

**WYOMING DEPARTMENT OF FAMILY SERVICES SUBGRANTEE AGREEMENT
BETWEEN LARAMIE COUNTY AND THE WYOMING FAMILY HOME
OWNERSHIP PROGRAM DBA MY FRONT DOOR.**

THIS WYOMING DEPARTMENT OF FAMILY SERVICES TEMPORARY ASSISTANCE FOR NEEDY FAMILIES SUBGRANTEE AGREEMENT ("Grant Agreement") (ALN # 93.558) is made between Laramie County, State of Wyoming ("COUNTY"), whose address is 310 West 19th Street, Cheyenne, Wyoming 82001, and Wyoming Family Home Ownership Program dba My Front Door (SUBGRANTEE), whose address is P.O. Box 21682, Cheyenne, Wyoming 82003. In consideration of the promises and covenants set forth below, the parties agree as follows:

- 1) Purpose of Grant Agreement. COUNTY shall provide Wyoming Department of Family Services Temporary Assistance for Needy Families (TANF) grant funds to SUBGRANTEE in the amount set forth in Section 3, and SUBGRANTEE shall undertake and complete materials, projects and/or services (collectively, the "Project") described in Attachment B attached hereto. Performance by SUBGRANTEE of the requirements of this Grant Agreement and compliance with all TANF program rules and regulations is a condition to SUBGRANTEE'S receipt of monies hereunder.
- 2) Term of Grant Agreement and Required Approvals. This Grant Agreement is not effective until all parties have executed it and all required approvals have been granted. The term of the Grant Agreement is from October 1, 2023 through September 30, 2024 ("Term"); The Project shall be completed during the Term.
- 3) Payment. COUNTY agrees to grant monies to SUBGRANTEE for performance of the Project, as invoices are submitted for work done in connection with the Project, completed in accordance with the requirements of this Agreement. The total payment to GRANTEE under this Grant Agreement shall not exceed \$9,171.43 ("Grant Award"). Payment will be made following SUBGRANTEE'S delivery to COUNTY of quarterly invoices detailing services performed in connection with the Project in a form satisfactory to COUNTY.
- 4) Responsibilities of Grantee Regarding the Project. In undertaking and completing the Project, the SUBGRANTEE further agrees as follows:
 - a) Professional Services. The SUBGRANTEE agrees to perform all aspects of the Project in a professional manner and in accordance with the degree of care, competence and skills that would be exercised by a SUBGRANTEE under similar circumstances, to the satisfaction of the COUNTY.
 - b) Procurement and Administrative Regulations. SUBGRANTEE agrees to comply with federal procurement and administrative regulations as stated in 2 C.F.R. § 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations: as enacted in regulations by the U.S. Department of Health and Human Services.

- c) **Compliance with Laws.** In the interpretation, execution, administration and enforcement of this Grant Agreement, SUBGRANTEE agrees to comply with all applicable state and federal laws, rules, and regulations, including but not limited to:
- i) SUBGRANTEE agrees to comply with all federal requirements governing grant agreements that are applicable, including but not limited to 2 C.F.R. § 230; Cost Principles for Non-Profit Organizations; and OMB Circular A-133 Audits of State and Local Governments. The Single Audit Act of 1984, 31 U.S.C. §§ 7501-7 further defines auditing responsibilities and SUBGRANTEE agrees to comply therewith.
 - ii) SUBGRANTEE further covenants that the Project will be conducted and administered in conformity with the Civil Rights Act of 1964, 42 U.S.C. § 2000 *et seq.* and the Fair Housing Act, 42 U.S.C. § 3601 *et seq.* and that it will affirmatively further fair housing.
 - iii) SUBGRANTEE shall comply with "Equal Opportunity in Federal Employment", Exec. Order No. 11, 246, 30 Fed. Reg. 12,319 (1965) as amended by Exec. Order No. 11375, 32 Fed. Reg. 14,303 (1967); as supplemented in the Department of Labor regulations, 41 C.F.R. § 60 (1998), the Civil Rights Act of 1964, 42 U.S.C. § 2000 *et seq.*, the Wyoming Fair Employment Practices Act, Wyo. Stat. § 27-9-105 *et seq.*, and any rules and regulations related thereto. SUBGRANTEE shall not discriminate against a qualified individual with a disability and shall comply with the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 *et seq.*, and any rules and regulations related thereto. SUBGRANTEE shall assure that no person is discriminated against based on the grounds of sex, race, religion, national origin or disability in connection with the performance of this Grant Agreement.
- d) **Monitor Activities.** The COUNTY shall have the right to monitor all activities of the SUBGRANTEE related to this Grant Agreement. This shall include, but not be limited to, the right to make site inspections at any time, to bring experts and consultants on site to examine or evaluate completed work or work in progress, and to observe all SUBGRANTEE personnel in every phase of performance of work related to this Grant Agreement. COUNTY will conduct a risk assessment post award and will conduct a site visit during the grant term.
- e) **Retention of Records.** SUBGRANTEE agrees to retain all records related to the Project, which are required to be retained pursuant to this Agreement or the TANF program rules and regulations for three years following COUNTY's date of notice to SUBGRANTEE of administrative closeout of the Grant.
- f) **Prohibition on Lobbying.** In accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by the SUBGRANTEE or its subcontractors in connection with lobbying Congressmen, or any other federal agency in connection with the award of a federal grant, contract, cooperative agreement or loan.
- g) **Reporting.** Within 30 calendar days at the conclusion of each calendar quarter during the Term of this Grant Agreement, SUBGRANTEE shall furnish COUNTY with a report, which will list the clients served; address program outcomes, effectiveness, successes,

challenges and performance measures as defined in Attachment B. SUBGRANTEE shall likewise furnish COUNTY with a cumulative financial statement, reflecting total expenditures pursuant to this Grant Agreement.

- h) Suspension and Debarment. By signing this agreement, SUBGRANTEE certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction nor from federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this agreement suspended, debarred or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension) and CFR 44 Part 17, or are on the disbarred vendors list. Further, SUBGRANTEE agrees to notify agency by certified mail should it or any of its agents become debarred, suspended, or voluntarily excluded during the term of this agreement.
 - i) Federal Audit Requirements. SUBGRANTEE agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. SUBGRANTEE agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and OMB Circular A-133, Audits and States, Local Governments, and Non-Profit Organizations. If findings are made which cover any part of this award, SUBGRANTEE shall provide one copy of the audit report to COUNTY and require the release of the audit report by its auditor to be held until adjusting entries are disclosed and made to COUNTY records.
- 5) Responsibilities of County. COUNTY will, at its discretion, assist in providing SUBGRANTEE access to information, including without limitation providing SUBGRANTEE with information concerning TANF program requirements, rules and regulations and other statutes and regulations referred to herein, and will cooperate with SUBGRANTEE whenever possible. COUNTY shall have no obligations, other than those specifically set forth herein, regarding the Project or its performance.
- 6) Special Provisions.
- a) Limitation on Payments. COUNTY's obligation to pay SUBGRANTEE for Project activities rendered pursuant to this Grant Agreement is conditioned upon the availability of state or federal government funds that are allocated to pay SUBGRANTEE hereunder. If grant agreement monies are not allocated and available for COUNTY to pay SUBGRANTEE for the performance of the Project, COUNTY may terminate this Grant Agreement at any time in its discretion without further liability or obligation hereunder.

COUNTY shall notify SUBGRANTEE at the earliest possible time if this Grant Agreement will or may be affected by a shortage or unavailability of funds. No liability shall accrue to COUNTY in the event termination of this Grant Agreement occurs or this Grant Agreement is affected in any other way by a lack of funds. COUNTY shall not be obligated or liable for any future payments due or promised hereunder or for any damages to SUBGRANTEE or any other person or entity as a result of termination under this section.

- b) No Finder's Fees. No finder's fee, employment agency fee, broker fee or other such fee related to this Grant Agreement shall be paid by either party.
 - c) Office Space. SUBGRANTEE will not include charges or seek reimbursement in any invoice submitted to COUNTY for office or building space of any kind obtained by SUBGRANTEE for the performance of the Project. SUBGRANTEE will make no charge for office or building space unless specific provisions are included for such in this Grant Agreement. Under no circumstances will SUBGRANTEE be allowed to purchase office equipment with funds received through this Grant Agreement.
 - d) Minority Business Enterprise. SUBGRANTEE is strongly encouraged to actively promote and encourage maximum participation of Minority Business Enterprises (MBE) as sources of supplies, equipment, construction and services in connection with performance of the Project.
 - e) Budget Transfer Limitation. SUBGRANTEE agrees it will not exceed any of the line item totals listed on Attachment C by more than twenty percent (20%) without prior approval from COUNTY. Such changes will not result in any change in the total Project costs, or a change in the Grant amount.
- 7) Default and Remedies. In the event SUBGRANTEE defaults or is deficient in the performance of any term of this Grant Agreement or any requirements of the TANF program rules and regulations, then COUNTY and/or Wyoming Department of Family Services shall have the right to exercise all remedies provided by law or in equity, including without limitation:
- a) Immediately terminating this Grant Agreement without further liability or obligation of COUNTY;
 - b) Issuing a letter of warning advising SUBGRANTEE of the deficiency and putting the GRANTEE on notice that additional action will be taken if the deficiency is not corrected or is repeated;
 - c) Recommending, or requesting SUBGRANTEE to submit proposals for corrective actions, including the correction or removal of the causes of the deficiency;
 - d) Advising SUBGRANTEE that a certification will no longer be acceptable and that additional assurances will be required in such form and detail as COUNTY and Wyoming Department of Family Services may require.
 - e) Advising SUBGRANTEE to suspend disbursement of funds for the deficient activity;
 - f) Advising SUBGRANTEE to reimburse any amounts improperly expended and reprogram the use of the funds in accordance with applicable requirements;
 - g) Changing the method of payment to SUBGRANTEE; and/or

h) Reducing, withdrawing, or adjusting the amount of the Grant.

8) General Provisions.

- a) Amendments. Any changes, modifications, revisions or amendments to this Grant Agreement which are mutually agreed upon in writing by the parties hereto shall be incorporated by written instrument, signed by all parties to this Grant Agreement.
- b) Applicable Law/Venue. The construction, interpretation and enforcement of this Grant Agreement shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Grant Agreement and the parties, and the exclusive venue for any action shall be in the First Judicial District, Laramie County, Wyoming.
- c) Assignment. Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set forth in this Grant Agreement without the prior written consent of the other party. In the event there is a sub-grant(s) under this Grant Agreement, SUBGRANTEE shall include all of the provisions of this Grant Agreement in every sub-grant agreement awarded and shall make such provisions binding on each sub-grantee as if it were the SUBGRANTEE hereunder. SUBGRANTEE shall not use this Grant Agreement, or any portion thereof, for collateral for any financial obligation, without the prior written permission of COUNTY.
- d) Assumption of Risk. SUBGRANTEE shall be responsible for any loss of state or federal funding, either administrative or program dollars, due to SUBGRANTEE's failure to comply with this Agreement and all state or federal TANF requirements. COUNTY shall notify SUBGRANTEE of any state or federal determination of noncompliance.
- e) Attorneys' Fees. If COUNTY has to enforce this Grant Agreement as a result of a default in the performance of this Grant Agreement, COUNTY shall be entitled to its reasonable attorneys' fees and costs incurred in such enforcement.
- f) Confidentiality of Information: The SUBGRANTEE acknowledges that information it may receive or have access to as a result of its performance under this agreement may be confidential. SUBGRANTEE agrees that it shall comply with all applicable law and regulation, whether state or federal, in the collection, maintenance and release of such information. COUNTY and its agents, or authorized representatives, shall have access to all confidential information in accordance with the requirements of state and federal laws and regulations. Any other parties will be granted access to confidential information only after complying with the requirements of state and federal laws and regulations pertaining to such access. Nothing herein shall prohibit the disclosure of information in summary form, including the publishing of reports of services provided in this Grant Agreement, so long as the identity of the client remains confidential and all other State & Federal laws and regulations are met.
- g) Conflict of Interest: The SUBGRANTEE and COUNTY confirm that, to their knowledge, no COUNTY employee has any personal or beneficial interest whatsoever in the services described herein. No staff member of the SUBGRANTEE, compensated

either partially or wholly with funds from this Agreement, shall engage in any conduct or activity that would constitute a conflict of interest relative to this Agreement.

- h) **Entirety of Grant Agreement:** This Grant Agreement (8 pages) and Attachment A, Sub-recipient Pass Through Information, Attachment B WYFHOP Application with revised budget (17 pages), Attachment C, Reporting (8 pages) and Attachment D, County's Amendment One with DFS (3 pages) represent the entire and integrated Grant Agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.
- i) **Indemnification:** To the fullest extent permitted by law, SUBGRANTEE shall indemnify, defend and hold harmless COUNTY, and its officers, agents, employees, successors and assigns from any cause of action, losses, injuries, liabilities, damages, claims, demands or costs arising from or in connection with this grant agreement (including reasonable attorneys' fees) (collectively "Claims") arising out of all activities in connection with the Project, Grantee's (and any sub-grantee's) performance under this Grant Agreement, or failure by SUBGRANTEE (or any sub-grantee) to comply with the terms of this Agreement or any TANF program rules and/or regulations. SUBGRANTEE shall be solely liable and responsible for all acts or omissions in connection with the Project or the performance of the Project or this Agreement (including without limitation the acts, omissions or performance of the Project or this Agreement by any sub-grantee), including without limitation all Claims arising in connection therewith, and COUNTY (its officers, agents, employees, successors and assigns) shall have no liability to SUBGRANTEE, any sub-grantee or any third party for, and shall be released from, all such Claims.
- j) **Independent Contractor:** SUBGRANTEE shall function as an independent contractor for the purposes of this Grant Agreement, and shall not be considered an employee of COUNTY for any purpose. SUBGRANTEE shall assume sole responsibility for any debts or liabilities that may be incurred by the SUBGRANTEE in fulfilling the terms of this Grant Agreement, and shall be solely responsible for the payment of all federal, state and local taxes that may accrue because of this Grant Agreement. Nothing in this Grant Agreement shall be interpreted as authorizing SUBGRANTEE or its agents and/or employees to act as an agent or representative for or on behalf of COUNTY, or to incur any obligation of any kind on the behalf of COUNTY. SUBGRANTEE agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to COUNTY employees will inure to the benefit of SUBGRANTEE or SUBGRANTEE'S agents and/or employees as a result of this Grant Agreement.
- k) **Kickbacks:** SUBGRANTEE warrants that no gratuities, kickbacks or contingency fees were paid in connection with this Grant Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Grant Agreement.
- l) **Notices:** All notices arising out of, or from, the provisions of this Grant Agreement shall be in writing and given to the parties at the address provided under this Grant Agreement, either by regular U.S. mail or delivery in person. Delivery shall be deemed to have occurred 3 days following deposit in the U.S. mail or upon delivery in person.

- m) Grantee to Keep Informed: The SUBGRANTEE shall keep fully informed of all federal and state laws, local laws, regulations and all other orders and decrees of bodies or tribunals having any jurisdiction or authority, which may, in any manner, affect the duties and responsibilities to be performed by SUBGRANTEE under the terms and conditions of this Grant Agreement.
- n) Patent or Copyright Protection. SUBGRANTEE recognizes that certain proprietary matters, techniques or information may be subject to patent, trademark, copyright, license or other similar restrictions, and warrants that no work performed by the SUBGRANTEE or its sub-grantees hereunder in connection with the Project will infringe any such rights of any person or entity nor will it violate any restriction. SUBGRANTEE shall defend, indemnify and hold harmless COUNTY from any infringement, violation or alleged infringement or violation of any such patent, trademark, copyright, license or other restrictions.
- o) Prior Approval: This Grant Agreement shall not be binding upon either party, no services shall be performed under the terms of this Grant Agreement, and no funds will be disbursed hereunder until all necessary approvals and actions have occurred as determined by COUNTY in its discretion and this Grant Agreement has been reduced to writing and signed by both parties.
- p) Severability: Should any portion of this Grant Agreement be judicially determined to be illegal or unenforceable, the remainder of the Grant Agreement shall continue in full force and effect as if the illegal or unenforceable term was omitted.
- q) Governmental Immunity: COUNTY does not waive its governmental immunity, as provided by any applicable law including W.S. 1-39-101 et seq., by entering into this Agreement. Further, COUNTY fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this Agreement.
- r) Taxes: SUBGRANTEE shall pay all taxes and other such amounts required by federal, state and local law, including but not limited to social security taxes, workers' compensation, unemployment insurance and sales taxes in connection with performance of the Project and this Grant Agreement.
- s) Time is of the Essence: Time is of the essence in the performance by SUBGRANTEE of all provisions of the Grant Agreement.
- t) Waiver: The waiver of any breach of any term or condition in this Grant Agreement shall not be deemed a waiver of any prior or subsequent breach.
- u) Titles Not Controlling: Titles of sections are for reference only, and shall not be used to construe the language in this Grant Agreement.
- v) 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 Grant Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this

Grant Agreement shall operate only between and for the benefit of the parties to this Grant Agreement.

- 9) Signatures. By signing this Grant Agreement, the parties represent and warrant that they have read and understood it, that they agree to be bound by the terms of the Grant Agreement, that they have the authority to sign it, and that they have received a signed and dated copy of the Grant Agreement.

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

LARAMIE COUNTY, WYOMING

By: _____
Chairman
Laramie County Commissioners

Date: _____

By: _____
Debra Lee, Laramie County Clerk

Date: _____

Wyoming Family Home Ownership Program dba My Front Door

By: 
Brenda Birkle, Executive Director

Date: 9-22-2023

REVIEWED AND APPROVED AS TO FORM ONLY

By: 
Laramie County Attorney's Office

Date: 9-25-23

Attachment A

Sub-Recipient Pass-Through Information

Sub-recipient: Wyoming Family Home Ownership Program dba My Front Door

UEI #: JBCZMP1YMDB4

Sam Registration Active: Yes

Project ID: TBD

Sub-recipient Program Area: TANF/CPI Laramie County, Wyoming

Federal Award Amount to Nonprofit: \$9,171.43

Local Match Amount: \$0.00

Period of Performance: October 1, 2023-September 30, 2024

Period and Start Date: October 1, 2023-September 30, 2024

Federal Award Identification Number (FAIN): 24-01WYTANF

Assistance Listing Number (ALN): 93.558

Assistance Listing Number Title: TANF

Federal Project Description: Provide local community based services to TANF eligible families

Name of Federal Awarding Agency: Department of Health and Human Services; Office of Administration for Children and Families, State of Wyoming

Name of Pass through Entity: Laramie County, Wyoming

Contact Information for Pass through Entity:

Sandra Bay, Laramie County Grants Manager
310 W. 19th Street, Suite 320
Cheyenne, WY 82001
307-633-4201 and Sandra.bay@laramiecountywy.gov

Is this award for Research and Development? No

Pass-through Indirect Cost Rate: 10%

Sub-recipient Indirect Cost Rate: 10%

Amount of Federal Funds Obligated by Action: \$160,500.00

Total Federal Award: \$160,500.00

Federal Award Date: August 22, 2023

COVER PAGE

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

Name: Sandra (Newland) Bay

Title: Laramie County Grants Manager

Organization: Laramie County

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

Phone: 307-633-4201

Email address: Sandra.newland@laramiecountywy.gov

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

Name: Brenda L. Birkle

Title: Executive Director

Organization: My Front Door

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

Phone: 307-514-5831

Email address: brenda@myfrontdoor.org

4. Program Name: My Front Door
5. Requested Amount: \$9,171.43
6. Authorized Representative/County Commissioner Chair:
(No signature required here. Signature is required on the Assurance page)

Date: April 18, 2023

Phone: 307-633-4260

E-Mail: commissioners@laramiecountywy.gov

A. Summary of Proposed Program

PROPOSAL

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

My Front Door (MFD) helps participants address and overcome barriers using the best practices of Bridges Out of Poverty and Getting Ahead concepts. Families are equipped to end poverty for themselves and future generations by using homeownership as the first of many wealth-building vehicles, spending 30% or less of income on housing. In addition to the specific activities described below, MFD 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 the ability to apply to serve on the board for My Front Door. The program is a hand-up versus a handout approach to economic mobility by helping families permanently transition from poverty to the middle class through homeownership. After employment, the most important means of making a permanent change from poverty to self-sufficiency is homeownership.

Our model's seven-year program relationship has demonstrated long-term success as families learn to navigate a new or increased social and economic structure. This relationship ensures families are supported and have continued access to resources through MFD's Family Advocate.

Individuals who are the focus of our work and influenced by our activities include, but aren't limited to:

- A. Single mothers and their families;
- B. Single fathers and their families;
- C. Two-parent families;
- D. Seniors raising grandchildren;
- E. Children under the age of 18; and
- F. Families raising relatives of extended family members or friends

Homeowners with adequate resources are better able to provide a healthy, stable, stimulating, and consistent environment to raise their children. A new generation of children experiencing a more stable family financial setting in a home environment marked with fewer moves and school changes will dramatically increase the probability of graduation. The effect on risk factors for these families is that they experience lower teen pregnancy, less risky behaviors, fewer encounters with the justice system and substance use, while also experiencing better grades, an increased graduation rate, increased college attendance, and a higher likelihood that their children will grow up to be self-sufficient homeowners as adults. Up to three generations are positively impacted by homeownership and in this way, we can **eliminate poverty and effect enduring generational change, one homeowner at a time.**

The social benefits of permanently affordable housing can transform the paradigm for economic development and the conversation around class mobility. As economic development and the need for an adequate skilled workforce continue to be inextricably linked, the most pivotal resource necessary for economic stability remains out of reach for many working Wyoming families.

2. Is this program different from 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 current TANF guidelines for their family size.

- Beginning and end date of program.

October 1, 2022 - September 30, 2023

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

MFD serves each family for a total of 7 years on a year-round and ongoing basis, as follows:

Daily (9:00 A.M. to 4:00 P.M.): Advocacy, case management, crisis intervention, financial coaching, and community referrals

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

Yearly: One new financial literacy and homebuyer education class of 10 families - typically consisting of 15-20 adults and 25-30 children

B. Statement of Need

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

- 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 Community Development Authority summary of cost burden as follows:

Cost Burden - Total

In Laramie County, according to the 2010 Five-Year ACS, the largest cohort of households by presence of cost burden were those experiencing No Cost Burden, accounting for 70.0 percent of all households in 2010, or 25,067 households. In comparison, the smallest cohort of households by presence of cost burden in Laramie County in 2010 were those experiencing Severe Cost Burden, representing 4.7 percent of all households. Between 2010 and the 2019 Five-Year ACS, the share of households experiencing No Cost Burden in Laramie County increased by 1.4 percentage points and accounted for 71.4 percent of all households in 2019. According to the 2019 Five-Year ACS, the largest cohort of households by presence of cost burden in Laramie County was still the No Cost Burden cohort, accounting for 71.4 percent of the total households in 2019, or 28,329 households. The fastest growing cohort of households by presence of cost burden between 2010 and 2019 was those experiencing No Cost Burden, which increased by 1.4 percent from 70.0 percent of all households in 2010 to 71.4 percent in 2019.

	Cost Burden - Total				
<i>Households</i>	<i>No Cost Burden</i>	<i>Cost Burden</i>	<i>Severe Cost Burden</i>	<i>Not Computed</i>	<i>Total</i>
<i>2019 Five-Year ACS Percent</i>	71.4%	15.7%	10.8%	2.1%	100%
<i>2019 Five-Year ACS Values</i>	28,329	6,212	4,303	839	39,683
<i>2010 Five-Year ACS Percent</i>	70.0%	15.1%	10.2%	4.7%	100%
<i>2010 Five-Year ACS Values</i>	25,067	5,403	3,652	1,668	35,790

Table III.3.78 shows the Incremental Total Housing Need Forecast for Cheyenne city. The incremental total housing need forecast is calculated by adding the incremental housing demand forecast with current un-met housing need. Un-met housing need is defined as any household experiencing a housing problem as defined by HUD. The total housing need shows the broadest measure of future housing need because it takes into account future housing demand as well as the current need among existing housing stock. Total housing need does not necessarily mean the constructions of new units. Unmet housing needs can be alleviated through the rehabilitation of existing units or by focusing on creating more affordable housing options.

In 2020, the base year, the total housing need set at the 8,354 households, which represents all households with an unmet housing need that needs to be addressed, such as cost burden or sub-standard living conditions. In all future years, the incremental housing need forecast shows both existing need and need based on future demand by income. In 2050, there will be an estimated need for 9,543 owner and 6,963 renter occupied households for a total of 16,506 quality households.

Table III.3.78							
Incremental Total Housing Need Forecast							
Cheyenne city							
Strong Growth Scenario							
Income (% of MFI)	2020	2025	2030	2035	2040	2045	2050
Owner							
0-30%	773	817	864	913	964	1,017	1,072
30.1-50%	811	880	952	1,026	1,104	1,185	1,269
50.1-80%	952	1,089	1,231	1,379	1,534	1,695	1,863
80.1-95%	377	446	518	594	672	754	839
95.1-115%	236	344	458	576	699	827	960
115+%	465	926	1,407	1,907	2,429	2,973	3,539
Total	3,614	4,503	5,430	6,395	7,401	8,450	9,543
Renter							
0-30%	1,766	1,842	1,920	1,999	2,079	2,161	2,244
30.1-50%	1,308	1,367	1,428	1,490	1,553	1,618	1,683
50.1-80%	1,192	1,282	1,373	1,465	1,560	1,656	1,753
80.1-95%	174	199	225	250	277	304	331
95.1-115%	122	150	179	209	238	269	300
115+%	177	253	330	408	488	570	652
Total	4,740	5,094	5,455	5,822	6,196	6,576	6,963
Total							
0-30%	2,539	2,660	2,784	2,912	3,043	3,178	3,316
30.1-50%	2,119	2,248	2,380	2,517	2,657	2,803	2,952
50.1-80%	2,145	2,370	2,604	2,845	3,094	3,351	3,616
80.1-95%	551	645	743	844	949	1,057	1,170
95.1-115%	358	495	637	784	937	1,095	1,260
115+%	642	1,179	1,737	2,315	2,917	3,542	4,192
Total	8,354	9,597	10,885	12,217	13,597	15,026	16,506

Additional studies and analyses from groups like the Great Cheyenne Chamber of Commerce support the trends of affordability identified in the WBC Toolbox.

One factor likely contributing to the costs for homeowners is the age of housing available in Wyoming. In Laramie County, over half of all housing was built before 1979; the vast majority (over 75%) of all housing was built before 1999.

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. The benefits of homeownership cannot be fully realized when the vast majority of housing available is drastically devalued by the structure's age, not to mention potential safety challenges such as lead paint and/or asbestos exposure as well as higher utility costs in homes built before 1979. The need to develop new and affordable housing for low-income participants has been clearly demonstrated thru:

Wyoming Business Council's Toolkit - <http://www.wyomingbusiness.org/commtoolbox> Robert Wood Johnson Foundation - <https://www.rwjf.org/> - Various published studies/papers

The Robert Wood Johnson Foundation's 2018 County Health Rankings

Greater Cheyenne Chamber of Commerce's - Enhanced Use Lease Project

Wyoming Community Development Authority's Affordable Housing Allocation Plan

Root causes or additional contributing factors include both internal and external influences. Internally, the unique challenges of rural communities include distance, transportation, and workforce development/education. These barriers can significantly limit the vulnerable population's mobility within social classes. Demographics play a large role in the affordable housing shortage as well. According to the ENDOW Council's (Economically Needed Diversification Options for Wyoming), Socioeconomic Assessment - August 30, 2017, Wyoming has one of the highest proportions of early baby boomer population in the nation. Along with an emphasis on the positive health effects of "aging in place", this further reduces available family, starter, and workforce housing.

External factors include a commuting workforce; 6,665 people work in Laramie County but permanently reside out of state per the WBC, Housing Tool Kit. Discussions to limit housing starts along the Colorado Front Range based on a lack of infrastructure threatens to compound the problem with the probability of increased gentrification. Missed opportunities to recruit larger employers based on a lack of an available workforce have crippled many small communities in the state. The polarizing paradox is the issues that arise when communities do successfully attract industry and are then faced with a lack of needed infrastructure including affordable housing.

The cost of building materials during COVID-19 has more than doubled, adding \$60,000 to \$70,000 on average to the sale price for single-family units.

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

The My Front Door Program fills a unique gap – 50% - 80% of the Area Median Income, (very low to low as defined by HUD) while serving Laramie County TANF participants within (most recent 185%) of Federal Poverty Guidelines without restriction. We actively work with participants in this income bracket as the lifeblood of our communities and economies. Using a holistic approach, we help them to navigate barriers on a journey of mobility upward and permanently into the middle class.

While there are several organizations that share affordable housing as part or all of their mission, these programs vary in the population served either by average median income (AMI), veteran's status, family composition, risk, or other factors. The largest difference between our program model compared to other community resources is the seven-year commitment to stewardship that we make with each family. Our model provides reportable data for an extended period of time illustrating prolonged stability within our families. Stewardship is the program value that is most closely aligned with the permanent and generational transition into the middle class.

My Front Door ensures programs and services are need-driven and relevant under a tripartite board composition that includes alumni and low-income representatives. An advisory board of community stakeholders serves to further inform the board on community matters.

These core model differences have provided a structure for progress and long-term success through education, planning, inclusion, and compassion that establish My Front Door as a proven success model.

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

Research-Based Curricula & Strategies	Description	How We Know It Works for MFD Families
<i>Realizing the American Dream: Homebuyer Education</i>	<i>HUD-approved best practices to determine when a family is ready to purchase a home.</i>	Ends Dependence on Government Subsidized Programs like FHA: <i>More than half of our families qualify for “conventional” mortgages rather than FHA mortgages because they are a lower financial risk to the lender.</i>
<i>Credit Counseling for Maximum Results:</i>	<i>Delivered by our HUD Certified Housing Counselor promoting long-term self-sufficiency rather than credit counseling for acquisition. 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 an economic crisis.</i>	Proven Long-Term Self-Sufficiency: <ul style="list-style-type: none"> • <i>54 out of 55 first-time homeowners have been successful over the long term had 1 foreclosure (Due to relapse).</i> • <i>Generational change – children are included in the budgeting process.</i> • <i>Building good financial habits allows our families to invest FIRST in a home, then in their savings and retirement.</i> <i>MFD family homeownership is an investment, not a possession.</i>
<i>Bridges Out of Poverty</i>	<i>Identifies 11 different research-based areas that promote self-sufficiency and support a successful transition to the middle class.</i>	Wage Progression is Strong in MFD Families: SMART Goals self-assessments are centered around 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.
<i>Getting Ahead in a Just Getting by World</i>	<i>Identifies 11 different research-based areas that promote self-sufficiency and support a successful transition to the middle class. Identifies systemic poverty causes and practical methods for individual empowerment.</i>	Understanding of Systemic Poverty vs. Personal Responsibility: <i>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.</i>

<i>True Colors: Personality Types</i>	<i>Personality types affect behavior</i>	<i>Self-Awareness Leads to Self-Sufficiency. MFD families learn to create a budget/savings/spending strategy that incorporates their individual personality types without sabotaging financial success.</i>
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C. Community Partnerships

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

Program Partners are essential to our success in terms of sharing trends and information, referrals, mutual advisement, and where possible, leveraging services.

Partners and stakeholders in addition to those included in the table below are: ASK, the Boys and Girls Club of Cheyenne, GreenPath Financial Wellness, Legal Aid of Wyoming, Wyoming 2-1-1, Laramie County Community Partnership, Salvation Army, Goodwill, Unaccompanied Student Initiative, Cheyenne Housing Authority, Wyoming Nonprofit Network, Laramie County Public Library, Peak Wellness, University of Wyoming, Laramie County Community College, Sage Trio, CASA, Cheyenne Regional Medical Center, Wyoming Women's Business Center, Wyoming Community Foundation, Habitat for Humanity, Cheyenne LEADS, Greater Cheyenne, Laramie Chamber Business Alliance, the Wyoming Women's Foundation and more.

Faith partners continue to provide financial support and volunteers to assist with fundraising, mentoring, and special projects. As affordable housing and economic development remain inextricably linked, engaging with the business community through economic development entities is crucial.

Our advisory board is designed to engage partners where time and capacity limitations would otherwise not allow. This panel will serve to brief the board, committees, and staff at regular meetings about initiatives, programs, and community issues affecting MFD work. The panel will provide an opportunity for members to consider full board services as vacancies arise. At the same time, we identify more collective impact efforts and support the work of other groups through the transfer of knowledge.

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
Wyoming Community Development Authority	Serves as our State "Project Jurisdiction" and secondary link to HUD. Currently providing Capacity Funding as well as oversight and partners in scaling or developing program offerings.
Housing and Urban Development	Provides issues and maintains our HUD Certified Secondary Lender status and provides linkages to additional certifications or funding sources as appropriate.
Wyoming Business Council	Opportunity to apply for CDBG funding, data, and expertise in the application of tax credits in MFD projects.
Climb Wyoming	Partner staff to coordinate organization presentations to their participants and referral linkage to beneficiaries.

Dads Making a Difference	Partner staff to coordinate organization presentations to their participants and referral linkage to beneficiaries.
Community Action of Laramie County	Partner staff to coordinate organization presentations to their participants and referral linkage to beneficiaries.
Safehouse Services	Partner staff to coordinate organization presentations to their participants and referral linkage to beneficiaries
Greater Cheyenne Chamber of Commerce	Engagement and linkage to community issues and projects that align with our mission where we can serve as mutual resources.
Faith Community	Funding and volunteers to assist the events, projects, and mentor program.

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

The MFD 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, Board contributions, nonprofit, private donors, fundraising, business, and faith partners. MFD has earned a Community Housing Development Organization (CHDO) and HUD Certified Secondary Lender designation allowing us access to funds and the ability to structure equity for families who might otherwise not realize the American dream. MFD is actively pursuing nonprofit affordable housing unit development –rental units, community land trust units, and traditional homeownership opportunities to create a sustainable stream of self-generated income.

Resources committed by MFD include a dedicated full-time Laramie County Family Advocate to provide direct services and a volunteer Board of Directors to provide governance of the organization. MFD will maintain office space as a further commitment to the families and community. The Executive Director will serve as an experienced grants manager and will provide timely, accurate, and thorough reports while maintaining high-level fiduciary integrity and transparency.

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?

My Front Door’s core program and holistic approach to case management naturally align with the following goals:

- **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 homes or the homes of relatives.
- **Goal 7:** End dependence on government benefits through a job, work, marriage, financial planning, and social stability.
- **Goal 8:** Encourage the formation and maintenance of two-parent families.
- **Goal 9:** Increase wages to 200% or more of the federal poverty level.

The strategy of our program model in achieving the above goals is evident throughout our seven-year program as described below:

PHASE I: (12 weeks) Financial preparedness classes –prepare families for homeownership, engage in budgeting, credit repair, and credit building activities, set and achieve SMART goals, attend quarterly training on relevant topics, and build civic leadership skills.

PHASE II: (18-24 months) Savings Phase – My Front Door provides savings support to a buyers' minimum \$2,400 down payment, based on availability. Funds provided are in the form of a second mortgage, which is forgiven at 20% per year for five years, and guidance during the process of purchasing a home from our Certified Housing Counselor.

PHASE III: (5 years) Maintenance Phase – families learn to maintain or improve the value of their home, engage in mentoring activities, meet quarterly for family visits, attend at least two quarterly training activities per year and continue building wealth through additional investments. Participants also explore retirement planning, education, and career development or advancement. During years 2-5 of homeownership, families are encouraged to improve the value of their home and neighborhood through an annual \$1,000 maintenance grant from our program.

- 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
<i>Completion of Phase I; low to moderate-income participants complete a 12- week financial literacy course</i>	<i>100% of Families that enroll will complete Phase I</i>	<i>Twelve, two-hour weekly classes to be delivered by our Certified Housing Counselor and Family Advocate</i>	<i>Attendance is kept and chapter tests are administered as part of the American Dream curriculum.</i>

<p><i>Completion of Phase II; participants establish and maintain a home savings account</i></p>	<p><i>80% of those that enter Phase II will complete it.</i></p> <p><i>100% of participants who complete Phase II will have saved \$2,400 toward their own down payment at closing</i></p>	<p><i>Individual budgeting and SMART Goals sessions with individual progress plans and interim activities for participants to complete.</i></p> <p><i>Set as a requirement to proceed to Phase III</i></p>	<p><i>Bank Statements verify progress toward emergency/contingency planning and down payment savings. Credit reports and other tools as individually necessary.</i></p> <p><i>Account statements of financial health and proof of secured funds are retained in the participant files.</i></p>
<p><i>Completion of Phase III; participants purchase and maintain ownership of a home</i></p>	<p><i>90% of those participants who complete Phase II and save the minimum requirement will purchase a home</i></p> <p><i>75% of those that purchase a home will complete Phase III</i></p> <p><i>Homeowning families that complete annual requirements are eligible for a \$1,000 maintenance grant in years, 2,3, 4, and 5.</i></p>	<p><i>Identify an agent, select a home, make an offer, review the disclosure statement, and complete a HUD-approved inspection. Family Advocate attends closing with the buyer supporting the family's interests.</i></p> <p><i>Continuing with support and case management ensures the permanent transition to the middle class</i></p> <p><i>Project preapproval through a grant multi-quote and application process is required as well as receipts that support the expenditure.</i></p>	<p><i>The Family Advocate serves as an active member of the home buying team ensuring the process and interests of the family are appropriately represented. Copies of all closing disclosures, HUD inspection, etc. are retained in the client file.</i></p> <p><i>Attendance and SMART Goals Worksheets (attached) are retained in the client file.</i></p> <p><i>Photos and final receipts are retained in the client file.</i></p>

<p><i>Participants actively engage with the Family Advocate during all three phases of the program</i></p>	<p><i>100% of participants enrolled in any phase of the program will meet with the Family Advocate at least quarterly and complete 3 of the 4 quarterly offered trainings per year. Participants will also continue to set and make progress with SMART Goals.</i></p>	<p><i>SMART goals are part of individual case management practice and group training topics will vary. Insight in selecting group topics however is gained through SMART Goals as they may identify commonalities among participants.</i></p>	<p><i>SMART Goals are revised/amended goals are achieved at every family meeting. Family meetings are documented in HomeKeeper to mark attendance. Participants are required to complete 4 quarterly individual case management sessions and 3 of 4 quarterly trainings annually to remain in the program.</i></p>
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3. Describe your data collection methods to be used.

The methodology begins with the collection of key information by the Family Advocate, producing a baseline for each participant both in terms of demographics and financial standing. Augmented by paystubs for income verification, credit reports, establishing a budget, and SMART Goals (example form attached), this information is the basis for measuring each tier of success. HomeKeeper, (a product of the Grounded Solutions Network) is the software instrument used for evaluation and reporting. The advantage of this product is that it is HUD compliant and customizable. At the same time, it allows us to monitor our impact within a specific geographic area where indices encourage focus. The benefits of data integrity become evident in providing thorough and accurate reporting to all our investors. Individual case management readily allows us to monitor and share impacts on a very human level.

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

Internally data collected serves to inform our board about trends, performance, and outcomes to ensure that programs and services are relevant, timely, and need-driven. Strategic planning takes on another dimension when prudent fiscal governance and oversight are weighted against participant success on every level. Individual characteristics or traits also become evident which allows the Family Advocate the opportunity to facilitate learning approaches for each family. Data collected on SMART goals is further used to identify quarterly training topics.

Externally, data serves to inform our community partners in identifying trends, leveraging resources, or creating a collaborative solutions-based approach to filling gaps. As we move forward this data will be key in wraparound service referral and program mapping. Identifying areas where we overlap with community partners, operate independently, or have a gap in community resources will benefit all stakeholders.

G. TANF Recruitment

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

The recruitment process begins with a well-designed model with a demonstrated success that continues under a dedicated and passionate staff. Engaging with community partners ensures that we are not operating in a silo. Partnerships also serve as one strategy to include vulnerable populations and diversify the applicant pool.

This is critical to effect deeper impact and enrich the program experience for all participants. Online and social media marketing keeps us engaged with alumni word of mouth being one of our strongest recruitment tools.

We accept applications on an ongoing basis and applicants are contacted within 24 hours of receipt. Basic eligibility is determined through this process and qualifying applications are held for the class schedule and final selection. Applicants that are not quite prepared are counseled by our Family Advocate to set goals and prepare an action plan in preparing for the next class offered. Candidates that don't meet basic eligibility are referred to program partners in the community where appropriate.

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

Yearly: One new Financial Literacy and Home Buyer Education class of 10 families - typically consisting of 15-20 adults and 25-30 children or 40 to 50 total individuals.

- 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.**

Income eligibility is determined with the collection of the previous year's tax returns or most recent paystubs.

BUDGET

Instructions:

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

Budget:

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

My Front Door's strategy includes continued grant applications, donations, fundraising, and other such asks to fill funding gaps as necessary, also reference B:4. However, the Board of Directors together with the Executive Director draft and approve a conservative annual budget, predicated on the reality that every dollar does count. Any decreased or unsuccessful funding request has a direct effect on our capacity to provide benefit to the target population and ultimately the community.

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.

Homeowners with adequate resources are better able to provide a healthy, stable, stimulating, and consistent environment to raise their children. A new generation of children experiencing a more stable family financial setting in a home environment marked with fewer moves and school changes will dramatically increase the probability of graduation. The effect on risk factors for these families is that they experience lower teen pregnancy, less risky behaviors, fewer encounters with the justice system and substance use, while also experiencing better grades, an increased graduation rate, increased college attendance, and a higher likelihood that their children will grow up to be self-sufficient homeowners as adults. Up to three generations are positively impacted by

homeownership and in this way, we can eliminate poverty and effect enduring generational change, one homeowner at a time.

The social benefits of permanently affordable housing transform the paradigm for economic development and the conversation around class mobility. As economic development and the need for an adequate skilled workforce continue to be inextricably linked the most pivotal resource necessary for economic stability remains out of reach for many working Wyoming families.

Attracting an adequate and skilled workforce is not just an issue for Wyoming today, but for all future generations living in an economically disadvantaged households. Per the State of Wyoming Administration and Information's published Salary Averages by Classification updated March 2022, the average hourly wage for a Highway Maintenance Specialist 1 is \$20.37 or \$42,369.60 per year. If that individual is a single head of household with three children, the household is at 50.68% of Area Median Income (AMI). Spending no more than 30% (considered the maximum for affordability) of household income on housing would afford this family a \$197,500 home with a payment of \$1,053.52 (PITI) for 30 years at 3.5% fixed interest. The median home price in Laramie County in February 2022 was \$318,045 for existing units and \$545,000 for new constructions well out of reach for this family.

Further complicating our ability to develop our own workforce is the cost of in-state postsecondary education for this family, estimated at \$19,777 annually. For these 3 children to pursue 4-year degrees is a staggering \$237,324.00. To put that in perspective, it is \$39,824 more than the purchase price of a home in their affordability range if it were even available.

Diminishing educational and economic inequity through the wealth-building process of homeownership empowers vulnerable populations to enter the middle class. Creating a relationship between first-time homebuyers, the family advocate, and other community allies ensures they stay there. In so doing we create a natural pathway of economic mobility and establish a "new norm" within the household. This "new norm" serves as an immersion learning environment, changing the blueprint for as many as three generations forward.

Society's impression of affordable housing is frequently a misperception of not only what affordable means but who needs affordable housing. Often you must explain more about the term "affordable housing" than you do the math that proves the case. In simple terms we mean the place where our teachers, certified nursing assistants, paralegals, snowplow drivers, food service, and hospitality workers can sleep at night and still afford to eat, drive a dependable car and save for retirement.

Research shows that neighborhoods with a higher rate of homeowners are maintained and groomed to a higher standard than are neighborhoods primarily filled with rental

properties. Lenders recognize and monetize this variation in loan terms that are structured differently for owner-occupied and non-owner-occupied properties. By moving renters into homeownership opportunities, with the increased responsibilities of property maintenance, education, and financial literacy, we facilitate change in the overall fabric of neighborhoods.

Social justice and diversity are the organic benefits of affordable housing as it ensures that properties sold to income-qualified households

On a broad scale, the Wyoming Business Council lists the benefits of affordable housing as:

- Stronger labor force. Available housing for all income groups helps a community retain jobs and retail stores and helps business owners attract and retain quality and reliable workers.
- The job creation and expansion impact is strongest if workers reside in the community. Employees are able to live near employment centers and thus are better able to report to work on time and have time to improve their job skills or get an education.
- Improves the ability of communities and businesses to attract and retain workers.
- For a community, housing ties people together. It fosters a sense of place and local identity. It plays an important role in a community's economic sustainability and development.
- New construction and management of a property creates new employment and generates multiplier effects that strengthen the local economy.
- Workforce housing creates a more stable environment for children and helps them perform better in school.
- Enables lower-wage earners to get into a home and begin building equity. A house payment is generally less expensive than rent, which increases disposable income.
- Helps improve distressed neighborhoods and strengthen community and neighborhood pride.
- Increases property values and property tax revenue to communities.
- Creates family stability.
- Housing plays a key role in individual welfare and often represents the single-largest family expense/investment.

Annual Amount Requested from Proposal:

Program
Costs Admin Costs

Summary and Justification for Budget Expense

<p>Salaries <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.</p>	\$3,000.00		My Front Door Case Management services provide individual counseling and development services and are tracked separately from classroom (tuition) instruction
<p>Employer Paid Benefits <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Benefits for all staff who provide direct client services.</p>			
<p>Employer Payroll Taxes <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Taxes for all staff who provide direct client services.</p>			
<p>Supplies <u>Admin:</u> Supplies and expenses needed to manage the grant. <u>Program:</u> Supplies needed for instructor use. *cannot include computers</p>			
<p>Recruiting and Marketing *cannot include promotional items.</p>			
<p>Travel Travel necessary to serve participants.</p>			
<p>Rent and utilities Rent and utilities for space provided to direct services for participants. *cannot be used for participant rent/utilities</p>	\$1,341.43		
<p>Participant Tuition and Class Fees</p>	\$4,275		Includes classroom instruction, child care and meals in a group setting
<p>Participant Class Supplies and Materials</p>	\$555		Books, budgeting materials and additional materials should be included here
<p>Participant License and Certification Fees</p>			
<p>Participant Drug and Aptitude Screening Can include other types of assessments.</p>			
<p>Work Support Services and Clothing</p>			
<p>Participant Wages</p>			

Participant Fringe Benefits			
Participant Incentives			
Other Participant Needs: Description -			
Sub-Totals	\$9,171.43		Total Administrative Costs cannot exceed 10% of your total <i>Program</i> Costs
TOTAL BUDGET	\$9,171.43		
Number of TANF Participants Planning to Serve	6		
Cost Per TANF Participants	\$1,528.57		

Quarterly Report and Invoice



Temporary Assistance for Needy Families
Wyoming Department of Family Services

TANF CPI
FFY 24 Quarterly Report and Invoice

County/Tribe: Laramie County
Reporting Period: _____
Date: _____

Evaluation of Outcomes:

Big Brothers Big Sisters

15: Projected number of youth enrolled for the grant year.	___ actual number enrolled		
80% Projected percentage of enrolled youth matched with a mentor.	___ (identify the target percentage)% of enrolled matched with a mentor		
Enrolling and matched youth will create a Youth Outcomes Development Plan (YODP) with goals to work on during the grant period.	80% of enrolling and matched youth create a YODP 80% achieve at least one goal during the grant period.		
BBBS matched youth will improve or maintain positive attitudes in relation to educational success, risk attitudes, and/or socio-emotional competency.	80% of youth will improve or maintain positive attitudes.		
BBBS matched youth will improve or maintain positive attitudes in relation to parental trust or adult relationships.	80% of youth will improve or maintain positive attitudes.		

Boys and Girls Club:

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Identify 50 TANF-eligible youth.	Utilize TANF intake form to screen potential scholarship applicants. 100% of participating youth will complete the form.		
Youth who attend the Club participate at least 52 times per year.	Utilize member tracking system to record Club attendance throughout the year.		
Youth participate in age-appropriate programs which align with TANF goals.	Utilize member tracking system to record activity participation among TANF youth.		

Youth achieve Academic Success.	Evaluate student success by tracking grades and collaborating with LCSD #1.		
Youth abstain from high-risk behaviors.	Obtain data and feedback via the National Youth Outcomes Initiative (NYOI) annual youth survey.		

Climb Wyoming:

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Show progress each quarter toward the final goal of 80% of the individuals enrolled in the program successfully completing the program.	80% of participants who enter the program will successfully complete it.		
75% of Climb program graduates will be employed after program completion.	75% of these program graduates will be employed after program completion.		
Show progress each quarter toward the final goal of individuals who completed the program earning 90% higher wages than when they entered the program.	75% of program graduates will be employed after program completion and will be earning a 90% higher wage than they were before the program.		
Show progress each quarter toward the final goal of 90% of the individuals who complete the program experiencing a decrease in the dependence on food stamps.	Over time, 90% of program graduates will show a decrease in their dependence on food stamps.		
50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public health insurance.	Of the graduates who enter the program utilizing public health insurance 50% will end their dependence on public health insurance.		

Increased knowledge and skills regarding healthy relationships, strong and stable environments, communication and health behaviors.	100% of single mother who enter the Climb program will have received life skills training and mental health counseling.		
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Wyoming Family Home Ownership Program/My Front Door:

Outcome	Performance Measure	Activities/Collaborations Conducted to Meet Outcome	Data/Quality Assurance to be Collected to Validate Measurements
<i>Completion of Phase I; low to moderate-income participants complete a 12- week financial literacy course</i>	<i>100% of Families that enroll will complete Phase I</i>		
<i>Completion of Phase II; participants establish and maintain a home savings account</i>	<i>80% of those that enter Phase II will complete it.</i> <i>100% of participants who complete Phase II will have saved \$2,400 toward their own down payment at closing</i>		
<i>Completion of Phase III; participants purchase and maintain ownership of a home</i>	<i>90% of those participants who complete Phase II and save the minimum requirement will purchase a home</i> <i>75% of those that purchase a home will complete Phase III</i> <i>Home owning families that complete annual requirements are eligible for a \$1,000 maintenance grant in years, 2, 3, 4, and 5.</i>		
<i>Participants actively engage with the Family Advocate during all three phases of the program</i>	<i>100% of participants enrolled in any phase of the program will meet with the Family Advocate at least quarterly and complete 3 of the 4 quarterly</i>		

	<i>offered trainings per year. Participants will also continue to set and make progress with SMART Goals.</i>		
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Successes and Challenges:

Please share quarterly successes and challenge

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Quarterly Invoice: Laramie County Commissioners

Submit To:
 Georgia Auch
georgia.auch1@wyo.gov

Expenditures for the Month(s) and Year of:
 Submitted on:

	Program Costs	YTD Program	Admin. Costs	YTD Admin	Program Budget	Admin Budget
Salaries						
BGC					\$46,872.32	\$4,687.23
BBBS					\$11,250.00	\$1,250.14
Climb					\$42,000.00	\$5,600.00
WFHOP					\$3,000.00	
Employer Paid Benefits						
BGC					\$2,502.90	\$250.29
Climb					\$3,000.00	\$500.00
Employer Payroll Taxes						
BGC					\$5,005.97	\$500.60
BBBS					\$1,257.00	
Climb					\$4,200.00	\$700.00
Rent and Utilities						
BGC					\$2,501.83	\$250.29
BBBS						
Climb					\$7,500.00	
WFHOP					\$1,341.43	
Participant Tuition and Class Fees						
WFHOP					\$4,275.00	
Participant Class Supplies and Materials						
WFHOP					\$555.00	
Participant Incentives & Expenses						
Climb					\$2,000.00	
Other Participant Needs						
Climb (Mental Health Provider)					\$9,500.00	
Sub-Totals	0.00	0.00	0.00	0.00	\$146,761.46	\$13,738.55
Quarterly TOTAL (Program + Admin)					\$160,500.00	
Number of Participants Served						
Cost Per Participant						

**AMENDMENT ONE TO THE CONTRACT BETWEEN
WYOMING DEPARTMENT OF FAMILY SERVICES
AND
LARAMIE COUNTY COMMISSIONERS**

1. **Parties.** This Amendment is made and entered into by and between 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: 310 West 19th Street, Cheyenne, Wyoming 82001.
2. **Purpose of Amendment.** This Amendment shall constitute the first amendment to the Contract between the Agency and the Contractor. The purpose of this Amendment is to: a) increase the total Contract dollar amount by one hundred sixty thousand, five hundred dollars (\$160,500.00) to three hundred twenty-one thousand dollars (\$321,000.00); b) extend the term of the Contract through September 30, 2024; and c) amend the responsibilities of the Contractor.

The original Contract, dated September 19, 2022, required the Contractor to 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 for a total Contract amount of one hundred sixty thousand, five hundred dollars (\$160,500.00) with an expiration date of September 30, 2023.

3. **Term of the Amendment.** This Amendment shall commence upon the date the last required signature is affixed hereto, whichever is later (Effective Date), and shall remain in full force and effect through the term of the Contract, as amended, unless terminated at an earlier date pursuant to the provisions of the Contract, or pursuant to federal or state statute, rule, or regulation.

4. **Amendments.**

- A. The second sentence of Section 4(A) of the original Contract is hereby amended to read as follows:

“Total payment under this Contract shall not exceed three hundred twenty-one thousand dollars (\$321,000.00).”

- B. The second sentence of Section 3 of the original Contract is hereby amended to read as follows:

“The term of this Contract is from October 1, 2022 through September 30, 2024.”

5. **Amended Responsibilities of the Contractor.**

Responsibilities of the Contractor are hereby amended as follows:

- A. Section 5 of the original Contract is hereby amended to add Subsection K, L, and M which reads as follows:

- “K. Perform the additional duties outlined in Attachment D, FFY 2024 Program Summary, and Attachment E, FFY 2024 Quarterly Performance Report and Invoice, which is incorporated into this Contract by this reference.”**
- “L. One hundred sixty thousand, five hundred dollars (\$160,500.00) is awarded for the period of Federal Fiscal Year (FFY) 2023 and shall be obligated no later than September 30, 2023.”**
- “M. One hundred sixty thousand, five hundred dollars (\$160,500.00) is awarded for the period of FFY 2024 and shall be obligated no later than September 30, 2024.”**
- B. Attachment D, FFY 2024 Revised Program Summary, and Attachment E, FFY 2024 Revised Quarterly Performance Report and Invoice, are attached to this Amendment and incorporated into the original Contract by this reference.**

6. Amended Responsibilities of the Agency.

Responsibilities of the Agency have not changed.

7. Special Provisions.

- A. Same Terms and Conditions.** With the exception of items explicitly delineated in this Amendment, all terms and conditions of the original Contract, and any previous amendments, between the Agency and the Contractor, including but not limited to sovereign immunity, shall remain unchanged and in full force and effect.
- B. Counterparts.** This Amendment may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Amendment. Delivery by the Contractor of an originally signed counterpart of this Amendment by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

8. General Provisions.

- A. Entirety of Contract.** The original Contract, consisting of ten (10) pages; Attachment A, Program Summary, consisting of fifty-one (51) pages; Attachment B, TANF CPI FFY23 Quarterly Report and Invoice, consisting of seven (7) pages; Attachment C, TANF Participant Application and Eligibility Form, consisting of two (2) pages; this Amendment One, consisting of three (3) pages; Attachment D, FFY 2024 Program Summary, consisting of fifty-six (56) pages; and Attachment E, FFY 2024 Quarterly Report and Invoice, consisting of eight (8) pages, represent the entire and integrated agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.

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

This Amendment is not binding on either party until approved by A&I Procurement and the Governor of the State of Wyoming or his designee, if required by Wyo. Stat. § 9-2-3204(b)(iv).

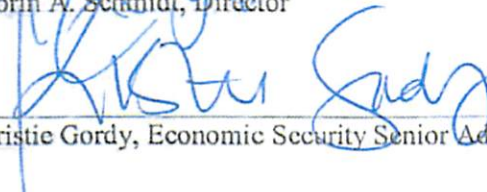
AGENCY:

Wyoming Department of Family Services



Korin A. Schmidt, Director

8/22/23
Date



Kristie Gordy, Economic Security Senior Administrator

8/21/22
Date

CONTRACTOR:

Laramie County Commissioners



Troy Thompson, County Commissioner Chair


Aug 15, 2023
AUG 15 2023
Date



Debra Lee, County Clerk

Aug 15, 2023
AUG 15 2023
Date


ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM



Megan Pope, Assistant Attorney General

7/28/23
Date

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


7-31-23