIAN; THENCE S02°14'15"W, 1289.6' ALONG THE NORTH-SOUTH CENTERLINE OF SAID SECTION 15 TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF NORTHERN DRIVE; THENCE S89°23'10"W, 3.0' ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE CONTINUING S89°19'21"W, 88.0' ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE CONTINUING N01°02'59"W, 39.9' ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE CONTINUING S89°21'41"W, 250.2' ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE CONTINUING S00°53'20"E, 40.2' ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE CONTINUING S89°19'20"W, 316.7' ALONG SAID NORTH RIGHT-OF-WAY LINE TO A POINT ON THE WEST ONE-SIXTEENTH LINE OF SAID SECTION 15; THENCE N00°58'53"E ALONG SAID WEST ONE-SIXTEENTH LINE 1287.4' TO THE W1/16 CORNER OF SAID SECTIONS 10 AND 15; THENCE N89°16'30"E ALONG THE NORTH LINE OF SAID SECTION 15 A DISTANCE OF 1402.4' TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINING 40.80 ACRES, MORE OR LESS.

DISTRICT'S EXISTING WATER RIGHTS

WYOMING STATE ENGINEERS WELL PERMIT NUMBERS		
Well Permits for Means #3	Well Permits for Copper #1	Well Permit for Means #4
Means #3 (U.W. 52818)	Copper #1 (U.W. 78859)	Means #4 (U.W. 165515)
1st Enl Means #3 (U.W. 78860)	1st Enl Copper #1 (U.W. 97249)	
2nd Enl Means #3 (U.W. 97250)	2nd Enl Copper #1 (U.W. 131366)	
3rd Enl Means #3 (U.W. 131367)		



BENCHMARK

CITY OF GILLETTE VCM #47
NORTHING: 1386253.1
EASTING: 561072.9
ELEVATION: 4572.707
CITY OF GILLETTE HORZ #3008
NORTHING: 1392494.30
EASTING: 568336.63
ELEVATION: 4458.42

LEGEND

- PARCELS TO BE ANNEXED
- LOT LINES
- PARCELS / SUBDIVISION BOUNDARY
- PROPOSED DISTRICT BOUNDARY
- WATER WELL LOCATIONS



Petition to Join Means First Extension Water & Sewer District

June 7, 2021

Means First Extension Water & Sewer District
P.O. Box 1661
Gillette, WY 82717

RE: Request for Water Service for 2200 Hannum Road, Gillette, WY

Dear Means First Extension Water & Sewer District,

We hereby request the addition of our property at 2200 Hannum Road, Gillette, Wyoming, into the Means First Extension Water & Sewer District. The legal description for the property is described in the attached page (Exhibit A).

We certify that we are the legal owners of the property.

By connecting onto the water system that is operated and owned by the Means First Extension Water and Sewer District, as the land owner located at 2200 Hannum Road, we agree to the following:

- 1) The water purchased from the Means First Extension Water and Sewer District will be used for domestic purposes only to supply existing facilities with potable water for consumption and sanitary purposes only and **will not** be utilized for industrial applications. Industrial applications shall be defined as utilizing water for the manufacturing of a product where the water is either consumed or is part of the product. This also includes utilizing water for any part of a process associated to the manufacturing of said product.
- 2) We will pay all costs for running the District's water line from a connection point on the line that is to be extended to the DRM, Inc. facility to our service location. We will be responsible for this work and the required permitting and will contract that work with DRM, Inc. The construction of this line will comply with all District by-laws, rules and regulations.
- 3) We will pay the required tap fee \$5,000 (for a service line under 1") and deposit (\$150) prior to connection and will install all of the required components and sign the required Water User Agreement.

Sincerely,


Michael T. Nisselius
Dated: 7/17/2021
Member
3NB, LLC
1801 Plumcreek Avenue
Gillette, WY 82716-2271


Nathan B. Nisselius
Dated: 7/18/2021
Member
3NB, LLC
22 Jocelyn Avenue
Gillette, WY 82718


Matthew J. Nisselius
Dated: 2021-07-08
Member
3NB, LLC
787 Main Street
Deadwood, SD 57732

Enclosures (Exhibit A)

EXHIBIT "A"

3NB, LLC PARCEL

THAT PORTION OF THE NW1/4 NW1/4 OF SECTION 15, T50N, R72W, SIXTH P.M. WYOMING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NW CORNER OF SAID SECTION 15; THENCE N89°16'21"E ALONG THE NORTH LINE OF SAID SECTION 15 A DISTANCE OF 1402.71' TO THE W1/16 CORNER OF SECTIONS 10 AND 15; THENCE S00°59'05"W, 1287.64' ALONG THE WEST ONE-SIXTEENTH LINE OF SAID SECTION 15 TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF NORTHERN DRIVE; THENCE S89°19'21"W ALONG SAID RIGHT-OF-WAY LINE 756.95'; THENCE CONTINUING N52°12'23"W, 98.13' ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE CONTINUING S13°35'29"E, 62.63' ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE CONTINUING S89°19'21"W, 67.73' ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE CONTINUING N13°35'29"W, 41.11' ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE CONTINUING S89°19'21"W, 60.80' ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE CONTINUING S00°40'42"E, 40.07' ALONG SAID NORTH RIGHT OF WAY LINE; THENCE CONTINUING S89°19'21"W, 417.13' ALONG SAID NORTH RIGHT OF WAY LINE TO A POINT ON THE WEST LINE OF SAID SECTION 15; THENCE N00°15'51"W ALONG SAID WEST SECTION LINE 1285.92' TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINING 40.91 ACRES, MORE OR LESS.

Petition to Join Means First Extension Water & Sewer District

May 3, 2021

Means First Extension Water & Sewer District
P.O. Box 1661
Gillette, WY 82717

RECEIVED ^{mx} 7/19/21 8/27/21
FILED 10/7/21 ^{mx}
CAMPBELL COUNTY CLERK

RE: Request for Water Service for 135 Northern Drive, Gillette, WY

Dear Means First Extension Water & Sewer District,

We hereby request the addition of our property at 135 Northern Drive, Gillette, Wyoming, into the Means First Extension Water & Sewer District. The legal description for the property is described in the attached page (Exhibit A).

We certify that we are the legal owners of the property.

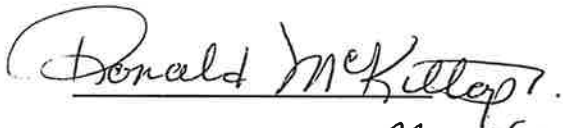
By connecting onto the water system that is operated and owned by the Means First Extension Water and Sewer District, as the land owner located at 135 Northern Drive, we agree to the following:

- 1) The water purchased from the Means First Extension Water and Sewer District will be used for domestic purposes only to supply existing facilities with potable water for consumption and sanitary purposes only and will not be utilized for industrial applications. Industrial applications shall be defined as utilizing water for the manufacturing of a product where the water is either consumed or is part of the product. This also includes utilizing water for any part of a process associated to the manufacturing of said product.
- 2) We will pay all costs for running the District's water line from a connection point near the District's water tanks along the north side of Sections 15 and 16 to a point inside our property line and then along the west side of our property line to our point of use at our new facility. We will be responsible for this work and the required permitting. The construction of this line will comply with all District by-laws, rules and regulations including the following:
 - a. Installation of a master meter near the connection point at the District's water tanks.
 - b. Installation of a fire hydrant at 135 Northern Drive that can be used to flush the line.
 - c. Obtain easements for the District for the installation and maintenance of the line along the entire route.
 - d. All construction is to be per City of Gillette Standard Construction Specifications.

Petition to Join Means First Extension Water & Sewer District

- 3) We will pay the required deposit (\$150) prior to connection and will install all of the required components and sign the required Water User Agreement. Per our understanding of discussions with Means First Extension Water and Sewer District, the required tap fee for a 2" meter will be waived for this request.

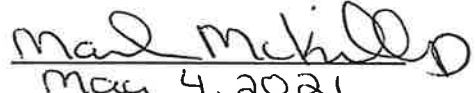
Sincerely,



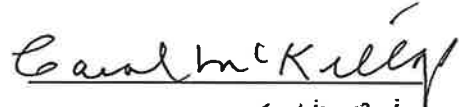
Donald McKillop, Jr. *May 4, 2021*
Member
4M Environmental LLC
817 Aspen lane
Gillette, WY 82716



Donald McKillop, Sr. *5-4-21*
Member
4M Environmental LLC
8120 Pheasant Drive
Gillette, WY 82718



Mark McKillop
Member
4M Environmental LLC
5004 Falcon
Gillette, WY 82718

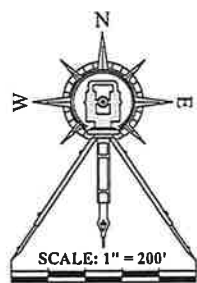
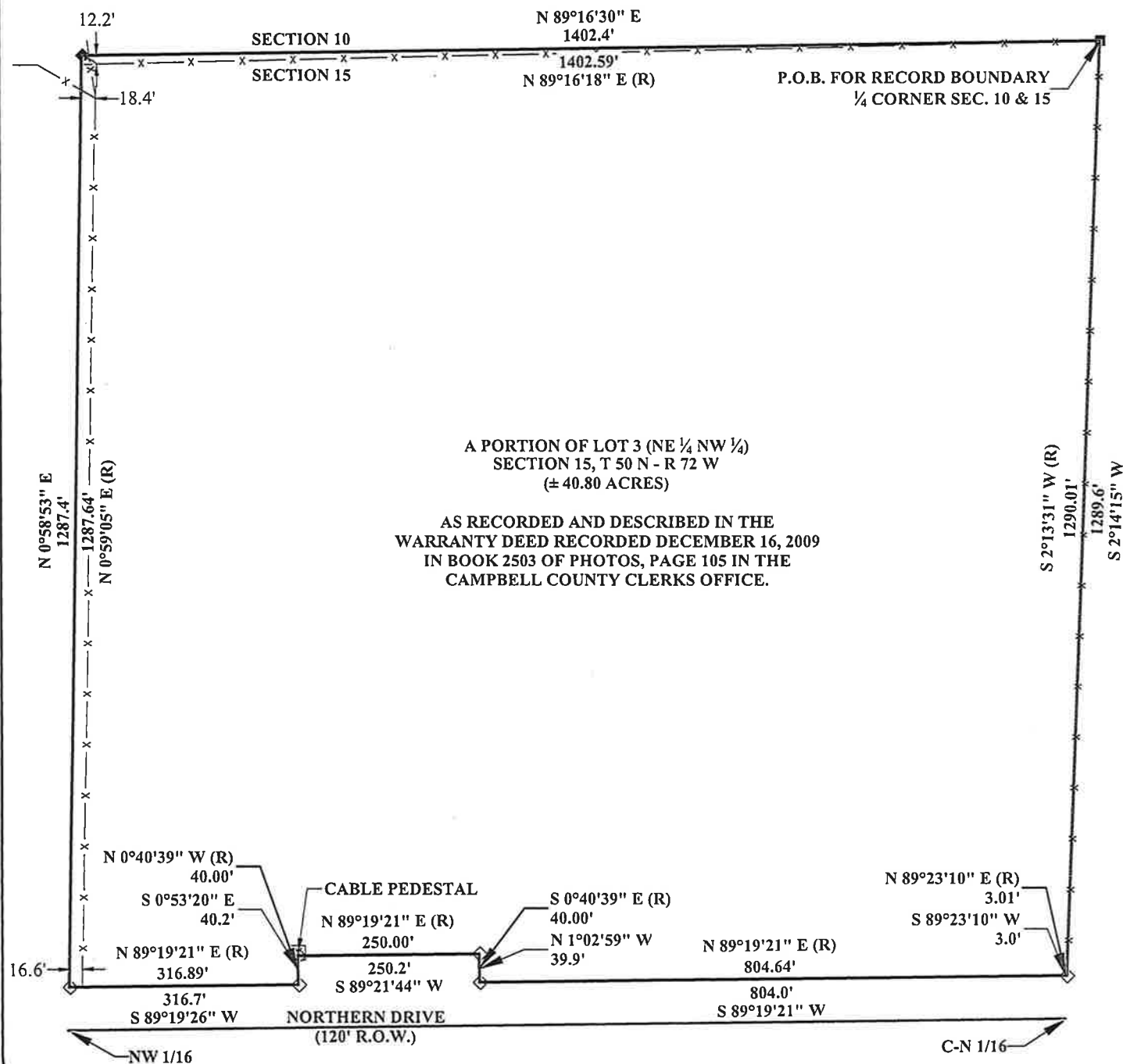


Carol McKillop *5-4-21*
Member
4M Environmental LLC
8120 Pheasant Drive
Gillette, WY 82718

Enclosures (Exhibit A)

EXHIBIT A

SITE SURVEY



LEGEND

MEASURED BOUNDARY	—————
RECORD BOUNDARY	—————
EXISTING FENCE	— x — x — x —
B.L.M. BRASS CAP	■
ALUMINUM CAP, RLS 2333	◆
ALUMINUM CAP, PELS 2395	◇
RECORD BEARING/DISTANCE	(R)

Prepared For:
DRM INC.
P.O. BOX 1002
GILLETTE, WY 82717

Prepared By:
LAND SURVEYING INCORPORATED
209 N. WORKS AVENUE
GILLETTE, WY 82716



Location:
135 NORTHERN DRIVE SITE SURVEY
A PORTION OF
LOT 3 (NE ¼ NW ¼),
OF SECTION 15,
T 50 N - R 72 W, OF THE 6TH P.M.,
CAMPBELL COUNTY, WYOMING

JOB #17-032A	FILE: 17032A_SITE.DWG	LSI - GILLETTE OPUS
CREATED BY: CLEPINE	CREATION DATE: 2/17/2017	
REVIEWER: CCI	APPROVED DATE: 2/20/2017	
REVISION HISTORY		

The following page(s) contain the backup material for Agenda Item: [9:25 Vehicle Capital Change Request
FY2021-22](#)

**OFFICE**

500 South Gillette Avenue
Suite 1100
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Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS

Robert Maul, Chairman
Rusty Bell
D.G. Reardon
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Campbell County Board of Commissioners

FROM: Anthony Langone, Fleet Manager

RE: FY 2021/22 Vehicle Capital Change Request

Date: October 12, 2021

As you know, 2 weeks ago I came in with my vehicle bids and recommendations. At that time, I asked county departments to forgo their requests, and resubmit the vehicle requests for next year's budget. I was approached from Road and Bridge and asked if they could be allowed to get one of the ¾ ton pick-ups they requested, because the pick-up being replaced is in poor condition and they are uncertain it will make two more years.

I would like to ask the board permission to reinstate and accept one bid from White's Energy motors. This bid is for a 2022 Ram Tradesman 2500 Crew Cab Short Box pick-up in the amount of **\$40,590.00**

White's Energy Motors

2022 Ram 2500 Tradesman Crew Cab Short Box 4x4

	<u>\$ 40,590.00 *</u>
Budget	\$ 38,000.00

The mission of Campbell County is to provide quality, efficient, and cost-effective services for all Campbell County residents through sound decision making and fiscal responsibility.

The following page(s) contain the backup material for Agenda Item: [9:30 Transport Vehicle Request FY2021-22](#)

**OFFICE**

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MEMORANDUM

TO: Campbell County Board of Commissioners

FROM: Anthony Langone, Fleet Manager

RE: FY 2021/22 Transport Vehicle Located

Date: October 12, 2021

This vehicle is about the Sheriff's Office transport vehicle bid that we did not receive. I asked permission to look for a transport vehicle on the ground that would fit our needs. After searching online and asking local vendors for a search, a 2021 Chrysler Pacifica AWD minivan showed up to Gillette on a truck.

The original asking price was **\$47,000.00** again this was over budget.

I have worked with White's Energy Motors and offered a trade to lower the price of this vehicle. We currently have 3 functionable Dodge Chargers that are stripped and ready for auction, units #504, #574, #477. All three of these units are between 130k miles and 160k miles and one has a salvage title from hail damage.

Whites has agreed to take all three vehicles for \$12k thus dropping our price for this Chrysler Pacifica to **\$35,000.00**. This will put us back under budget and allow for the few upfitted items needed for this vehicle.

I would like to ask to proceed with this purchase as presented.

White's Energy Motors

Budget F/Y 21/22
2021 Chrysler Pacifica AWD
(with trade-in)

\$45,000.00
\$47,000.00
\$35,000.00 *

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