

LARAMIE COUNTY CLERK BOARD OF COUNTY COMMISSIONERS AGENDA ITEM PROCESSING FORM

Grants
Copy

1. DATE OF PROPOSED ACTION: September 5, 2017

2. AGENDA ITEM: Appointments Bids/Purchases Claims

Contracts/agreements/leases **Grants** Land Use: Variances/Board App/Plats

Proclamations Public Hearings/Rules & Reg's Reports & Public Petitions

Resolutions Other

3. DEPARTMENT: Grants

APPLICANT:(Big Brothers Big Sisters, Boys and Girls Club, CLIMB, & WYFHOP)

RECEIVED AND APPROVED AS
TO FORM ONLY BY THE
LARAMIE COUNTY ATTORNEY

AGENT: Sandra Newland

4. DESCRIPTION: Consideration of a contract for Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI) funding between Laramie County and the Wyoming Department of Family Services for four successful applications: Big Brothers, Big Sisters of Cheyenne, Boys and Girls Club of Cheyenne, CLIMB Wyoming of Cheyenne, and the Wyoming Family Home Ownership Program in the amount of \$116,000.00 to run October 1, 2017 through September 30, 2018.

5. DOCUMENTATION: 1 original

<u>Commissioner</u>	<u>Clerks Use Only:</u>
Ash _____	<u>Signatures</u>
Heath _____	
Holmes _____	
Kailey _____	Co Attny _____
Thompson _____	Assist Co Attny _____
Action _____	Grants Manager _____
Postponed/Tabled _____	Outside Agency _____



WYOMING DEPARTMENT *of*
Family Services

2300 Capitol Avenue
Third Floor Hathaway Bldg
Cheyenne, WY 82002-0490
Tel: 307.777.7564
Fax: 307.777.7747
dfsweb.wyo.gov

August 17, 2017

Troy Thompson, Commissioner Chair
Debra Lee, County Clerk
Laramie County Commissioners
P.O. Box 608
Cheyenne, WY 82003

RE: Contract with Wyoming Department of Family Services

Dear Commissioner Thompson:

Enclosed for your signature is the original contract for the Temporary Assistance for Needy Families, Community Partnership Initiative (TANF CPI) Program. This includes any and all attachments.

After you have executed the contract, please return the original contract with original signatures in the enclosed self-addressed envelope. Once the contract has been fully executed, a copy of the contract in its entirety will be forwarded to you for your files.

Should you have any questions or concerns regarding the contract's contents, please contact Corrine Livers, the contract manager at (307)754-2245, ext. 23 or via email at corrine.livers@wyo.gov.

Any other questions you may have, please contact the undersigned at (307)777-5846 or via email at annette.jones@wyo.gov.

Thank you for your anticipated cooperation in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Annette Jones".

Annette Jones
SNAP/TANF Administrative Assistant

AJ/aj

Enclosure: as stated

**CONTRACT BETWEEN
WYOMING DEPARTMENT OF FAMILY SERVICES
AND
LARAMIE 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 Laramie County Commissioners (Contractor), whose address is: P.O. Box 608, Cheyenne, Wyoming 82003.
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 Laramie County families as outlined in Attachment A, which is attached to and incorporated into this Contract by this reference.
3. **Term of Contract.** This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from the Effective Date or October 1, 2017, whichever is later, through September 30, 2018. All services shall be completed during this term.
4. **Payment.** The Agency agrees to pay the Contractor for the services described in Section 5, below, and in Attachment A. Total payment under this Contract shall not exceed one hundred sixteen thousand dollars (\$116,000.00). Payment shall be made quarterly. 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.

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 is TANF, CFDA #93.558.

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. A TANF Eligibility Intake Form shall be completed for each family being billed under this Contract;

- D. Bill the Agency for funding quarterly. The Contractor shall only bill for services provided to TANF eligible families. The quarterly invoice in Attachment B, which is attached to and incorporated into this Contract by this reference, shall be used when submitting quarterly invoices.
- E. Limit the administrative costs at 10% of the program costs per invoice submission;
- F. Provide quarterly program performance reports. 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 the month;
- H. Submit the Year End Report summarizing the entire year no later than thirty (30) days after the term of the Contract;
- I. 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;
- J. Not use funds to provide cash, check(s) payable directly to the individual(s), or credit card company gift cards served by the program; and
- K. 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 members 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 the 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.

Federal law requires the Contractor to include all relevant special provisions of this Contract in every subcontract awarded over ten thousand dollars (\$10,000.00) so that such provisions are binding on each subcontractor.

- 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 program or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for 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.** Subrecipient 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.** Subrecipient acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Contract; and (2) any rights of copyright to which Subrecipient purchases ownership using funds awarded under

this Contract. Subrecipient must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Contract.

- M. Federal Audit Requirements.** Subrecipient agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Subrecipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Grant, Subrecipient shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records.
- N. Non-Supplanting Certification.** Subrecipient 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. Subrecipient should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Contract.
- O. Program Income.** Subrecipient shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this 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 and signed 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/Contract Not 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/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. The Contractor shall cooperate fully with other contractors and the Agency in all such cases.
- G. Certificate of Good Standing.** The Contractor shall provide to the Agency a Certificate of Good Standing verifying compliance with all applicable unemployment insurance and workers' compensation programs before and during performance of work under this Contract, if applicable.
- H. 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.
- I. Confidentiality of Information.** 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.
- J. Entirety of Contract.** This Contract, consisting of eleven (11) pages; Attachment A, Program Description, consisting of sixty (60) pages; and

Attachment B, TANF CPI Quarterly Report and Invoice, consisting of eleven (11) pages, represent the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Contract and the language of any attachment or document incorporated by reference, the language of this Contract shall control.

- K. 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.
- L. 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.
- M. 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.
- N. 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.
- O. 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 the behalf of the State of Wyoming or the Agency. The Contractor agrees that no health/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.

- P. Notices.** All notices arising out of, or from, the provisions of this Contract shall be in writing either by regular mail or delivery in person at the addresses provided under this Contract.
- Q. Notice of Sale or Transfer.** The Contractor shall provide the Agency with notice of any sale, transfer, merger, or consolidation of the assets of the Contractor. Such notice shall be provided in accordance with the notices provision of this Contract and, when possible and lawful, in advance of the transaction. If the Agency determines that the sale, transfer, merger, or consolidation is not consistent with the continued satisfactory performance of the Contractor's obligations under this Contract, then the Agency may, at its discretion, terminate or renegotiate the Contract.
- R. Ownership and Destruction of Documents/Information.** Agency 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/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. Upon Agency's verified receipt of such information, Contractor agrees to physically and electronically destroy any residual Agency-owned data, regardless of format, and any other storage media or areas containing such information. Contractor agrees to provide written notice to Agency confirming the destruction of any such residual Agency-owned data.
- S. Patent or Copyright Protection.** The Contractor recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Contractor or its subcontractors will violate any such restriction. The Contractor shall defend and indemnify the Agency for any violation or alleged violation of such patent, trademark, copyright, license, or other restrictions.
- T. 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).
- U. Proof of Insurance.** Contractor is protected by the Wyoming Governmental Claims Act and is a member of the Wyoming Association of Risk Managers (WARM), a governmental insurance pool, Wyo Stat. § 1-39-101, et. seq. and shall provide a letter verifying its participation in the WARM to the Agency.

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

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

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

Thomas O. Forslund, Director

Date

Korin A. Schmidt, Interim Senior Administrator

Date

CONTRACTOR:
Laramie County Commissioners

Troy Thompson, County Commissioner Chair

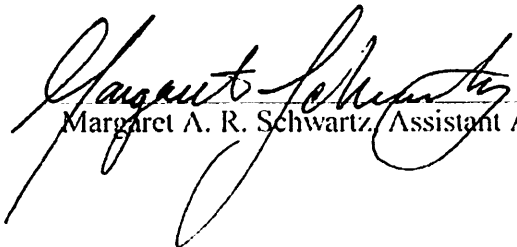
Date

ATTEST:
Laramie County Clerk

Debra Lee, County Clerk

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

 # 169999
Margaret A. R. Schwartz, Assistant Attorney General

 Aug. 14, 2017
Date

RECEIVED AND APPROVED AS
TO FORM ONLY BY THE
LARAMIE COUNTY ATTORNEY



**Temporary Assistance For Needy
Families (TANF)
Community Partnership Initiative (CPI)
Grant Application**

**Laramie County
FFY 2018**

Laramie County TANF 2018 Program Budget

	Program Services	Administrative Costs	Budgeted Amount
Salaries			
Big Brothers, Big Sisters	\$ 4,779.00	\$ 560.00	\$ 5,339.00
Boys and Girls Club	\$ 39,000.00	\$ 4,200.00	\$ 43,200.00
CLIMB	\$ 28,000.00	\$ 3,735.00	\$ 31,735.00
WYFHOP	\$ 9,000.00	\$ -	\$ 9,000.00

Employer Paid Benefits			
CLIMB	\$ 2,000.00	\$ 335.00	\$ 2,335.00

Employer Payroll Taxes			
Big Brothers, Big Sisters	\$ 652.00	\$ 76.00	\$ 728.00
CLIMB	\$ 2,800.00	\$ 470.00	\$ 3,270.00

Supplies			
CLIMB	\$ 115.00	\$ -	\$ 115.00

Rent and Utilities			
Big Brothers, Big Sisters	\$ 933.00		\$ 933.00
Boys and Girls Club	\$ 6,000.00	\$ 800.00	\$ 6,800.00
CLIMB	\$ 5,000.00		\$ 5,000.00

Participant Incentives and Expenses			
CLIMB	\$ 1,330.00	\$ -	\$ 1,330.00

Participant Class Supplies and Materials			
CLIMB	\$ 125.00	\$ -	\$ 125.00

Other Participant Needs			
CLIMB (Mental Health Provider)	\$ 6,090.00		\$ 6,090.00

Total	\$ 105,824.00	\$ 10,176.00	\$ 116,000.00
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Overview of Revised Budget			
Entity	# of Participants	Award Amount	Admin Costs
Big Brothers, Big Sisters	7	\$ 7,000.00	\$ 636.00
Boys and Girls Club	50	\$ 50,000.00	\$ 5,000.00
CLIMB Wyoming	40	\$ 50,000.00	\$ 4,540.00
WYFHOP	105	\$ 9,000.00	\$ -
Total Laramie County Budget		\$ 116,000.00	

Boys & Girls Club of Cheyenne FFY 2018

<p>Individual Organization Application Laramie County, Wyoming</p>

COVER PAGE

1. County/Tribe: Laramie County
2. Project 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: Sandra Newland
Title: Grants Manager
Organization: Laramie County, Wyoming
Address: 309 W. 20th Street, Suite 3100 Cheyenne, WY 82001
Phone: 307-633-4201
Email address: snewland@laramiecounty.com

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

Name: Rolinda Sample
Title: Chief Professional Officer
Organization: Boys & Girls Club of Cheyenne
Address: 515 W. Jefferson Rd. Cheyenne, WY 82007
Phone: 307-778-6674
Email address: rsample@bgcchev.org

4. Program Name: Boys & Girls Club Experience

5. Requested Amount: \$50,000.00

6. Authorized Representative Signature: 
(County Commissioner Chair)

Printed Name: Troy Thompson

Date: 4-16-11

Phone: 307-633-4260

E-Mail: commissioners@laramiecounty.com

PROPOSAL

A. Summary of Proposed Program

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

Boys & Girls Club's mission is dedicated completely to youth ages 6 to 18 and provides facility-based youth development with daily mentoring.

The Boys & Girls Club of Cheyenne will offer low-income children an opportunity to attend and participate in Boys & Girls Club activities after school and during the summer. Attendance in quality after school and summer programs with mentors is typically a disparity for low-income children.

Because of the disparity in our target population, Boys & Girls Club must keep our fees low. Club is open to youth every day from 2 until 7 p.m. on regular school days, with extended hours for no-school and early release days. Transportation is provided from 30 schools to the Club.

Local Cost Comparison:

Program	After-school Cost	2016 Summer Cost
Boys & Girls Club	\$10 per year	\$1,055 (11 weeks)
City's Latchkey	\$185 per month (only through 6 th grade)	\$1,100
YMCA	\$200-\$275 per month (only through 6 th grade)	\$1,350 to \$1,650
St. Mary's School		\$1,350 (ages 4-12)

Despite the Club's low cost, the fees can be prohibitive to attendance. The Wyoming Department of Family Services will subsidize these costs for qualifying families, but that assistance is unavailable for children over 12 years old. We feel that kids over 12 are especially in need of supervision and guidance to prevent unwed pregnancies, encourage two-parent families and support parents working toward or maintaining self-sufficiency and harmony at home. Besides the Club, there is a lack of organized, supervised and engaging activities for teens and pre-teens in Cheyenne.

To monitor the families' needs, they complete TANF Eligibility Form. Thus far in 2017 (January through April 10), we have already had 62 applications for scholarships submitted. There were 38 requests for our summer program, 16 requests for no school days, and 26 requests for the \$10 after school program. We had 14 total applications for kids who are 12 years old or older and are no longer eligible for state childcare assistance. These requests are primarily from low- to moderate-income working families. The Club saw a great increase in membership and youth served from 2015-16, with over 550 registered Club members (a 33% increase) and over 1,100 youth reached in Cheyenne (a 593% increase). In total, this is a 130% increase in total youth served, and a 24% increase in average daily attendance. This means that more youth are attending the Club more often.

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.

Laramie County, Wyoming

4. Population served.

Youth ages 6 to 18 who are living at or below the TANF Federal Poverty Level based on annual self-reports. Children between 6 and 18 years old may become a member of the Club. We have traditionally served lower income families; 61% (up from 55% in 2015) of our members qualified to receive free or reduced-price lunches at school. In

addition, 88% of Club members in 2016 lived below the low-moderate income threshold. Low- and moderate-income families – especially those with single parents or kids over 12 years old – often have few or no options for supervision during non-school hours.

5. Beginning and end date of program.

October 1, 2017 – September 30, 2018

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

We are open year-round. On regular school days, we are open to youth from 2 until 7 p.m. On early release days we are open to youth from 11 a.m. to 6 p.m. On no-school days and during the summer, we are open to youth from 7:30 a.m. to 6 p.m. In April 2016, the Club offered its first Saturday event, an Art Workshop. Saturday and late night events are now options for our Club to serve youth with extended hours. We are currently going through a community needs assessment to determine the needs beyond traditional Club hours and days..

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.

Through extensive research, Boys & Girls Clubs of America has identified certain elements that allow Clubs to ensure positive developmental experiences for its members. We have learned that the level of impact a Club's program has on young people depends on how frequently and how long members participate, as well as how well the Club implements these five key elements based on our annual quality improvement program and assessment:

1. A safe positive environment. Club staff, facilities, activities, and age-appropriate settings create stability, consistency and a sense of physical and emotional safety for members. The Club provides structure and clearly defined acceptable behaviors.
1. Fun. Clubs are fun for members. Members develop a strong sense of belonging through connections they establish with staff, volunteers and peers.
1. Supportive relationships. Club youth develop meaningful relationships with peers and mentors. Staff members actively cultivate such relationships to ensure that every member feels connected to one or more adults and peers. Staff members demonstrate warmth, caring, appreciation, acceptance and proper guidance in their interactions with members.
- Opportunities and expectations. Club youth acquire physical, social, technological, artistic and life skills. Clubs encourage members to develop moral character and behave ethically. Staff members establish and reinforce high expectations and help young people do well in school and pursue a post-secondary education.
- Recognition. Clubs recognize and affirm young people's self-worth and accomplishments. Staff members encourage youth and provide positive reinforcement as they make improvements and experience successes. The Club showcases young people's achievements.

The Boys & Girls Club of Cheyenne has worked diligently at providing a quality Club experience that incorporates the key elements listed above. The Cheyenne Club's scores in the Boys & Girls Clubs of America Formula for Impact assessment have continued to increase since 2009. The Club participates in an annual survey of members which allows our club responses to be compared to clubs across the country.

The Club has specifically improved its programming for teens, made evident by Cheyenne youth being named the statewide Wyoming Youth of the Year winners four times since 2010. Between 2015 and 2016, the Club doubled the number of teens served, and are on track continue this growth trend in 2017.

The Club is so much more than supervision, a tutoring program or even just a fun alternative to being home alone after school. Our focus is on the future, when the kids we see today will be the leaders of the community. Not only is the Club providing what kids and families need right now, we are guiding and molding citizens that will hold steady jobs, avoid drugs and alcohol, wait until adulthood to become parents, vote, give back to and lead Laramie County. In addition, the Club has a specific focus on preventing Summer learning loss during our Summer Brain Gain program. We know that this is an important part of keeping our youth on track academically, in order to keep them on a level playing field with their peers.

The Club is working to support youth by providing academic support and guidance toward making healthy choices and developing strong leadership and character traits. It is addressing all four of the TANF purposes:

- By keeping our membership fees low, we are helping family budgets stretch and allowing parents the freedom to work or attend school. Children in financially stable homes are more likely to be raised at home.
- Our program supports working parents by staying open until 7 p.m. and giving them peace of mind while at work. It is also helping to guide the next generation of employees and parents toward self-sufficiency with programs like financial literacy and career development.
- By providing mentorship and engaging activities, the Club is helping to prevent out-of-wedlock pregnancies and teaching youth about healthy relationships.
- The Club helps to take some of the pressure off of parents financially and by providing homework help, mentoring, etc., which can strengthen relationships at home. We are also helping our members develop healthy and realistic attitudes about their current and future relationships.

- **What is the resource gap(s) that is being addressed by your program?**

The prevalence of risk behaviors such as substance abuse and sexual activity among our community's youth point to a need for effective programming to provide knowledge, skills and peer-network resources to reduce these behaviors beyond those provided through the public school system.

Kidscount data found that, in 2008, 38 percent of Laramie County 10th graders reported that they used alcohol on one or more occasions during the past 30 days, and 56.1% have used alcohol at least once in their lifetime. In the same year, 17 percent of 10th graders reported having used marijuana at least once in the last 30 days. In 2016, 216 Laramie County students did not graduate high school. In the same year, the graduation rate in LCSD1 was 78.8%, but just 68% among students eligible for free and reduced lunch, and 48% among homeless youth. In addition, teen suicide is the second leading cause of death after unintentional injuries according to the Wyoming Department of Education. There were 220 divorces involving children in Laramie County in 2014. Pregnancy among 18 and 19 year olds is 20% greater in Wyoming than the national rate.

Nationally, adolescents ages 15-24 account for nearly half of the 20 million new cases of STD's each year.¹ Today, four in 10 sexually active teen girls have had an STD that can cause infertility and even death.²

According to the 2015 Youth Risk Behavior Survey via the Wyoming Department of Education, 47.2% of high school students in Wyoming report ever being sexually active. Among Hispanic/Latino youth, 37.7% of boys were sexually active, and 40.2% of girls were sexually active in 2015. This is compared to 27% and 33% respectively among white youth.

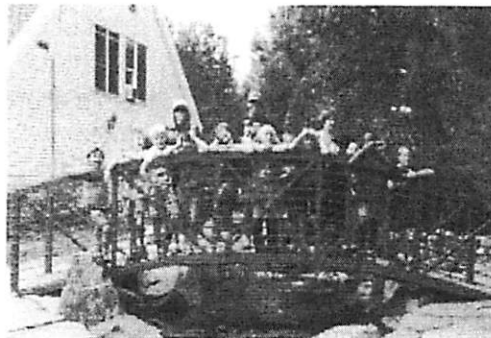
The Boys & Girls Club is working to prevent risky behavior and promote work ethic, good character and healthy choices among local youth now. The Club is also working to support families, which reduces abuse and neglect and

¹ The National Campaign to Prevent Teen and Unplanned Pregnancy

allows parents to work toward or maintain self-sufficiency. We are looking toward the future and guiding our members toward responsible choices and healthy relationships as adults.



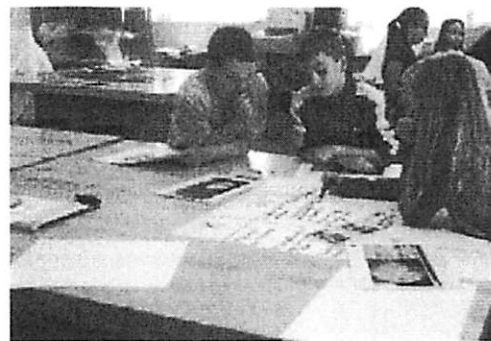
Cooking in Healthy Habits



Junior Gardners program on a field trip



Flag Football during the Summer



Homework at the Club

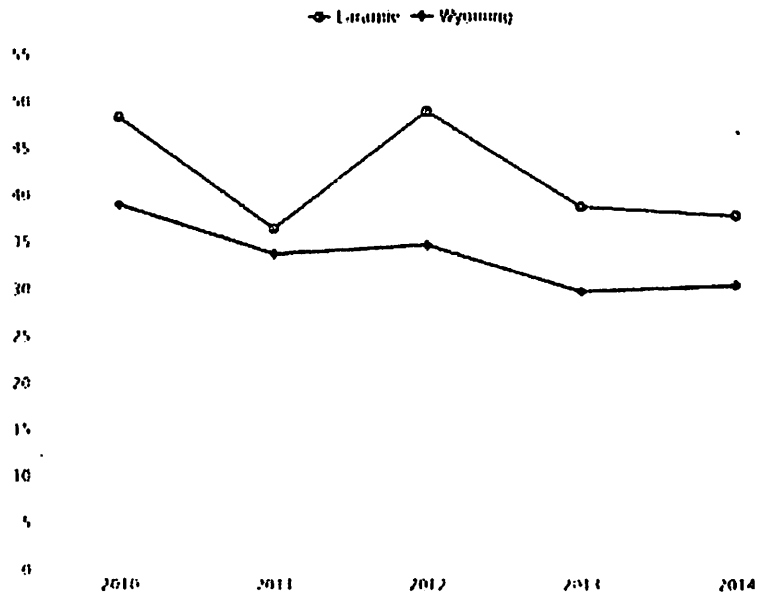
^[1]Centers for Disease Control and Prevention. (2015). *STD trends in the United States*. <http://www.cdc.gov>

^[2]Forhan, S. E., Gottlieb, S. L., Sternberg, M. R., Xu, F., Datta, S. D., McQuillan, G. M., et al. (2009). Prevalence of sexually transmitted infections among female adolescents aged 14 to 19 in the United States. *Pediatrics*, *124*(6), 1505-1512.

Teen Birth Rate: Rate Per 1000 Female Teens Age 15-19

Year(s): 5 selected | Data Type: Rate

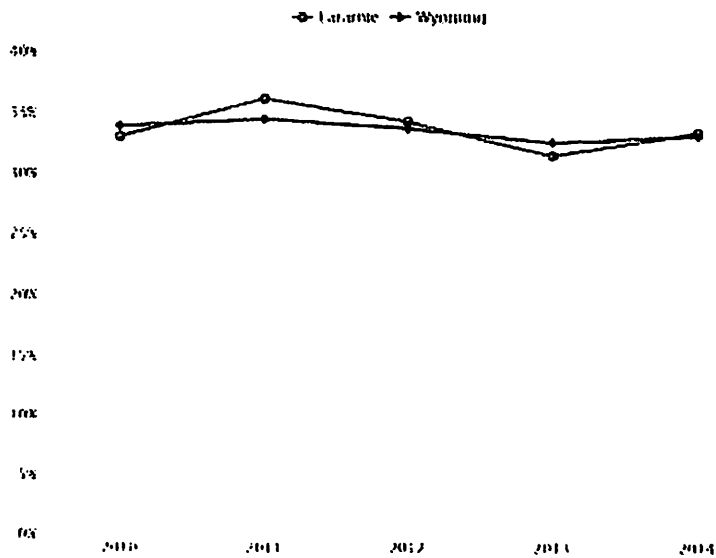
Data Provided by: Wyoming Community Foundation



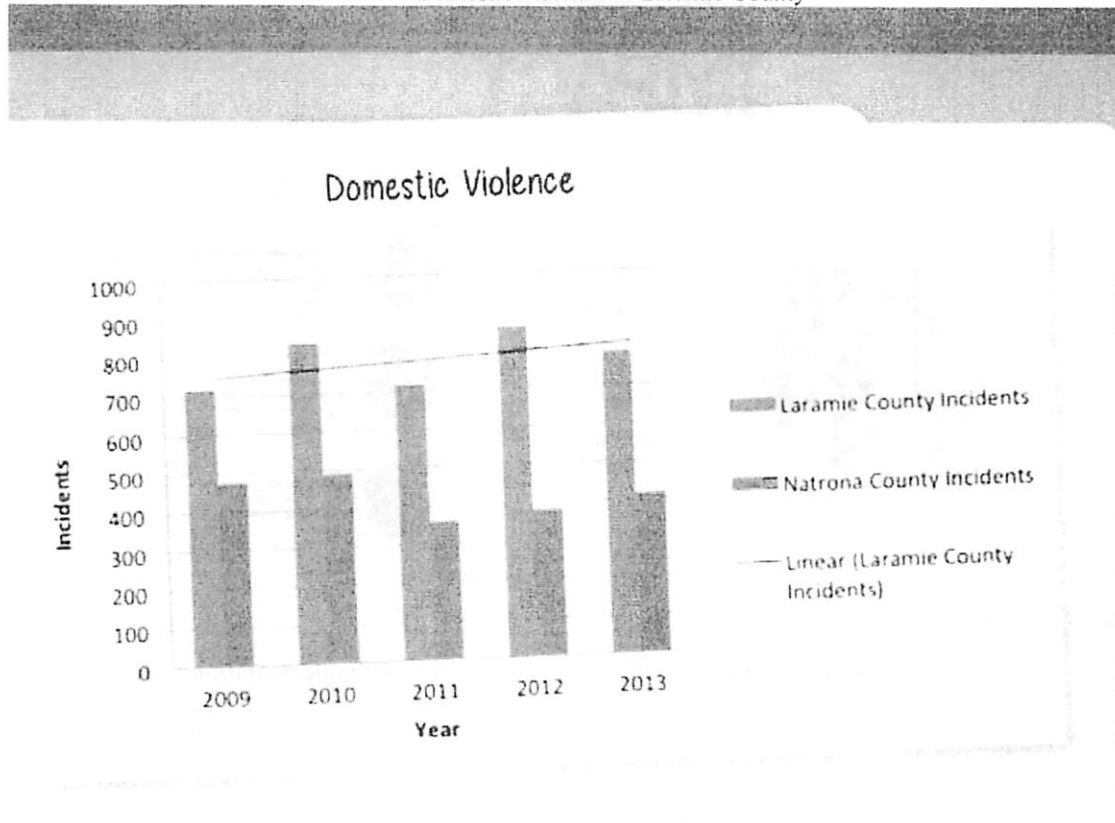
Births To Unmarried Mothers

Year(s): 5 selected | Data Type: Percent

Data Provided by: Wyoming Community Foundation



Domestic violence in Laramie County



Boys & Girls Club's focus on academic success will help youth have a brighter future.

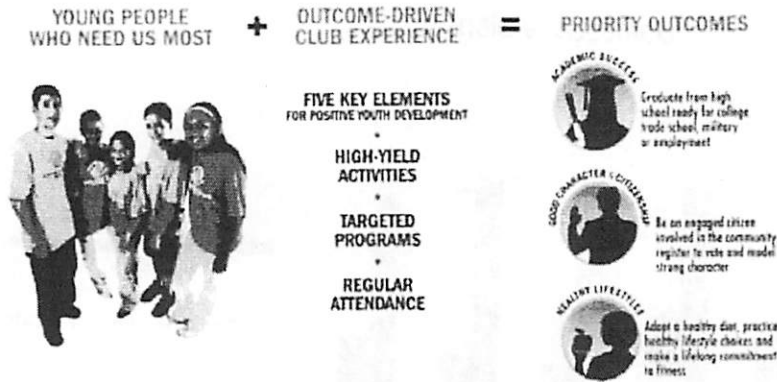
On-time graduation rate in Laramie County School District I for school year 2015-2016 was only 73.9% for all students. There are disparities based on gender, ethnicity, English Language Learners (ELL), Homeless, those on Individual Education Plan (IEP) and those eligible for free/reduced lunches with their graduation rate:

- Males = 73.8%
- American Indians = 58.3%
- African Americans = 81%
- Hispanic = 67.4%
- Two or More Races = 76.9%
- ELL = 75%
- Homeless = 48.3%
- IEP = 63%
- Free/reduced Lunches = 64.8%

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

The Boys & Girls Clubs of America program has been making a difference in the lives of youth for more than 150 years. It has developed evidence-based and proven programs and practices such as Project Learn, Summer Brain Gain, SMART Leaders and SMART Girls. Project Learn is an evidence based program consisting of high-yield educational activities. Summer Brain Gain focuses on reducing summer learning loss. SMART Leaders and SMART Girls focus on resisting risky behaviors. Programs implemented are based on the Formula for Impact:

GREAT FUTURES START HERE
FORMULA FOR
IMPACT



C. Community Partnerships

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

The Boys & Girls Club of Cheyenne collaborates with an array of organizations to implement its programming. Boys & Girls Club has collaborated in the development and support of programming with Boys & Girls Clubs of America through program development and partnerships with the United States Department of Justice, Office of Juvenile Justice and Delinquency Prevention. At the state level and local level, the Club collaborates with the Wyoming Department of Family Services, Department of Health, and a variety of other groups working to improve the lives of youth. We have worked with Laramie County School District #1 to provide transportation when possible as well as access to kids' report cards and teachers, with parental permission. Laramie County Library System is a resource we utilize, especially during summer months.

Additionally, we work closely with other local non-profits like the Foster Grandparents for volunteer mentors; CLIMB Wyoming for referrals and the Boy Scouts for outreach.

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
Foster Grandparents	Volunteer mentors
Department of Health	Pregnancy and STD prevention
Boy Scouts	Scouting Activities for kids without the cost commitment
LCSD #1	Referrals, transportation and access to report cards, with parental permission
Laramie County Library	Access to library programs, books and bookmobile
Laramie County Master Gardeners	Teaching Junior Gardener Program
United Way	Program support
Various businesses & individuals	Program support

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

The Boys & Girls Club of Cheyenne employs a full-time development professional who oversees all aspects of fundraising including grant writing (private, state and federal,) fundraising events and cultivates individual donors. The board of directors is highly engaged in the development of the Club. These efforts help provide the facilities necessary to offer Boys & Girls Club programming. With the increased growth we have seen over the last year, the Club is exploring options for expanding our reach to serve more youth in the community through adding new sites to our program. The Club is at a point in its growth that our current facility is nearing its capacity, so added sites are the next logical step in our growth. In order to support this increased growth, the Club will seek additional funding from a variety of sources, including grants, individual and corporate sponsorships and fundraising events. Ultimately, additional sites would allow us to reach more youth in Laramie County, and provide them with the necessary services we provide.

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?

Our overall goal is to equip all of our members with the tools and skills they need to graduate high school on time and with a plan for the future. That means supporting their academic success, guiding them toward making healthy choices and developing their character and leadership skills.

Specifically for this request, our goals are to identify and provide 75 TANF-eligible youth opportunities to attend the Club after school and/or during the summer especially those who would otherwise be left unsupervised or caring for younger siblings. By attending the Club, the kids will participate in programming to help them achieve academic success, develop their financial literacy, prepare for their career, and understand more about themselves and supportive relationships.

- **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
Boys & Girls Club of Cheyenne will identify TANF-eligible youth in need of Boys & Girls Club services. It is expected that at least 100 TANF eligible youth will be identified to fill the 75 target youth.	<ol style="list-style-type: none"> 1. Number and types of contacts with school personnel throughout the district, ask parents how they heard about the Club. 2. Provide scholarship forms and analyze amount and types of need. 3. Number and types of media contacts, ask parents how they heard about the Club. 	<ul style="list-style-type: none"> • Promote the Club as an opportunity to TANF-eligible youth through the school district. • Use TANF Eligibility Intake Forms to identify youth in need • Use media to promote Club services for TANF-eligible youth. 	The Club will utilize a member tracking system to report on the measurement figures listed here. Club staff will also track media coverage, scholarship requests, etc.
Provide Club experience to 75 TANF-eligible youth. It is	<ul style="list-style-type: none"> • Number of days attended through membership tracking software. 	<ul style="list-style-type: none"> • Youth participate at least 52 times per year. • Youth participate 	

<p>expected that the 75 TANF-eligible youth will attend the club at least 52 times.</p>	<ul style="list-style-type: none"> • Number of times and types of programs attended, pre- and post-tests as available per program area. • Report cards and participation in summer learning loss activities 	<p>in age-appropriate programs which fit TANF goals.</p> <ul style="list-style-type: none"> • Youth achieve academic success 	
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- Describe your data collection methods to be used.

The Boys & Girls Club of Cheyenne uses Vision Membership Tracking Software, which was designed for Boys & Girls Clubs. This software allows the Club to track demographics about every Club member including parent-reported household income, (more than 52 percent of Club members who live in Cheyenne attend a Title I school in Cheyenne) age, school attended, grade level, promotion to the next grade and frequency of attendance. In 2016, the Cheyenne Club had 43% of members who attend 52 times per year and 14% of members who attended 104 times per year. Each participant's performance on the pre- and post-tests for programs, attendance and graduation from each session will be tracked using this database.

For TANF eligibility purposes, we rely on self-reporting of income, household size and need from parents/guardians.

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

We expect the outcome to have 75 TANF-eligible children receiving services from the Club during the school year and/or the summer program. They will attend at least 52 times during the fiscal year and participate in programming which aligns with TANF goals. Attendance data will be collected through our Vision Membership Tracking Software. We will do pre- and post-tests as available for our programs to assess their effectiveness. We will also be participating in the National Youth Outcomes Initiative, which gauges Club satisfaction among Club members who are at least 9 years old. This survey allows us to compare our results and outcomes to Clubs across the country.

G. TANF Recruitment

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

Information on TANF scholarships is available on the Club's website, and is presented to all potential Club members at orientations. We also include TANF scholarship information to the media when we put out calls for membership renewal and new member sign-up.

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

Approximately 75 youth would receive the Club services, depending on their need. For example, some may need assistance with paying for our summer program, some may need both after school help, and some may need assistance with paying the \$5/day fee for no school and early release days. We are requesting 75 kids due to recent and projected growth within the Club, including growth in locations. There are approximately 3,000 youth who attend schools within one mile of our facility in south Cheyenne. We anticipate an on-going increase in the number of families interested in our program, as indicated by a 33% increase in attendance between 2015 and 2016. Boys & Girls Clubs of America has set the optimal average daily attendance for our Clubhouse at 159 members. Thus far in April 2017, our Club served 250 different youth, with an average daily attendance of 176. So far in 2017, we have 472 registered Club members. This is just 87 members below our total membership count for the entire year of 2016. This rapid growth shows the need for additional support of our youth. We are requesting funding for 75 youth, but know that we have many more who would benefit from TANF scholarships.

- **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 Boys & Girls Club of Cheyenne uses Vision Membership Tracking Software, which was designed for Boys & Girls Clubs. This software allows the Club to track demographics about every Club member including parent-reported household income, (more than 52 percent of Club members who live in Cheyenne attend a Title I school in Cheyenne) age, school attended, grade level, promotion to the next grade and frequency of attendance. In 2016, the Cheyenne Club had 43% of members who attend 52 times per year and 14% of members who attended 104 times per year. Each participant's performance on the pre- and post-tests for programs, attendance and graduation from each session will be tracked using this database.

For TANF eligibility purposes, we rely on self-reporting of income and need from parents/guardians as indicated on the Request of Membership Form and the TANF Eligibility Intake Form. From this self-report, we know that 88% are at or below the low/moderate poverty level. In addition, we currently have 283 Club members who are eligible for TANF funding based on household income and family size. This is 60.5% of all those who are enrolled/attended between January 1 and April 9, 2017.

BUDGET

- **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*)**

The Club receives funding through individual donations and corporate sponsorships, as well as various other grants. The Club also receives pass through dollars from Boys & Girls Clubs of America.

- **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.**

Teen childbearing costs U.S. taxpayers billions of dollars due to lost tax revenue, increased public assistance payments, and greater expenditures for public health care, foster care, and criminal justice services.^{[1][2]}

Teen childbearing cost Wyoming taxpayers \$23 million in 2008. Taxpayer costs associated with children born to teen mothers included \$4 million for public health care (Medicaid and CHIP); \$3 million for child welfare; and, for children who have reached adolescence or young adulthood, \$10 million for increased rates of incarceration and \$5 million in lost tax revenue due to decreased earnings and spending. Of the total teen childbearing costs to taxpayers in that year, 37 percent were federal costs and 63 percent were state and local costs.

^[1]Hamilton, B.E., Martin, J.A., & Ventura, S. J. (2013). *Births: Preliminary Data for 2012*. Hyattsville, MD: National Center for Health Statistics. Retrieved September 30, 2013, from http://www.cdc.gov/nchs/data/nvsr/nvsr62/nvsr62_03.pdf

^[2]Hoffman, S. D. (2008). Consequences of teen childbearing for mothers: Updated estimates of the consequences of teen childbearing for mothers. In S. D. Hoffman, & R. A. Maynard (Eds.), *Kids having kids: Economic costs and social consequences of teen pregnancy* (2nd ed., pp. 74-92). Washington, DC: Urban Institute Press.

According to the Wyoming Department of Family Services, the current cost to the state to house a child at the state Boys and Girls Schools in Worland and Sheridan is about \$218 to \$298 per day, per child (2016). This equates to \$58,850 to \$84,460 (for nine-month stay for one youth).

- **Cost savings of keeping one youth out of a drug and alcohol rehabilitation center = \$14,850 (Wyoming Department of Education, based on state paying for minor's treatment with an average stay of 90 days at \$165 per day average.)2014**

The Boys & Girls Club program is cost-effective in terms of state government costs if it keeps one participant from a stay in the Boys or Girls School or it keeps three participants from undergoing drug and alcohol rehabilitation – or any combination of these costs and the reduction in the costs due to teen out-of-wedlock pregnancy.

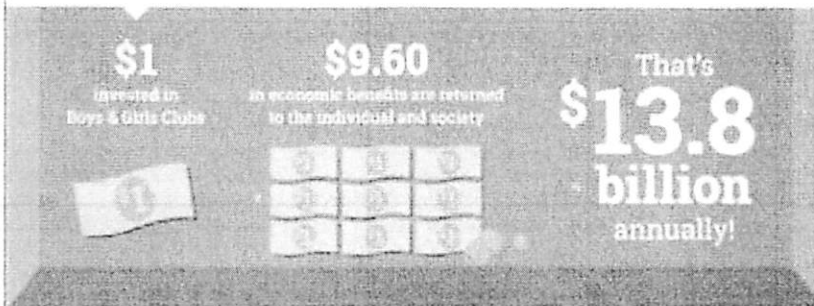
For each \$1 invested in the Boys & Girls Club, there are \$9.60 of economic benefit returned to the individual and society according to a 2015 study at Michigan State University. This investment helps build stronger families and communities including increased earning power.

An Investment in Boys & Girls Clubs Goes a Long Way

What if there was a way you could turn \$1 into nearly \$10 worth of benefits for youth, families and communities?



A 2015 study by the Institute for Social Research and the School of Public Health at the University of Michigan found that for every



Boys & Girls Clubs fill the gap between school and home, providing safe environments where kids have fun, participate in life-changing programs, and form supportive relationships with peers and caring adults

Clubs spend \$1.4 billion annually on operating costs to provide programs that...

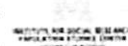


We all benefit from an investment in Boys & Girls Clubs!



Invest in Your Community
Support Your Local Boys & Girls Club.
BGCA.org

Data Source: Institute for Social Research and the School of Public Health at the University of Michigan (2015). Enhancing the Return on Investment for Boys & Girls Clubs.



Specific costs of the program: Applicant shall submit their proposed budget utilizing the format on page 6 and 7 of this proposal. The quarterly invoice submissions shall also be in the attached format. Administrative costs shall be at or below 10% of your program costs and separated out. Applicant shall submit a proposed budget in line item detail with a narrative explaining each line item and the purpose of the expenditure.

Amount Requested from Proposal:

\$50,000

Administration

	Program Costs	Costs	Summary and Justification for Budget Expense
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$39,000	\$4,200	Admin: Director of Finance, Assistant Director, Resource Development Director & CPO Program: Wages for staff who are in direct contact with TANF youth.
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.			
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.			
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.			
Recruiting and Marketing Cannot include promotional items.			
Travel Travel necessary to serve participants.			
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.	\$6,000	\$800	This equates to \$557 per month, which is approximately ¼ of actual monthly expenses for electric, gas, water and garbage.
Participant Tuition and Class Fees			
Participant Class Supplies and Materials			
Participant License and Certification Fees			

Attachment A

**Contract between Wyoming Department of Family Services
and Laramie County Commissioners**

Participant Drug and Aptitude Screening Can include other types of assessments.			
Work Support Services and Clothing			
Participant Wages			
Participant Fringe Benefits			
Participant Incentives			
Other Student Needs: Description -			
Sub-Total	\$45,000	\$5,000	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	\$50,000		
Number of Individuals Planning to Serve	50		
Cost Per Individual	\$1,000		

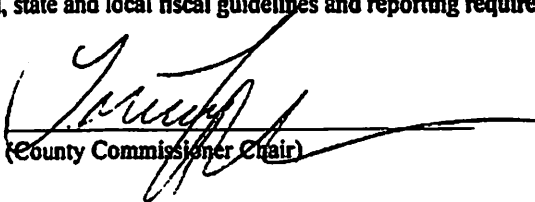
ASSURANCE

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 CPI, 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: Troy Thompson

Date: 4-12-11

Assurances must be signed for grant application to be considered.

Climb Wyoming FFY 2018

<h2>Individual Organization Application Laramie County, Wyoming</h2>

COVER PAGE

- 1. County/Tribe: Laramie County

- 2. Project 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.

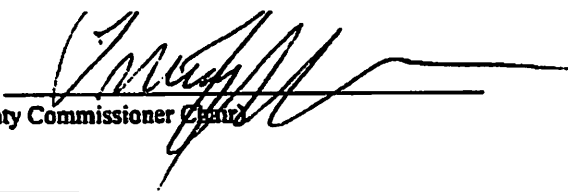
Name: Sandra Newland
Title: Grants Manager
Organization: Laramie County, Wyoming
Address: 309 W. 20th Street, Suite 3100; Cheyenne, WY 82001
Phone: 307-633-4201
Email address: snewland@laramiecounty.com

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

Name: Molly Kruger
Title: Program Director
Organization: Climb Wyoming
Address: 123 East 17th Street, Cheyenne, WY 82001
Phone: 307-778-0094x3
Email address: molly@climbwyoming.org

4. Program Name: Climb Wyoming in Laramie County

5. Requested Amount: \$50,000

6. Authorized Representative Signature: 
(County Commissioner Chair)

Printed Name: Troy Thompson

Date: 4-18-17

Phone: 307-633-4260

E-Mail: commissioners@laramiecounty.com

PROPOSAL

A. Summary of Proposed Program

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

The requested funds of \$75,000 will advance Climb Wyoming's mission by supporting comprehensive job training and placement for low-income single mothers from Laramie County. The grant will fund job skills, work readiness training, life skills classes, mental health services, direct job placement and ongoing support to create a pathway out of poverty for the participants and their children. The grant will also support ongoing research and development of new training opportunities to address Wyoming's challenging economy by focusing on industries with employer demand.

Climb aligns with the TANF CPI primary goals stated above since Climb is a research based program, provides services to assist single mother families in moving toward self-sufficiency, collaborates in the community for planning and implementation, and is a data-driven program. Because Climb does not charge any fees to participants, government and philanthropic support is critical to a mother's ability to participate and will enhance long-term sustainability of Climb's efforts.

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 Climb Wyoming program serves low-income single mothers from Laramie County.

4. Population served.

The population is low-income single mothers living at or below 185% of the Federal Poverty Level.

5. Beginning and end date of program.

October 1, 2017 - September 30, 2018

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

The program is offered four times each year. The programs are approximately 6 months from recruitment through job placement. During the intensive job training phase, which last approximately 8-10 weeks, participants meet each day from 8am – 5pm.

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 Laramie County, 39% of single mother families with children under age 18 live below the poverty level with this number increasing to 53% with children under the age of 5 (U.S. Census Bureau 2014). Children under the age of 5 are at risk for significant developmental challenges as a result of living in poverty during their years of greatest brain development. Within the low-income single mother population, there is a high degree of stress which leads to mental health challenges, child behavior problems, a need for foster care and other legal concerns.

Climb staff have noted Wyoming's economy is impacting the families who qualify for Climb in a variety of ways. Decreased availability of mental health services, dependency programs, basic adult education and literacy programs is evident in the applicants who are considering Climb. This trend has been a critical factor as the programs plans for both the job training and placement portion of the program, and for the group and individual therapeutic counseling and life skills (parenting, budgeting, etc.) portions of the program.

The economy has also led to an increased use of Climb's ongoing graduate services. As employers shift responsibilities to meet new demands, Climb graduates are increasingly working with staff to help them consider options, address challenges, research additional training or update resume's and explore new opportunities.

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

The Climb program is addressing the gap in programs specifically offered for low-income single mothers that include a multi-generational, comprehensive and therapeutic approach. Though the basis of the Climb program is job training and placement, there is more to permanent life change than getting a job. Essential elements of the Climb model include life skills, parenting skills and mental health services. This combination of services allows the single mothers we serve to overcome their personal barriers to success and make permanent life changes for themselves and their children. Climb helps single mothers, regardless of their background, reach their full potential, secure rewarding careers, become engaged as citizens, and contribute back to the community.

As Climb graduates move off public assistance and gain health insurance, they experience a critical sense of independence and self-worth by being able to provide for their children. This empowerment is a huge motivator for long-term success. By providing single mothers an opportunity for stability through self-sufficiency, the program supports the advancement of children in poverty and helps break the generational cycle of poverty.

Climb also strengthens and provides resources for Laramie County area businesses by preparing employees for in demand careers while working with employers to understand their needs pre-program. For example, in 2016, Climb trainings responded to employer demands for office staff, short haul truck drivers, nurses, pipefitters and distribution center employees.

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

Climb's research based program includes the following strategies to make the program successful:

Program Research and Planning: Program research and planning activities are conducted year-round, but become a strong focus for approximately two to four months prior to the comprehensive training start date. Climb is focused on continuing to remain strategic and effective by researching new programs to align with Wyoming's changing economy and workforce needs. Climb takes pride in our planning phase to both anticipate openings in new industry and to guarantee employability of the participants at the end of the program. In addition, we work closely with current and future employers to craft and adapt each training to specifically meet local employment needs. This research and planning phase ensures that staff will be able to place participants in long-term job opportunities during job placement and that job placements allow the participants to earn a wage that moves them toward self-sufficiency and offers them opportunities for long-term employment.

Climb is currently researching potential training options for the fall while maintaining flexibility to determine local workforce demands. Career trainings of consideration include (but are not limited to) Information Technology and Electrician Helper.

Participant Recruitment: Participant recruitment activities are also conducted year-round, but become more intense approximately two months prior to the comprehensive training start date, and after the

research and planning activities for the program have been completed and requirements of the training and employment are known. Climb's unique participant recruitment approach is vital to connecting well-matched, qualified and ready-to-work individuals to high-quality jobs during job placement.

Comprehensive Training: Comprehensive training lasts approximately 2 to 4 months, depending on the job training curriculum. 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 participants are guided through job training and also receive services that allow them to begin to address personal barriers to success. The comprehensive training phase includes industry specific training, work readiness training, life skills training, parenting skills training, mental health services (including both group and individual counseling provided by a Licensed Mental Health Provider) and advocacy services.

Job Placement: Job placement includes 6 to 8 weeks of subsidized work experience followed by long-term placement. Staff members place participants into positions where they will be able to take what they learned during comprehensive training and transition it to on-the-job training, allowing them to build upon the skills they learned. Staff members work closely with local businesses to commit to the program and consider the participants for a work experience and long-term placement to help them and their families obtain self-sufficiency. Employers are reimbursed during the 6 to 8 week work experience, and staff members regularly communicate with each employer to ensure that the participants are meeting appropriate expectations and to offer additional support or training as needed.

Ongoing Support: Due to the comprehensive nature and intensity of the Climb program model, it is important that Climb prepares the participants to maintain the success they have gained. Life changes come slowly and staff members support participants in meeting challenges as they arise. Ongoing support has proven to be as important to the participants' long-term success as the participant recruitment process. 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. Staff members and graduates meet as a group to discuss life challenges and possible solutions as well as continually review community resources.

C. Community Partnerships

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

Though Climb is a unique program, it operates as a broad-based, collaborative community effort to identify and address the needs of single mothers living at or below the poverty level. Climb has significant interactions with agencies include the Wyoming Department of Family Services (DFS), Workforce Services (DWS), Education and Health as well as the criminal justice system to share strength and resources.

During recruitment, Climb works with referral agencies including DWS, DFS, Women, Infant and Child (WIC), County Public Health, local mental health centers, emergency agencies, domestic violence agencies, and local schools. During the training phase, Climb partners with training entities, community colleges, and employers to design effective training curriculum and schedules. During the job placement stage, Climb partners with dozens of employer partners, relationships that are critical to helping moms secure rewarding and long-term careers.

For example, a partnership with the Plumber and Pipefitter UA Local 192 for the pipefitting training helped enhance safety and basic industry knowledge to increase the marketability of the participants. Recent employer partners include Pipefitters Local UA 192, Teton Builders, Duran Construction, Lowes Distribution Center, Cheyenne Skin Clinic, Cheyenne Eye Clinic, UPS, Lincare, and Meridian Trust Federal Credit Union.

Researching regional workforce, targeting trainings and building partnerships with industry experts is an ongoing priority for Climb. For example, Climb is currently offering Laramie County residents a Certified Nursing Assistant training where long-term, self-sufficient placements are available.

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
Equal Justice Wyoming	Legal information and consultation with participants
YMCA	Donate 6 month membership and provide tour as a life skill during the Climb Program
Laramie County Community College	Collaborate to build in demand training opportunities, flexible to accommodate Climb's needs
HealthWorks	Provide testing for CNA training, also resource for other health/dental needs
Family Planning	Life skill class about women's reproductive health
Pathfinder	Work with Climb to provide drug and alcohol treatment as a resource in the community
Pipefitting Union Local 192	Collaborate to build in demand training opportunities, flexible to accommodate Climb's needs and schedule, Offer direct entry into the Apprenticeship program to women who complete training
Health Care Provider Education Center	Collaborate to provide CNA training, including clinicals and a tour of a long-term care facility
Julies Career Closet	Life skill class for professional clothing
Bodylines Dance and Pilates Studio	Host life skills 2 times during each program including Introduction to exercise and awareness of nonverbal communication

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

Climb's long-term sustainability plan includes diversifying income while remaining diligent about expenses. Climb incorporates a comprehensive fundraising strategy that includes: foundation and corporate grant seeking that includes identification of and outreach to appropriate prospects; government grant seeking that includes identification of and application to appropriate federal, state, county and city requests; and private donor cultivation that includes developing and securing an individual donor base with a capacity for significant support of Climb activities. TANF CPI funding is a critical piece of Climb's diversified funding strategy.

Climb has worked to establish adequate operating reserves in light of 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 local programs as needed as the majority of these reserves are unrestricted. Climb has also established an endowment as a long-term investment that generates income that can be used, if needed, to offset a portion of the operational budget

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 foremost goal of every Climb training program is to ensure that low-income single mothers receive the training, skills, and support necessary to reach economic self-sufficiency and to succeed long-term in all aspects of their lives. The goals align with the TANF CPI goals stated above in the following ways:

- Climb will provide services to TANF eligible individuals and families that live at 185% of the Federal Poverty Level or below. Climb will serve 40 single mothers and approximately 80 of

their children throughout the year.

- Climb will alleviate poverty and prevent hardship among children and families. Historically, average monthly wages for Laramie County employed participants rose from \$997 before the program to \$2,125 two years after program completion.
- Climb will create effective pathways to economic opportunity, including training and individualized services for those with barriers to employment. Climb's comprehensive training phase of the program provides life skills, work readiness skills and addresses barriers to employment through budgeting, relationship development, anger management, parenting, nutrition, advocating for their children, community involvement, prevention strategies and goal setting. The Climb model is a job training and placement program, but other skills are needed, skills that ensure successful relationships on the job and in the home. Each program accesses experts in these various fields to ensure that participant needs are met through local resources. The Climb curriculum drives these tailored life skills activities and other training components.
- Climb offers services to keep children in their homes or in the homes of relatives. The Climb model is a multi-generational, therapeutic and skills based intervention that moves women toward self-sufficiency through gainful employment. The therapeutic component of Climb aims to help women protect their mental health, raise strong families, and make a generational impact by modeling healthy relationships and career choices. This combination of services allows the single mothers we serve to overcome their personal barriers to success and make permanent life changes for themselves and their children.
- Climb provides employment, job preparation, and training services. Climb programs include pre-employment skills including job searching techniques, resume writing, interviewing techniques, employee/employer relationships, accepting criticism, and job retention. Climb staff work with the participants to ensure a successful interview process, support the participant during job placement as she practices new skills, and follow up with employer to establish performance evaluations and communication for long-term success. Volunteers donate time as mock interviewers to offer real-life interview practice.
- Climb provides programs and services that include counseling and mentoring. The Climb program provides group and individual counseling by a Wyoming licensed mental health professional. Climb's therapeutic approach creates meaningful relationships in a nurturing learning environment to drive positive, lasting change for families. The therapeutic component of Climb is a key part of the approach that women commit to when joining the program.
- Climb provides parenting skills training. The success of Climb is largely due to these supports provided to women around parenting. A positive parent-child relationship helps kids reach their full potential when living in stressful situations like poverty.
- Climb provides activities to promote parental access and visitation. Climb serves mothers who are working toward reunification with their children. Climb staff play a key role in advocating for site visitation and parental access for participants as they gain stability and move towards self-sufficiency.

Climb will serve TANF eligible single families by addressing the following:

- Climb will help end the dependence of needy parents on government benefits by promoting job preparation and work. In Laramie County, over the past 5 years, Climb has served 190 participants that were on food stamps at intake. Ninety days post program, 80% of the families served showed a decrease in food stamp usage. Two years post-program, 82% have shown a decrease in food stamp usage as they continue to reduce reliance on government benefits. In the past 5 years, Climb participants in Laramie County have shown a decrease in their usage of public health from 41% before Climb to 18% 90 days post program.
- Climb will provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives. In 2015, Climb was highlighted by the Aspen Institute as a program using a two-generation (2Gen) approach.

Tara, with 3 children, came to Climb unemployed and on state assistance. She graduated from the Climb Commercial Driver's License training in Laramie County. Post-graduation she secured a job placement driving with Duran Construction, earning \$3,466 per month. With her new job, she works more regular hours, receives overtime, and has come stopped using state assistance. She enjoys getting up and going to work each day and has learned how to drive a dump truck and is learning how to drive a backhoe.

In her words, "In my life before Climb, I worked in bars and lived on food stamps and assisted housing. I wasn't able to get a good job that had regular hours, so my kids were never home, never got to sleep in their own room. I couldn't buy them clothes. It was hard for them. Now their lives have changed dramatically. They don't have to worry about how we'll get things. My daughter says she feels better, more secure knowing that mom is taking care of us. My whole life, I've quit things that are too hard – but at Climb I wanted to show that I could do anything! Learning to drive a truck was crazy since I'm only 5'2", but I love it. Now I say 'try new things because you never know-you may find out you can do it.'"

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
80% of Climb participants who enter a program will successfully complete it.	32 of the 40 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.
70% of Climb program graduates will be employed after program completion.	22 of these program graduates will be employed one year after program completion	Climb programs include pre-employment skills including job searching techniques, resume writing, interviewing techniques, employee/employer 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.	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. 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 followups via phone survey.

The target wage post-program will be a wage that moves participants towards self-sufficiency based on the Wyoming Self Sufficiency Standard.	22 program graduates will be earning a wage that moves them towards self-sufficiency based on the Wyoming Self Sufficiency Standard.	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.
50% of Climb program graduates who enter the program utilizing food stamps will show a decrease in the dependence on food stamps.	8 of the 16 program graduates who enter the program utilizing food stamps 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 healthcare.	4 of the 8 program graduates who enter the program utilizing public healthcare will end their dependence on public healthcare.	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 healthcare data from the participants through the surveys.
100% of graduates will have received life skills trainings and mental health counseling.	The 40 participants who participate in 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 has extensive experience collecting data on program participants. Climb's data collection system is designed to respond to the requirements of TANF programs. Staff members track the number of participants who enroll in and complete the program. 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. 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 followups via phone and text survey.

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?

Always striving to better understand our impact and continually improve our efforts, Climb evaluates the results of the program quantitatively and qualitatively. Since 2005, Climb has partnered with the Wyoming Survey and Analysis Center to follow participants for two years and verify post-program outcomes.

To measure quantitative impact, staff track the number of participants who acquire employment and changes in hourly wage rates, childcare assistance, food stamps and health care status. Using the outcome data collected from participants enrolled in the program, performance is measured and reported in an annual progress report using the following: 1) training completion, 2) increase in the employment rate for participants from pre- to post-program, 3) increase in the average monthly wage for participants from pre- to post-program, 4) decrease in the dependence on food stamps and public healthcare for participants from pre- to post-program. Climb also evaluates the Return on Investment to compare increased participant wages to the cost of the program per participant

Qualitatively, after Climb graduation, participants show improvement in several skills individuals need to manage the challenges of life and work. Some of these skills include sustained attention spans, working memory, planning and organization, emotional control, self-monitoring, task initiation, and cognitive flexibility. Through the therapeutic Climb model, the stress associated with poverty is reduced and the ability to access these executive functioning skills increases. The result may provide a lifetime of benefits for children in single parent households.

Beyond the participant, Climb is strengthening businesses by preparing trained workers to succeed and be productive contributors in the workplace. The Climb Programs work directly with employers to ensure that their training needs are met. The benefits to Laramie County are significant as more families move out of poverty. Some of the community benefits include increased school attendance rates, decreased child behavior problems, improved mental health, decreased substance abuse, decreased use of foster care, increased access to private health insurance, and a decrease in the crime rate. Families that break the cycle then have the ability to become positive role models and contributing members of their communities.

The financial benefits to the State of Wyoming as a result of the Climb Program are also impressive. For every 100 Climb Wyoming families that reach self-sufficiency, Wyoming experiences the following cost savings (conservative estimates):

Medicaid Savings (34 families) ¹	174,556
Food Stamps Savings (62 Families) ²	280,116
Eliminated Incarceration Cost (5 mothers) ³	223,125
Eliminated Foster Care Cost (15 children) ⁴	119,520
Annual Savings to Wyoming	\$797,317

¹ Average yearly cost for 2 children on Medicaid is \$5,134. American Academy of Pediatrics, Medicaid Facts Wyoming. Retrieved 2015. https://www.aap.org/en-us/Documents/federaladvocacy_medicaidfactsheet_wyoming.pdf

² Average yearly cost for a family of 3 on food stamps is \$4,518. United States Department of Agriculture. Retrieved 2016. <https://www.fns.usda.gov/sites/default/files/pd/SNAPsummary.pdf>

³ Average yearly cost of incarceration per inmate is \$44,625. November 2010 letter from the Department of Corrections to the Joint Appropriations Interim Committee. Retrieved May 2012. <http://legisweb.state.wy.us/ReportsDue/2010/Report%20ID%20685.pdf>

⁴ Average yearly cost of Foster Care per child is \$7,968. Children's Rights, Hitting the M.A.R.C., Foster Care MARC. Retrieved May 2012. <http://www.childrensrights.org/wp-content/uploads/2008/08/wy.pdf>

Climb has recently received several awards and honors highlighting the model's effectiveness. Some of these include the following:

4. In 2016, Climb was invited to present the latest research, ideas and practices on a webinar focusing on serving low-income young parents for the network of TANF stakeholders and those who work with low-income families.
5. In 2016, Kevin Concannon, Undersecretary for Food, Nutrition and Consumer Services for the United States Department of Agriculture, met with Climb staff. "It's one of the best programs in the country," Concannon said of Climb.
6. In 2016, after researching over 200 organizations, the Institute for Women's Policy Research selected Climb as 1 of 8 programs across the country that are "using innovative approaches to address key unmet needs among job training participants that could provide useful models for providing services cost effectively". In 2017, Executive Director and Founder Dr. Ray Fleming Dinneen presented during the Institute for Women's Policy Research on the impact of supportive services in job training success.

G. TANF Recruitment

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

During recruitment, Climb program staff work hard to locate low-income single mothers who are most in need. Climb staff accept referrals from Laramie County agencies and organizations, post ads in local media, send direct mail, distribute posters and flyers, host an information meeting, and make presentations at community events. Climb extensively uses digital media to target and reach potential participants, including ads via Google, YouTube and Facebook. Once a single mother has reached out to Climb, staff assist and coach her to overcome obstacles such as low self-esteem, childcare, transportation and housing so that she can participate. Each Climb program serves 8 to 12 low-income single mothers who complete the program as a group that evolves into a strong peer support network that lasts well beyond the end of the program.

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

In Laramie County, Climb will serve 40 single mothers and approximately 80 of their children throughout the year.

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 programs. If a potential participant is utilizing food stamps (SNAP), Climb staff members verify this information with the DFS to confirm TANF eligibility. If the potential participant is not utilizing food stamps (SNAP), Climb 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 statements such as unemployment stubs, tax returns, or income verification from other applicable family members are also collected and included in documentation. Eligibility is documented 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 grant administrator prior to a participant's

acceptance to Climb. Climb has previously worked directly with Corrine Livers, Program Manager, to receive approval to tailor the TANF Eligibility Intake Form to gather additional information that Climb requires. The attached Program Application form represents the document.

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*)

United Way of Laramie County - \$75,000 (pending)
 Daniels Fund - \$20,000 (awarded)
 Cross Charitable Foundation - \$5,000 (awarded)
 State Farm - \$2,500 (awarded)
 TJX Foundation - \$5,000 (will apply)
 Walmart Foundation State Giving - \$10,000 (will apply)
 Private Donors - \$50,000 (awarded)
 GFWC Women's Civic League - \$1,000 (awarded)
 The McMurry Foundation - \$10,000 (will apply)

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.

Climb measures the impact of the program by comparing participants' wages at application and the increased wages the moms earn 90 days post program. The following is a calculation of Climb's Return on Investment (ROI) data for the past 5 years in Laramie County.

- Impact without Program: 41% of Climb participants are employed at intake earning an average of \$1,042 in monthly wage income. 59% of participants are unemployed at intake earning \$0 per month. Climb participants are making an average wage of \$427 before the program x 12 months = \$5,124 average annual wage.
- Impact from Program: 90 days post program, 83% of graduates are employed and 17% unemployed making \$1,694 in monthly wage income x 12 months = \$20,328
- Total increase in wages over first year period = \$20,328 - \$5,124 = \$15,204
- The average decrease in food stamp usage at 90 days post program is \$290 x 12 months = \$3,480.
- Therefore, the total Return includes total increased wages of \$15,204 + total savings for reduced food stamp usage of \$3,480 = \$18,684
- The total Investment or Cost per Participant is based upon services to 40 newly enrolled participants during the October 2017 to September 2018 grant period costing \$75,000. Cost per participant calculation is \$75,000 ÷ 40 = \$1,875.
- Based on increased wages, decreased food stamps and the cost per participant the Return on Investment (ROI) in year one is 9.96 to 1.
- Lifetime Return on Investment is based on an average age of participant being 28 and working until age 65 (37 years post program) at an increased wage and decreased food stamps usage of \$18,684 x 37 years = \$691,308 ÷ \$1,875 = 369 to 1.

Amount Requested from Proposal:
 \$50,000

	Program Costs	Administration Costs	Summary and Justification for Budget Expense
Salaries			
Admin: Activities spent managing the grant.	\$28,000	\$3,735	Program Director (\$70,000 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: Wages for all staff			

who provide direct client services.			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. Two Business Liaisons (\$51,630 and \$52,500 annual salaries) are responsible for establishing relationships with businesses and industries; working with training entities to ensure job-skills training meets industry needs; recruiting employers; facilitating participant work placements; coordinating employer work evaluations; preparing case notes; assisting with the coordination of participant services such as vaccinations, drug tests, work clothing purchases, etc.; and addressing participant work needs as they arise. Program Coordinator (\$40,000 annual salary) is responsible for performing tasks required to ensure coordination of the multiple programs happening simultaneously throughout the office. Position is also responsible for efficiency of case management in order to meet the needs of participants, Climb staff members and community agencies. Program Coordinators also develop healthy and effective relationships that support the work of both Climb staff members and Climb participants. Administrative salaries are to support Climb's centralized home office of 5-6 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.	2,000	335	Retirement, health, dental, vision, and life insurance expenses for those employees that participate in Climb's insurance plan. (Program Director \$2,132; Assistant Program Director \$1,541; Business Liaisons \$1,590 and \$10,414; Program Coordinator \$40.80)
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	2,800	470	Employer paid payroll taxes are estimated at 10% of the salaries budgeted. (Program Director \$6,972; Assistant Program Director \$5,000; Business Liaisons \$5,163 and \$5,250; Program Coordinator \$4,000)
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.	115		General office supplies including postage, ink cartridges, paper.
Recruiting and Marketing Cannot include promotional items.			N/A
Travel Travel necessary to serve participants.			N/A

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.	5,000		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			N/A
Participant Class Supplies and Materials	125		Materials to meet needs of participants during training and group activities.
Participant License and Certification Fees			N/A
Participant Drug and Aptitude Screening Can include other types of assessments.			N/A
Work Support Services and Clothing			N/A
Participant Wages			N/A
Participant Fringe Benefits			N/A
Participant Incentives	1,330		Incentives earned by participants for completed goals to assist them with living expenses while in training.
Other Student Needs: Mental Health Provider	6,090		Amounts paid to contracted mental health provider for group and individual counseling services.
Sub-Total	45,460	4,540	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	50,000		
Number of Individuals Planning to Serve	40		
Cost Per Individual	1,250		

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 CPI, 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:

Tracy Thompson

Date:

4-10-11

Assurances must be signed for grant application to be considered.

Greater Wyoming Big Brothers Big Sisters FFY 2018

<p>Individual Organization Application Laramie County, Wyoming</p>

COVER PAGE

1. County/Tribe:

Laramie County

2. Project 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: Sandra Newland
Lead organization: Laramie County, Wyoming
Address: 309 W. 20th Suite 3100, Cheyenne, WY 82001
Phone: 307-633-4201
Fax: 307-633-4285
Email: snewland@laramiecounty.com

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

Name: Catherine Fuller
Title: Community Engagement Director
Organization: Greater Wyoming Big Brothers Big Sisters
Address: 1603 Capital Avenue, Suite 510, Cheyenne, WY 82001
Phone: 307-514-3383
Email: catherine@wyobbbs.org

4. Program Name: Big Brothers Big Sisters Laramie County Youth and Family Services

5. Requested Amount: \$7,000

6. Authorized Representative Signature:



(County Commissioner Chair)

Printed Name: Troy Thompson

Date: _____

Phone: 307-633-4260

E-Mail: commissioners@laramiecounty.com

PROPOSAL

A. Summary of Proposed Program

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

GWBBBS proposes providing mentoring programming and family engagement activities to provide assistance to at-risk families so that children may be cared for in their own homes. Our agency is grounded in the philosophy that positive outcomes occur from building strong, trusting relationships with families served. Children may be removed from their homes because of parental arrests or criminal charges, mental health issues, divorce, trauma and crisis, alcohol or drug abuse, domestic violence, or child maltreatment. Through the 46 years GWBBBS has provided programming in Wyoming, the agency has encountered and worked closely with families experiencing the above situations. Currently, 70% of youth served by GWBBBS in Laramie County meet or exceed poverty levels and half of the youth served live with single parents, grandparents, or foster parents.

GWBBBS is in a unique position to be able to connect with families in a trusting, non-intrusive way. Families can feel apprehensive about receiving services due to the perceived stigma or fear of perceived negative consequences. As staff builds relationships with youth and their families, staff are able to assess risk factors present in families and can help families receive services before situations become so disruptive that a child is removed from their home. GWBBBS is able to provide referrals to community resources and improve family connections and interactions with school personnel, counselors, and court systems.

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.

Laramie County

4. Population served.

Greater Wyoming Big Brothers Big Sisters will serve all interested income-eligible youth and families who are at-risk for not being able to care for their children in their home or in the home of relatives.

5. Beginning and end date of program.

October 1, 2017 to September 30, 2018

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

Programming is offered year round. Once screened and enrolled, youth and their mentors meet approximately once a week for about two to three hours at a mutually agreed upon time and location in the community. If youth are involved in site based mentoring, they meet with their mentor at the same time and same location—often a school—each week. Case managers contact both volunteers and families at least once a month to determine relationship development, assess child safety, and document youth development. Family engagement activities are hosted at least quarterly and provide opportunities for families to increase parental knowledge, provide community and social connections, and strengthen family bonds and resilience. Higher-risk families can be paired with trained care coordinators as times of need emerge to create a system of natural supports through professional networks and systematic case management.

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.

State PNA data indicates that one in five (22%) of youth indicate they do not have someone at school they can talk to about their problems; while no data is available for Laramie county, similar counties show that 20% to 25% of youth report not having an adult to talk to at school. GWBBBS seeks to provide a positive role model for income eligible youth, especially those with risk factors such as living in a single parent household, poor family management, or other family risk factors. In 2014, over 220 divorces involved children and there were 6,599 single parent families. From 2009 to 2013, domestic violence increased from slightly above 700 incidents to just below 800 incidents.

Many Laramie County families would qualify for TANF. Using 2016 free and reduced lunch data from the WDE, 43% of Laramie SD#1 students receive a free or reduced price lunch, higher than the 39%. Currently, 70% of GWBBBS youth are living in poverty.

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

GWBBBS would be providing a positive role model for TANF eligible at-risk youth in Laramie County. The program would also be closely working with families, providing monthly case management to assess family strengths and needs, quarterly family engagement activities, connecting families with local resources, and serving as an advocate for families during times of need. Through the strong relationships formed between the agency and family, BBBS is able to reach these families as a natural extension of the free mentoring services provided to youth. This unique approach may allow BBBS to reach families that may not be receiving services elsewhere due to fear, embarrassment, or lack of knowledge of services. BBBS can help refer services to community partners as appropriate so that all families have access to services as needed.

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

Big Brothers Big Sisters has been endorsed as an exemplary Best Practice prevention program by US Department of Health and Human Services Substance Abuse Mental Health Services Administration (SAMHSA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the US Department of Justice National Institute of Justice (NIJ), and is listed in the Blueprints for Violence Prevention matrix.

Mentoring and relationship building is at the center of all the services the agency provides. Mentoring is a catalyst in the complex formula of variables yielding in positive youth outcomes, often impacting more than one developmental area, as well as hard and soft skills (DuBois et al, 2011). Youth in mentoring relationships experience “teachable moments” when mentors expose them to new experiences or challenge youth to expand or refine their already existing skills. Positive attitudes about learning also transcend to academic settings, allowing impacting academic curiosity, motivation, and performance. In a meta-analysis of 73 different evaluations of mentoring programs, mentors can “help shift youth’s conception of both their current and future identity” (DuBois et al., 2011). Multiple studies indicate that mentoring benefits high-risk youth in a variety of ways, including reductions in recidivism, social conflicts, depression, and substance abuse (DuBois et al, 2011; MacArthur, Higgenbotham, & Ho, 2013; Herrera et al, 2013). Mentoring can change also the perspective of the youth about the usefulness of community’s resources and the importance of community and school to the youth (National Dropout Prevent Center, 2013). Youth in BBBS programs can engage in positive socialization, feel secure, be listened to, and be validated by an adult other than their parents.

Families with risk factors such as poverty, functioning with one parent, and coping with other stresses can form a trusting, secure relationship with GWBBBS that allows for growth and increased family resilience. A 2017 study by Ridings, Beasley, & Silovsky indicates that social support and family resources are “pivotal protective factors in buffering against child maltreatment.”

C. Community Partnerships

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

The Laramie County Branch of GWBBBS has a community resource committee to advise the organization of community needs and opportunities. Additionally, GWBBBS works closely with community partners. In the last year, partnerships have allowed for increased community awareness about programming and opportunities, as well as collaboration in recruiting youth, families, and volunteers.

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
Laramie School District #1	Referrals of clients for site based program
YMCA	Provides access to recreational space at no cost for mentoring and youth activities
Laramie County Community Partnership	Referrals of clients; coordination of resources; assessment of community needs
Laramie County Library	Free meeting space
Centisible Nutrition	Provides classes and training for youth and families
Ernie November and Arts Cheyenne	Local business that hosts match, family, and community events and advertising
Taco Johns	Provides free food for activities
Mr. Jim’s Pizza	Distributes information about programming
Magellan/MYLIFE	Provides youth classes and activities
Gear Up	Reality Town (life skills) youth activity
Laramie County 4H	Month of Military Child family activity

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

GWBBBS continuously works to diversify funding for the most sustainable future. The agency receives state grants, funding from local government entities, and foundation grants. In addition to grants, the agency has been working to increase private donations. The agency has been working on cultivating donor relationships in order to secure long term giving and has had some success as a result of these relationships. The process is designed to show results over time and the agency plans to continue donor cultivation and stewardship over time in order to continue to diversify its funding.

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?

GWBBBS will evaluate the effectiveness of the TANF program through the results of the Youth Outcomes Survey. However, since these results are only available 6 to 12 months after the baseline is completed, case managers keep careful notes during monthly contact with families and volunteers. Case managers also create a youth development plan and can incorporate family goals as well. During the period between the baseline and follow-up survey, case managers can mark individual and family progress, determine goals should be modified or newly set, and provide support and encouragement as families and youth make progress.

G. TANF Recruitment

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

GWBBBS works closely with school teachers and staff, community counselors and therapists, and other community organizations to connect with at-risk youth and families. The agency also recruits youth and families at community events.

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

GWBBBS anticipates serving 15 youth. There are currently 22 GWBBBS youth/families in Laramie County that could be eligible based on this last year's enrollment records.

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?

TANF income information is gathered during the enrollment process. Families complete a registration form, which includes income data; intake also includes a family assessment, where risk factors are evaluated. Upon completion of the enrollment processes, case managers designate vetted youth and families as TANF verified in the GWBBBS secure, online database, where monthly/quarterly reports are generated for accurate reporting. Copies of forms are secured in locked filing cabinets.

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*)

Wyoming Community Foundation
Walmart Community Foundation
Cheyenne Regional Medical Center
Local fundraisers and donations

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 exact value of prevention is difficult to measure, but it is easy to consider how the investment of a relatively small amount of funds early can save thousands in intervention services later. At an anticipated cost of approximately \$1,000 per youth/family served, the proposed program is much less expensive than most traditional approaches. Multi-Systemic Therapy costs \$4,500 per year and Functional Family Therapy costs up to \$3,750 for 90 days. It has been difficult to gather accurate data on the cost of placement in

Wyoming's Juvenile Services facilities, but a conservative estimate likely lies between \$25,000 to \$38,000 per year per student. This is significantly higher than the average of \$1,000 per family it would cost the GWBBBS' program.

Amount Requested from Proposal:

\$7,000

Administration
Costs

Program Costs

Summary and Justification for Budget Expense

	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.	\$4,779	\$560	Program -BBBS Case Management at Laramie Branch - duties include: family and volunteer recruitment and identification, enrollment and screening, assessment, matching, match supervision and support, and coordination with community partners. Administration-staff to manage grant
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.			
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$652	\$76	FICA, Unemployment, & Workers Compensation
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.			
Recruiting and Marketing Cannot include promotional items.			
Travel Travel necessary to serve participants.			
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.	\$933		Percentage of rent for case management offices and confidential interview space and storage.
Participant Tuition and Class Fees			
Participant Class Supplies and Materials			
Participant License and Certification Fees			
Participant Drug and Aptitude			

Attachment A

Contract between Wyoming Department of Family Services
and Laramie County Commissioners

Screening Can include other types of assessments.			
Work Support Services and Clothing			
Participant Wages			
Participant Fringe Benefits			
Participant Incentives			
Other Student Needs: Description -			
Sub-Total	\$6,364	\$636	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	\$7,000		
Number of Individuals Planning to Serve	7		
Cost Per Individual	\$1,000.00		

ASSURANCE

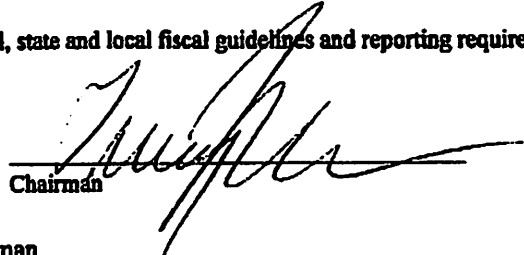
This page can be emailed separately as a PDF file for the signature.

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 CPI, 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:



 Chairman

Printed Name: Troy Thompson, Chairman

Date: 4-11-11

Assurances must be signed for grant application to be considered.

Wyoming Family Home Ownership Program FFY 2018

<h2>Individual Organization Application Laramie County, Wyoming</h2>

COVER PAGE

1. County/Tribe: Laramie County
2. Project 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: Sandra Newland

Title: Laramie County Grants

Organization: Laramie County

Address: 309 W. 20th Street, Suite 3100, Cheyenne, WY 82001

Phone: 307-633-4201

Email address: snewland@laramiecounty.com

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

Name: Tammy Howard

Title: Executive Director

Organization: Wyoming Family Home Ownership Program

Address: P.O. Box 21682, Cheyenne, WY 82003

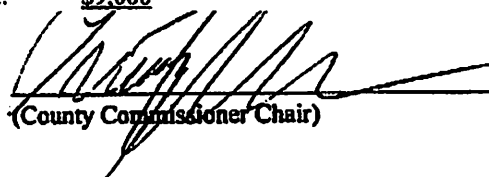
Phone: 307-514-5831

Email address: tammy@wvfhop.org

4. Program Name: Wyoming Family Home Ownership Program

5. Requested Amount: \$9,000

6. Authorized Representative Signature:


(County Commissioner Chair)

Printed Name: Troy Thompson

Date: 4-10-17

Phone: 307-633-4260

E-Mail: commissioners@laramiecounty.com

PROPOSAL

A. Summary of Proposed Program

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

Wyoming Family Home Ownership Program (WYFHOP) has a unique partnership across Albany County and Laramie County communities. Together with our families, business partners, donors, faith community partners, and service clubs, we are able to provide a hand up to low-income, working families in Laramie and Cheyenne to achieve first time home ownership. WYFHOP enjoys broad community support with over 39 churches, business partners and professional experts.

WYFHOP changes systems. After families achieve employment, the most important means of making a permanent change from poverty to self-sufficiency is home ownership. WYFHOP is a six to seven year program that supports families in achieving and maintaining successful home ownership, utilizing WYFHOP staff, volunteer mentors, and community resources. Each program starts with an intensive 12 week financial literacy and preparedness course. After individual family savings of at least \$2,400 over the initial 9-24 months of the program, WYFHOP provides each family with funding toward the equity on a new mortgage. The faster a family progresses, the less financial assistance they get in the form of a forgivable second mortgage (to promote self-sufficiency and ensure that our funding goes where it's *most* needed). All families still have to save a minimum of \$2,400, but they are matched at the following rates: 9 months at a 3-to-1 match, 10-17 months at a prorated 4-to-1 match, and 18-24 months at a 5-to-1 match. Once a family enters the home ownership phase of the program (5 years), they are eligible to apply for a \$1,000 maintenance allowance in years 2, 3, 4, and 5. Home ownership changes current and future generations: providing equity, stability, and an expectation of self-sufficiency for generations to come.

WYFHOP families are provided with the knowledge base needed to be successful homeowners. Community allies are forged for families throughout the course of participation in WYFHOP, introducing families to local lenders, realtors, businesses, property managers, title companies and other financially stabilizing resources. This project is truly a "hand up" program, enabling families to progress from dependency on government programs to true self sufficiency. Each family repairs credit, manages a family budget, troubleshoots economic emergencies, and gets approved for a loan entirely on their own merits. Over the first five years of home ownership, families are able to access additional quarterly financial literacy training, program and community supports, and four years of an annual \$1,000 maintenance grant. The matching funding that allows each family to start out with significant equity in a home means that WYFHOP families have a minimum of \$50,000 - and up to \$70,000 in home equity by their last year in the program.

The family's "starter home" is more than just a home. It's an investment in future generations, as it helps families improve the quality of life for their children, encourages good citizenship through community involvement and home ownership, and sets a new economic standard for generations to come. Our model is based on the research based best practice "Bridges Out of Poverty" model of transitioning families from poverty to the middle class. The matching donations made by businesses and the faith community let WYFHOP families know that their community is willing to invest in them, creating an atmosphere of support and acceptance. The funding provided by grants, foundations, faith partners, business partners, charitable organizations and individual donors will help us provide the most fundamental component in a family successfully transitioning out of poverty: HOPE.

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.

Laramie County
4. Population served.

Families with an Area Median Income of 50%-80%, as defined by HUD, but not over TANF guidelines for their family size

5. Beginning and end date of program.

October 1, 2017- September 30, 2018

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

WYFHOP is offered ongoing, serving each family for a total of 7 years, and provides services year-round, with office hours from 9 am to 4 pm.

Daily: Ongoing advocacy, case management, crisis intervention, intakes and community referrals

Weekly: Multi-level platform social media contact, support, text/email /facebook/phone reminders, volunteerism opportunities, civic leadership opportunities, mentoring, communication regarding relevant community events

Monthly: Program updates

Quarterly: SMART goal setting, training opportunities, budget review, savings review, income/employment update, career planning & development, family survey

Yearly: 1 new financial literacy and home buyer education class with approximately 15-20 new adults and 25 new children

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.

Per the Wyoming Housing Database Partnership data, households for Laramie County include 25,428 owned and 11,936 occupied by renters. A total of 3,320 households or 8.9 percent exist with incomes under \$15,000 compared to 9.6 percent of households in Wyoming.

4. "Cost burden" is defined as housing costs that range from 30 to 50% of gross household income.

5. "Severe cost burden" is when housing costs are above 50% of gross household income.

Cost Burden Rates in 2016

Housing Type	Laramie County	State of Wyoming
Renters	22.4% cost burden 16.6 % severe cost burden	19.3% cost burden 16.7% severe cost burden
Homeowners	23.5% cost burden 12.9% severe cost burden	22.5% cost burden 13.5% severe cost burden

In Laramie County, 39% of renters are bearing the brunt of a *cost burden to severe cost burden* situation. Homeowners in Laramie County experience a slightly higher *cost burden*, but a lower *severe cost burden* compared to renters.

Cost Burden Rates in 2014

Housing Type	Laramie County	State of Wyoming
Renters	16.9% cost burden 16.8% severe cost burden	23.1% cost burden 13% severe cost burden
Homeowners	18.2% cost burden	17.2% cost burden

	9.5% severe cost burden	9.3% severe cost burden
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But when compared to 2014 rates, homeowners have experienced *significant* increases in both cost burden and severe cost burden rates statewide. Renter cost burdens in Laramie County have seen modest cost burden rate increases.

Number of Available Houses by Year Built

Year Built	Laramie County Households	Laramie County % of Total
1939-1979	21,328	57%
1979-1999	9,357	25.1%

One factor likely contributing to these rates of increase for homeowners is the age of housing available in Wyoming. In Laramie County, over half of all housing was built before 1979. In Laramie County, the vast majority - 82.1% - of all housing was built before 1999..

Median House Value by Year Built

Year Built	House Values in Laramie County
1939-1959	\$150,900
1960-1979	\$177,100
1980-1999	\$209,400
2000-2009	\$257,500
2010 or later	\$298,000

The impact that structural age has on the value of housing is extremely significant. In fact, the median price of a structure in Laramie County built between 1970 and 1979 is over \$80,000 lower than a house built between 2000 and 2009. In Albany county, the value differential over the same time period is \$54,900. Clearly, the benefits of homeownership are stymied when the vast majority of housing available is drastically devalued by the structure's age, not to mention safety challenges such as lead paint exposure when considering housing built before 1979. This aspect points obviously to the need for the development of new AND affordable housing for low-income participants to maximize the positive aspects of homeownership.

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

Housing. Currently in the area there are a few programs that exist to help families navigate the financial process of renting, achieving financial stability, and moving toward achieving homeownership when appropriate. Populations include individuals, families, veterans, disabled, severe mental illness. Multiple programs exist that serve targeted populations such as veterans, felons, permanently disabled, and the severely mentally ill – and provide funding for rent only. These include Cheyenne Housing Authority, Habitat for Humanity, Rapid Rehousing, and Community Action of Laramie County. The highest level of support reaches the 80% of the Area Median Income (AMI), as defined by HUD (U. S. Department of Housing and Urban Development).

Cheyenne Housing Authority	Habitat for Humanity	WRAP	Wyoming Family Home Ownership Program
Serves: 0%-50% AMI	Serves: 30%-50% AMI	Serves: 50%-80% AMI	Serves: 50%-80% AMI
Population: Families with Children <i>and</i>	Population: Families with Children	Population: Families with Children	Population: Families with Children

Individuals Location: Laramie County and the City of Laramie (<i>exclude surrounding areas of Albany County</i>) Funding: Ongoing Timeline: 1-2 year wait list, ongoing once accepted	Location: Laramie County and Albany County Funding: Ongoing Timeline: Apply 1x/yr, 1 yr services if accepted	Location: Laramie County and Albany County Funding: Ongoing Timeline: Apply 1x/yr, services until purchase is complete	Location: Laramie County and Albany County Funding: Ongoing Timeline: Apply any time, 7 years services
Services: SUBSIDIZED RENT / HOMEOWNERSHIP—rent can be combined with a homeownership component that invests a percentage of the family’s rent in an escrow that can be used for education, training, homeownership, or other financially stabilizing ventures.	Services: HOMEOWNERSHIP – builds homes and sells them to the families for the cost of the build, with a 1% interest rate. Families must be able to qualify for a mortgage with a lender in order to be selected. Families must provide “sweat equity” toward their home and others’ homes.	Services: HOMEOWNERSHIP – Financial literacy classes; savings and budgeting support; credit score must be 620 or higher; 1% interest rate upon close; foreclosed homes are remodeled and families can make an offer to purchase a completed home if they tour it and like it.	Services: HOMEOWNERSHIP – Financial preparedness classes and credit repair; mentoring; savings and budgeting support; equity support (like a down payment, but with different guidelines); trainings; civic leadership training; home maintenance grants.
Annual Families Served: 2,204 families <i>(both counties)</i>	Annual Families Served: 2 <i>(one per county)</i>	Annual Families Served: 10 families <i>(statewide)</i>	Annual Families Served: 54 families <i>(both counties)</i>

Wyoming Family Home Ownership Program fills a special niche – 50% - 80% of the Area Median Income, while serving Laramie County without restriction, backed with ongoing funding from various grants, foundations, business partners, faith partners, and individual donors. The program’s seven-year span facilitates the best practice approach of Bridges Out of Poverty / Getting Ahead concepts. Families are trained and equipped to end poverty for themselves and future generations by using homeownership as the first of many wealth-building vehicles, establishing long-term asset acquisitions and growth. Additionally, WYFHOP provides families with access to crisis services, contingency planning, equity support, mentoring services, maintenance grants, and ongoing civic leadership training (including but not limited to volunteerism and ability to apply to serve on the board for WYFHOP). Additionally, the “7 Habits of Highly Effective People” are reinforced through the development of effective habits such as budgeting, saving, time management, and self-care. The maintenance grant component teaches each family the habit of enhancing the value of their investment (the home), and as an extension, their neighborhood and community as a whole. This makes WYFHOP unique, because the community is investing in the family while the family invests back in the community, thereby achieving an ongoing symbiotic relationship between families and their community. The outcome of our program is that our graduates be firmly established in the middle class when they complete that seventh year, and to be future leaders and stakeholders serving their local communities.

Additionally, the Federal Reserve Bank of St. Paul, Minnesota conducted research showing that home ownership is a key component for families moving out of poverty, off of government services, and into self-sufficiency. The average net worth of a renter in the U.S. is just under \$10,000, while the average net worth of a homeowner is just over \$60,000. Additionally, homeowners are adequately resourced to provide a healthy, stable, stimulating and consistent environment to raise their children, so their families experience lower teen pregnancy, risky behaviors, and substance use – while also experiencing better grades, an increase graduation rate, increased college attendance, and a higher likelihood that their children will grow up to be self-sufficient homeowners in their own adult lives.

Program Specific Data-Driven Gap: Additionally, in reviewing our internal data collected on our SMART Goals Self Assessment forms, we've discovered many of our TANF eligible families need extra supports and assistance in the areas of substance abuse prevention / recovery and mental health services. Community referrals can take months to reach fruition, and our families need access to this level of support on an as-needed basis. Once a crisis is managed or averted, a family can then choose whether to continue working with the on-call therapist for WYFHOP or request to see a therapist of their choosing with assistance from our program. No other housing program addresses the need for additional supports for families in recovery post-purchase of a home (which is the hardest year of homeownership)

The SMART Goals Self Assessment Form to collect important data looks like this:

The form is titled "SMART GOAL LIFE ASSESSMENT" and includes the following sections:

- Quarterly SMART Goals:** A table with columns for "PREVIOUS GOALS" and "NEW GOALS".
- SMART GOALS ARE:** A section where the user defines their goals, such as "I will lose 20 pounds by March 22nd".
- Life Area Self-Assessment:** A table with columns for "LIFE AREA", "SELF-ASSESSMENT SCORES", and "NOTES". Life areas include Financial, Housing, Transportation, Education, Health, and Family.
- Financial Information:** A section for providing emergency savings, home ownership savings, and retirement accounts.
- Planned Home Improvement:** A table for listing projects, costs, and dates.
- Community Referrals and Follow-Up:** A section for tracking referrals and follow-up actions.

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

WYFHOP uses the following research-based curricula and strategies to help us achieve program goals:

Research-Based Curricula & Strategies	Description	How We Know It Works for WYFHOP Families
Realizing the American Dream: Homebuyer Education	HUD approved, best practice to determine when a family is <i>ready</i> to purchase a home.	Ends Dependence on Government Subsidized Programs like FHA: More than half of our families qualify for “conventional” mortgages rather than FHA mortgages because they are a lower financial risk to the lender.
Credit Counseling for Maximum Results:	HUD approved, while WYFHOP aren’t certified in this to provide “credit counseling,” we do adhere to the concepts and guidelines promoting <i>credit counseling for long-term self-sufficiency</i> rather than credit counseling for <i>acquisition</i> . Acquiring a home (or car or even a puppy) is best achieved after a family has developed strong financial skills and habits, has grown significant savings, and can handle economic crisis.	Proven Long-Term Self-Sufficiency: <ul style="list-style-type: none"> • Out of 40 homeowners since the first mortgage in 2009, WYFHOP has had 0 foreclosures. • Generational change – children are included in the budgeting process. • Building good financial habits allows our families to invest FIRST in a home, then in their savings and retirement. • WYFHOP families homeownership as an investment, not a possession.
Bridges Out of Poverty	Identifies 11 different research-based areas that promote self-sufficiency and support successful transition to the middle class.	Wage Progression is Strong in WYFHOP Families: SMART Goals self-assessments are centered around these 11 areas, to support families in developing a habit of setting and achieving goals in areas that advance the family’s quality of life and financial status.
Getting Ahead in a Just Getting By World	Identifies 11 different research-based areas that promote self-sufficiency and support successful transition to the middle class. Identifies systemic poverty causes and practical methods for individual empowerment.	Understanding of Systemic Poverty vs. Personal Responsibility: families learn to identify where they have control, which hidden rules they need to discover to navigate complicated government systems, and how to grow their skills and leverage them to join the middle class.
True Colors: Personality Types	Personality types affect behavior	Self-Awareness Leads to Self-Sufficiency. WYFHOP families learn to create a budget / savings / spending strategy that incorporates their individual personality types without sabotaging financial success.
PAIRS Practical Application of Intimate Relationship Skills	When families are going through relationship challenges, these communication techniques teach families to set and follow agreed-upon guidelines to “fight fair” and provide strategies to talk things out before a fight occurs.	Formation and Maintenance of 2 Parent Families: Homeownership provides stability. <ul style="list-style-type: none"> • Less than 15% of WYFHOP marriages end in divorce. • More than 25% of single WYFHOP parents marry while in the program.

5 Love Languages	Identifies 4 ways in which people receive love	Formation and Maintenance of 2 Parent Families: 4. WYFHOP families report their parenting experience as an 8.6 out of 10 possible points 5. Less than 5% of WYFHOP families report experiencing domestic violence in a current relationship
7 Habits of Highly Effective People	Strong daily habits determine who you will become – from relationships to time management	WYFHOP Families Budget Well: Throughout the program families engage in regular, healthy financial strategies that build good habits. Being early for work, budgeting time for the unforeseen, contingency planning, scheduling family activities around budget restrictions.
JustFaith	Program promotes social justice rather than charity – addressing the cause of a social challenge rather than the symptoms.	Homeownership Provides Financial Leverage: Up to three generations are impacted when a family transitions from poverty to the middle class.

C. Community Partnerships

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

In planning and implementing the ideals and practical components of the Wyoming Family Home Ownership Program, church partners came together to recognize and research the needs of Laramie County’s children. The United States Census published that 22% of families move at least once a year in Laramie County. One in five families moved at least once a year, running the risk of moving to a new school, re-establishing their home and most importantly, facing the emotional and educational disruptions caused by constant transition.

WYFHOP cultivates board members active in banking, legal, military, tourism, state services, therapeutic services, child care and hospitality services. Better yet, as of June 2015 our board is comprised of 50% or more alumni of the WYFHOP program. Our agency will be guided by esteemed professionals *and* families who have successfully attained the dream of owning a home. It is important that our families have a voice in the future of WYFHOP and its impact on Laramie County.

At the staff level, the Executive Director volunteers and collaborates with other nonprofit and social service agencies. Involvement in the Laramie County Community Partnership, the Wyoming Nonprofit Network, Laramie County Community College, the Wyoming Homeless Collaborative, Greenpath Debt Solutions, 2-1-1, United Way, Jonah Bank, First Interstate Bank and other collaborative community services allows critical community connections to be forged between WYFHOP families and the community. Additionally, her training in career development, goal setting, family dynamics, wraparound services, parenting, educational advocacy, and court proceedings give her a wide range of supportive methodologies to incorporate into helping families transition from poverty to the middle class.

With a focus on developing civic leadership skills and opportunities for WYFHOP families within Laramie County, our participants give back and proactively seek ways to engage their community as homeowners. As new property owners and taxpayers, they experience the pride that comes with using their talents to improve their community. In short, they have a very real stake in the future of their neighborhoods, schools, town and community.

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
ASK Program	After School Programming
Boys & Girls Club	After School Programming / Meeting Space
Greenpath Debt Solutions	Debt and Credit Counseling
Peak Wellness/ Community Therapists	Mental Health Services / Meeting Space
Recovery Wyoming / Alcoholics Anonymous / Narcotics Anonymous	Recovery and Relapse Prevention
Faith Community (8 churches)	Mentors / Volunteers / Meeting Space / Crisis Support /
Dads Making a Difference	Vocational Training and Employment
Climb Wyoming	Vocational Training and Employment
Laramie County Community College	Vocational Training and Employment / Career Development / Board Development
Sage Technical Services (Truck Driving)	Vocational Training and Employment
Department of Workforce Services / WOIA	Vocational Training and Employment / Career Development
Align	Board Development
United Way	Collaborative connections between nonprofit agencies
UPLIFT	Support and advocacy for special needs children / IEP coordin.
STRIDE / Head Start	Coordinate early educational services and co-referral
Community Action of Laramie County	Crisis Services
Wyoming Nonprofit Network	Networking / collaboration / staff development
Wyoming Homeless Collaborative	Networking / collaboration / staff development
Wyoming Community Development Authority	Lending opportunities / CHDO oversight
Laramie County Grants Manager	Guidance and support on grant opportunities
Laramie County Library	Meeting Space / Training for Nonprofits / Grant Research
Grounded Solutions	Mentoring and Training to create a Community Land Trust to improve long-term affordable Housing Options
Jonah Bank, First Interstate Bank, Western States Bank, various Lenders	Mortgage and development services
Developers and Builders	Development Opportunities / Partnerships
Neighborworks Organization	National leader in lending practices, development, financial self-sustainability, best practices in housing

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

The WYFHOP Board of Directors and Executive Director actively diversify funding streams so the program is never dependent on just one source of funding. Our funding includes: state, city, and county grants; foundations; nonprofit support; business partners; faith partners; private donors; fundraising; and contributions from 100% of the Board. WYFHOP has applied to become a Community Housing Development Organization (CHDO) and will actively pursue nonprofit development of affordable housing units – both rental units and homeownership opportunities to create a sustainable stream of income. We also started an endowment in 2016 with the matching funds provided by the John P. Ellbogen Foundation, which currently has \$64,000.

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?

- **Goal 1:** Ensure community wide collaboration in planning and implementation efforts
- **Goal 2:** Award TANF funding based on data-driven, community based decision making
- **Goal 3:** Implement and evaluate effective, research based programs and strategies.
- **Goal 4:** Provide services that will assist families in moving toward self-sufficiency.
- **Goal 5:** Enhance sustainability of community efforts beyond the funding period.
- **Goal 6:** Provide assistance to needy families to be cared for in their own home or the homes of relatives.
- **Goal 7:** End dependence on government benefits through job, work, marriage, financial planning, and social stability.
- **Goal 8:** Encourage the formation and maintenance of 2 parent families.
- **Goal 9:** Increase in wages to 200% or more of the federal poverty level.

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
Families will complete a 12 session financial literacy class.	8-10 families enrolling in each county, with 90% completing the financial literacy class.	<ul style="list-style-type: none"> • Recruitment • Classes Held • Section Post-Test • Graduation 	<ul style="list-style-type: none"> • Attendance • Section Post-Tests • Database
Families will save for a down payment on a home.	50 enrolled families, with 100% maintaining a separate home savings account.	<ul style="list-style-type: none"> • Complete family budget • Savings account opened 	<ul style="list-style-type: none"> • Bank statements • SMART Goals Life Assessment and data tracking sheet • Database
Families will engage in credit building and credit repair activities and address credit scores and debt to income ratios.	50 enrolled families, with 85% actively improving credit scores (640 or higher) and debt-to-income ratios (ideal is 41% or less).	<ul style="list-style-type: none"> • Credit repair / building plan established • Goals set 	<ul style="list-style-type: none"> • SMART Goals Life Assessment and data tracking sheet • Database
Families will attend at least two quarterly leadership and development trainings per year based on WYFHOP family surveys.	50 enrolled families (100% of enrolled families), will attend 2 or more (50%) quarterly trainings offered on relevant topics. 24 individuals (100% of TANF eligible enrolled families) will attend 2 or more (50%) trainings offered on topics that promote economic, educational, and social stability.	<ul style="list-style-type: none"> • SMART Goals Life Assessment and data tracking sheet 	<ul style="list-style-type: none"> • SMART Goals Life Assessment and data tracking sheet

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Quarterly leadership and development training topics will be relevant, based on WYFHOP family surveys.	4 trainings scheduled per year, on a quarterly basis, with 100% fully executed.	<ul style="list-style-type: none"> • SMART Goals Life Assessment and data tracking sheet 	<ul style="list-style-type: none"> • SMART Goals Life Assessment and data tracking sheet
Families will become homeowners.	10 families (20% of the 50 enrolled families) will become homeowners each year.	<ul style="list-style-type: none"> • Families will close on a mortgage 	<ul style="list-style-type: none"> • Mortgage “lender” packet provided at closing by title company • Database
Families will maintain successful home ownership for five years.	18 families (90% of homeowners) will maintain ownership of the home for 5 years.	<ul style="list-style-type: none"> • Quarterly SMART Goals / family visits meetings to track progress and identify challenges 	<ul style="list-style-type: none"> • SMART Goals Life Assessment and data tracking sheet • Database
Families will maintain or improve the value of the purchased home.	18 families per year (90% of homeowners), will maintain or improve the value of the purchased home.	<ul style="list-style-type: none"> • Home visits 	<ul style="list-style-type: none"> • Annual maintenance grant request • Database
Families will set quarterly goal, to be self-assessed at quarterly family visits.	45 enrolled families (90% of enrolled families) will engage in quarterly family visits and complete self-assessment and career goals. 22 enrolled individuals (90% of TANF eligible families) will engage in quarterly family visits and complete self-assessment and set economic, educational and family strengthening goals.	<ul style="list-style-type: none"> • Quarterly visits 	<ul style="list-style-type: none"> • SMART Goals Life Assessment and data tracking sheet • Database
Families will learn and practice SMART goal setting skills (specific, measurable, attainable, relevant, and timely) to establish and maintain family stability.	22 enrolled families (90% of enrolled TANF eligible families) will learn and practice SMART goal setting skills during at least 3 of the 4 (75%) quarterly family visits and goal setting sessions to establish and maintain family stability.	<ul style="list-style-type: none"> • Quarterly family visits /meetings 	<ul style="list-style-type: none"> • SMART Goals Life Assessment and data tracking sheet • Database

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Families will seek growth in areas of economic, educational and social stability.	50 enrolled families (100% of enrolled families), will attend 2 or more (50%) quarterly trainings offered on relevant topics. 24 individuals (100% of TANF eligible enrolled families) will attend 2 or more (50%) quarterly trainings offered on topics that promote economic, educational, and social stability.	<ul style="list-style-type: none"> • Quarterly family visits /meetings 	<ul style="list-style-type: none"> • SMART Goals Life Assessment and data tracking sheet • Database
Families will achieve self-sufficiency.	Within 2 years of achieving home ownership, 80% of families will be transitioned off of supportive emergency social services.	<ul style="list-style-type: none"> • Career planning and development • Ongoing budgeting and credit building 	<ul style="list-style-type: none"> • SMART Goals Life Assessment and data tracking sheet • Database
Engage a student advocate for financial preparedness classes.	1 successful alumni of the program will be engaged as a student advocate for each of the financial preparedness classes, and will serve as a mentor and role model for new families.	<ul style="list-style-type: none"> • Ask successful alumni 	<ul style="list-style-type: none"> • SMART Goals Life Assessment and data tracking sheet • Database
Apply for Grounded Solutions program, to begin the process required for establishing a Community Land Trust.	Begin Phase 1 (of 2 phase program) for establishing a Community Land Trust with Grounded Solutions.	<ul style="list-style-type: none"> • Complete application • Get community input • Complete Phase 1 • Begin Phase 2 	<ul style="list-style-type: none"> • Tracking by board lead
Phase 2 of a customized, real-time database will be implemented by June 2017 to populate grant reports with relevant data electronically.	All data required for grant reports will be real-time and accurate electronic data will be immediately accessible, eliminating the need for hand-tabulated data.	<ul style="list-style-type: none"> • Database developed and de-bugged 	<ul style="list-style-type: none"> • Database expanded

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Phase 3 of the database will be implemented by August 2017 to track WYFHOP's systemic and economic impact.	Start reporting on 2017 data for families transitioning off social services, and calculating subsequent annual and lifetime savings to the State of Wyoming and federal government.	<ul style="list-style-type: none"> • Database developed and de-bugged 	<ul style="list-style-type: none"> • Database expanded
WYFHOP will complete the CHDO certification process, as determined by HUD.	Immediate responses to CHDO application inquiries will be addressed to expedite the process so WYFHOP can apply for capacity building and project funds. (CHDO certification paperwork was completed in 2016, and WYFHOP is awaiting official certification).	<ul style="list-style-type: none"> • Apply • Respond to requests for further information • Await results 	<ul style="list-style-type: none"> • Application • Accept / denial by WCDA

3. Describe your data collection methods to be used.

Most of our data is collected through attendance at trainings, family visits and goal setting sessions, and follow up meetings. We collect bank statements to verify progress toward savings. We also follow up on credit repair / credit building plans. Starting in June of 2016, all of this data will be entered into a customized database designed to track each family's progress toward each goal listed (using the forms listed in the table above). The database will allow us to engage in accurate and relevant data-driven decision making for the program and its participating families.

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

G. TANF Recruitment

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

Recruiting is done through community partners, presentations, online and social media marketing and word of mouth. Our marketing budget is limited, but a social media strategy helps. Applications are processed within 24 hours of receipt, initial meeting, selection, and enrollment upon starting the next annual class. Emergency and pre-planning services are provided before class starts so participants can progress toward their goal immediately.

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

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?

We accept tax returns or pay stubs.

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*)

Donations, grants, foundations

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.

WYFHOP a total of six families in both Albany and Laramie County successfully transitioned off of all government benefits and social service programs. WYFHOP families learn how to achieve home ownership on their own merits. Families learn to build credit, reduce their debt to income ratio, build a solid savings account, and qualify for a mortgage. As tax paying property owners, WYFHOP families become invested in the neighborhood where they live and raise their children. Homeowners are more likely to know their local representatives and how voting affects property taxes, education, and quality of life. With additional coaching in civic leadership and volunteerism, WYFHOP families understand that they are expected to give back to the community that invested in them. Our families seek jobs that improve their financial picture, develop relationships within their support network, build professional relationships with lenders / realtors / title companies and other professionals, and learn about improving the value of their home in order to improve the overall neighborhood so property values increase. Lastly, families who go through WYFHOP start off with immediate equity, and remain in the home for a minimum of five years. Yearly maintenance grants of up to \$1,000 are available if families attend two or more quarterly trainings, and actively engage in family visits.

Amount Requested from Proposal:

\$9,000

Administration

	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.	9,000	0	Our caseload is high enough that we require a dedicated staff to complete SMART Goals quarterly meetings. 100% of this funding will go toward wages for staff providing direct client services, freeing up the executive director to work on long-term sustainability projects such as grant writing, donor development, income diversity & fundraising.
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff	Click here to enter text.	Click here to enter text.	Click here to enter text.

Attachment A

Contract between Wyoming Department of Family Services
and Laramie County Commissioners

who provide direct client services.			
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 items.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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	9,000	0	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	9,000		
Number of Individuals Planning to Serve	105		
Cost Per Individual	85.71		

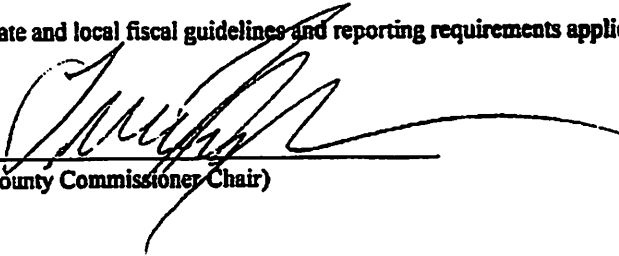
ASSURANCE

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 CPI, 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: Troy Thompson

Date: 4-18-11

Assurances must be signed for grant application to be considered.



Temporary Assistance for Needy Families
Wyoming Department of Family Services

TANF CPI

FFY 18 Quarterly Report and Invoice

County/Tribe:

____ Laramie County Commissioners _____

Reporting Period:

Site:

Attachment B
Contract between Wyoming Department of Family Services
and Laramie County Commissioners
Page 1 of 12

Attachment B
Contract between Wyoming Department of Family Services
and Laramie County Commissioners
Page 2 of 12

Statistics:

During the quarter, please provide the below information on all the TANF individuals you served. Please provide any other relevant data you wish to include.

Client Name	# of Kids	Program enrollment date	SSN collected (Y/N)	Employed at enrollment (Y/N), hourly wage and # hours worked per week	Government programs utilizing at time of enrollment	Services Provided (i.e. vocational training, education, counseling, mentoring)	Milestones completed prior to service end (i.e. completed parenting classes, achieved a personal goal set)	Program completion date	Completed successfully (Y/N)(reason)	Employment after program completion (Y/N), hourly wage and # hours worked per week	Kids remain in the home (Y/N)	Specific Goals met for individual?
TANF Individuals Served												
Individuals Served												
Transitioned to Non-TANF												

valuation of Outcomes:

Outcome	Performance Measure	Activities/Collaborations Conducted to Meet Outcome	Evaluation
<p>IC: tify TANF-ble youth in of Boys & ; Club ices. At least TANF eligible h will be tified to fill '5 target h.</p>	<ul style="list-style-type: none"> ● Number and types of contacts with school personnel throughout the district, ask parents how they heard about the Club. ● Provide scholarship forms and analyze amount and types of need. ● Number and types of media contacts, ask parents how they heard about the Club. 	<p>Click here to enter text.</p>	<p>Click here to enter text.</p>
<p>IC: ide Club rience to 75 IF-eligible h. It is cted that the 'ANF-eligible h will attend :lub at least 52 s.</p>	<ul style="list-style-type: none"> ● Number of days attended through membership tracking software. ● Number of times and types of programs attended, pre- and post-tests as available per program area. ● Report cards and participation in summer learning loss activities 	<p>Click here to enter text.</p>	<p>Click here to enter text.</p>
<p>VB: . of Climb cipants who r a program successfully plete it.</p>	<p>32 of the 40 participants who enter the program will successfully complete it.</p>	<p>Click here to enter text.</p>	<p>Click here to enter text.</p>

VB: % of Climb program graduates be employed program completion.	22 of these program graduates will be employed one year after program completion	Click here to enter text.	Click here to enter text.
VB: target wage program will wage that es participants irds self-ciency based ie Wyoming Sufficiency dard.	22 program graduates will be earning a wage that moves them towards self-sufficiency based on the Wyoming Self Sufficiency Standard.	Click here to enter text.	Click here to enter text.
VB: % of Climb program graduates enter the program utilizing stamps will v a decrease in lependence on stamps.	8 of the 16 program graduates who enter the program utilizing food stamps will show a decrease in their dependence on food stamps.	Click here to enter text.	Click here to enter text.
VB: % of Climb program graduates enter the program utilizing ic healthcare show a ease in the ndence on ic healthcare.	4 of the 8 program graduates who enter the program utilizing public healthcare will end their dependence on public healthcare.	Click here to enter text.	Click here to enter text.

MB: % of graduates have received skills trainings mental health counseling.	The 40 participants who participate in the Climb program will have received life skills training and mental health counseling.	Click here to enter text.	Click here to enter text.
IS: % of youth will move or maintain positive attitudes in relation to educational success, risk reduction, and/or socio-emotional competency.	Youth Outcomes Survey	Click here to enter text.	Click here to enter text.
IS: % of youth will move or maintain positive attitudes in relation to parental or adult relationships.	Youth Outcomes Survey	Click here to enter text.	Click here to enter text.
FHOP: % of families will complete a 12 week financial literacy class.	8-10 families enrolling in each county, with 90% completing the financial literacy class.	Click here to enter text.	Click here to enter text.

FHOP: families will save money on a mortgage.	50 enrolled families, with 100% maintaining a separate home savings account.	Click here to enter text.	Click here to enter text.
FHOP: families will engage in credit counseling and credit repair activities to address credit issues and debt to income ratios.	50 enrolled families, with 85% actively improving credit scores (640 or higher) and debt-to-income ratios (ideal is 41% or less).	Click here to enter text.	Click here to enter text.
FHOP: families will attend at least two quarterly membership and development trainings per year based on FHOP family needs.	50 enrolled families (100% of enrolled families), will attend 2 or more (50%) quarterly trainings offered on relevant topics. 24 individuals (100% of TANF eligible enrolled families) will attend 2 or more (50%) trainings offered on topics that promote economic, educational, and social stability.	Click here to enter text.	Click here to enter text.
FHOP: quarterly membership and development training topics will be relevant, based on family surveys.	4 trainings scheduled per year, on a quarterly basis, with 100% fully executed.	Click here to enter text.	Click here to enter text.
FHOP: families will become homeowners.	10 families (20% of the 50 enrolled families) will become homeowners each year.	Click here to enter text.	Click here to enter text.

<p>FHOP: families will maintain successful homeownership for five years.</p>	<p>18 families (90% of homeowners) will maintain ownership of the home for 5 years.</p>	<p>Click here to enter text.</p>	<p>Click here to enter text.</p>
<p>FHOP: families will maintain or improve the value of the home purchased.</p>	<p>18 families per year (90% of homeowners), will maintain or improve the value of the purchased home.</p>	<p>Click here to enter text.</p>	<p>Click here to enter text.</p>
<p>FHOP: families will set quarterly goal, to self-assessed at quarterly family visits.</p>	<p>45 enrolled families (90% of enrolled families) will engage in quarterly family visits and complete self-assessment and career goals. 22 enrolled individuals (90% of TANF eligible families) will engage in quarterly family visits and complete self-assessment and set economic, educational and family strengthening goals.</p>	<p>Click here to enter text.</p>	<p>Click here to enter text.</p>
<p>FHOP: families will learn practice SMART goal setting skills to establish and maintain family stability.</p>	<p>22 enrolled families (90% of enrolled TANF eligible families) will learn and practice SMART goal setting skills during at least 3 of the 4 (75%) quarterly family visits and goal setting sessions to establish and maintain family stability.</p>	<p>Click here to enter text.</p>	<p>Click here to enter text.</p>

<p>FHOP: families will seek growth in areas of economic, educational and social stability.</p>	<p>50 enrolled families (100% of enrolled families), will attend 2 or more (50%) quarterly trainings offered on relevant topics. 24 individuals (100% of TANF eligible enrolled families) will attend 2 or more (50%) quarterly trainings offered on topics that promote economic, educational, and social stability.</p>	<p>Click here to enter text.</p>	<p>Click here to enter text.</p>
<p>FHOP: families will achieve self-sufficiency.</p>	<p>Within 2 years of achieving home ownership, 80% of families will be transitioned off of supportive emergency social services.</p>	<p>Click here to enter text.</p>	<p>Click here to enter text.</p>
<p>FHOP: engage a student advocate for financial preparedness classes.</p>	<p>1 successful alumni of the program will be engaged as a student advocate for each of the financial preparedness classes, and will serve as a mentor and role model for new families.</p>	<p>Click here to enter text.</p>	<p>Click here to enter text.</p>
<p>FHOP: apply for funding for the program, begin the process required for establishing a Community Land Trust.</p>	<p>Begin Phase 1 (of 2 phase program) for establishing a Community Land Trust with Grounded Solutions.</p>	<p>Click here to enter text.</p>	<p>Click here to enter text.</p>

<p>FHOP: e 2 of a omized, real- database will plemented by 2017 to ilate grant rts with vant data ronically.</p>	<p>All data required for grant reports will be real-time and accurate electronic data will be immediately accessible, eliminating the need for hand-tabulated data.</p>	<p>Click here to enter text.</p>	<p>Click here to enter text.</p>
<p>FHOP: e 3 of the case will be emented by ust 2017 to : WYFHOP's omic and omic impact.</p>	<p>Start reporting on 2017 data for families transitioning off social services, and calculating subsequent annual and lifetime savings to the State of Wyoming and federal government.</p>	<p>Click here to enter text.</p>	<p>Click here to enter text.</p>
<p>FHOP: plete the DO fication ess, as mined by).</p>	<p>Immediate responses to CHDO application inquiries will be addressed to expedite the process so WYFHOP can apply for capacity building and project funds. (CHDO certification paperwork was completed in 2016, and WYFHOP is awaiting official certification).</p>	<p>Click here to enter text.</p>	<p>Click here to enter text.</p>

Successes and Challenges:

Please share quarterly successes and challenges.

Quarterly Invoice: Laramie County Commissioners

Submit To:
 Corrine Livers
 corrine.livers@wyo.gov

Expenditures for the Month and Year of: _____
 Submitted on _____

	Program Costs	Admin. Costs	YTD	Budget
Salaries				
Program: BGC				\$39,000.00
Admin: BGC				\$4,200.00
Program: CLIMB				\$28,000.00
Admin: CLIMB				\$3,735.00
Program: BBBS				\$4,779.00
Admin: BBBS				\$560.00
Program: WYFHOP				\$9,000.00
Employer Paid Benefits				
Program: CLIMB				\$2,000.00
Admin: CLIMB				\$335.00
Employer Payroll Taxes				
Program: CLIMB				\$2,800.00
Admin: CLIMB				\$470.00
Program: BBBS				\$652.00
Admin: BBBS				\$76.00
Supplies				
Program: CLIMB				\$115.00
Recruiting and Marketing				
Travel				
Rent and Utilities				

Program: BGC				\$6,000.00
Admin: BGC				\$800.00
Program: CLIMB				\$5,000.00
Program: BBBS				\$933.00
Participant Tuition and Class Fees				
Participant Class Supplies and Materials				
Program: CLIMB				\$125.00
Participant License and Certification Fees				
Participant Drug and Aptitude Screening				
Work Support Services and Clothing				
Participant Wages				
Participant Fringe Benefits				
Participant Incentives & Expenses				
Program: CLIMB				\$1,330.00
Other Participant Needs				
Program: CLIMB				\$6,090.00
Sub-Total				
TOTAL (Program + Admin)				\$116,000.00
Number of Participants Served				
Cost Per Participant				