

**CONTRACT BETWEEN
WYOMING DEPARTMENT OF FAMILY SERVICES
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: 310 West 19th Street; Suite 320, Cheyenne, Wyoming, 82001.
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 the Program Statement of Work, Attachment A, which is attached to and incorporated into this Contract by this reference.
3. **Term of Contract.** This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from October 1, 2024, or Effective Date, whichever is later, through September 30, 2025. All services shall be completed during this term.
4. **Payment.**
 - A. The Agency agrees to pay the Contractor for the services described in Section 5 below and in Attachment A. Total payment under this Contract shall not exceed one hundred fifty-four thousand, seven hundred fifty dollars (\$154,750.00). Payment shall be made quarterly in accordance with the pay schedule in Attachment B, TANF CPI FFY2025 Quarterly Report and Invoice, which is attached to and incorporated into this Contract by this reference. 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. The federal source of funding is TANF, CFDA #93.558.
 - B. No payment shall be made for work performed before the Effective Date of this Contract. Should the Contractor fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such time as the Contractor performs its duties and responsibilities to the satisfaction of Agency.
 - C. Except as otherwise provided in this Contract, the Contractor shall pay all costs and expenses, including travel, incurred by Contractor or on its behalf in connection with Contractor's performance and compliance with all of Contractor's obligations under this Contract.
5. **Responsibilities of Contractor.** The Contractor agrees to:
 - A. Provide the services described in Attachment A;

- B.** Enhance sustainability beyond the funding period;
 - C.** Determine TANF eligibility for families participating in the program. Contractor shall ensure that the TANF Participant Application and Eligibility Form, Attachment C, which is attached to and incorporated into this Contract by this reference, shall be completed, including social security number, for each family being billed under this Contract or, upon Agency approval, an acceptable substitute, when determining eligibility for families participating in the program;
 - D.** Bill the Agency for funding no less than quarterly. The Contractor shall only bill for services provided to TANF eligible families. Contractor shall use the TANF CPI FFY2025 Quarterly Report and Invoice, Attachment B, when submitting quarterly invoices. The quarterly invoice shall be submitted within thirty (30) days following the end of the quarter;
 - E.** Limit the administrative costs at ten percent (10%) of the program costs per invoice submission;
 - F.** Provide quarterly program performance reports to the Agency. Contractor shall validate all outcomes utilizing quantitative and qualitative data. The report in Attachment B shall be used for each quarterly report;
 - G.** Provide reporting that is sufficient to provide an audit trail for state or federal auditors to determine accuracy of direct and indirect costs. Reports shall be submitted within thirty (30) days following the end of each quarter;
 - H.** Not use funds to purchase non-tangible assets or to purchase or lease equipment. Leased equipment includes the rental of equipment for any period of time, computers or computing devices for agency use or for participants;
 - I.** Not use funds to provide cash, checks, cash equivalents or cash redeemable cards to individuals served by the program; and
 - J.** Obtain prior approval from the Agency for all budget changes which deviate from the submitted budget in Attachment A.
- 6. Responsibilities of Agency.** The Agency agrees to:
- A.** Pay Contractor in accordance with Section 4 above;
 - B.** Instruct Contractor on eligibility for TANF funding;
 - C.** Monitor quarterly invoices and performance reports for accuracy and to ensure they meet the requirements of TANF and this Contract; and
 - D.** Provide technical assistance, when needed.

7. **Special Provisions.**

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

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

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 projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Contractor and related to the services and work to be performed under this Contract, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- J. Suspension and Debarment.** By signing this Contract, Contractor certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Contract suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Contractor agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Contract.
- K. Administration of Federal Funds.** Contractor agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. Copyright License and Patent Rights.** Contractor acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Contract; and (2) any rights of copyright to which Contractor purchases ownership using funds awarded under this Contract. Contractor must consult with Agency regarding any patent rights that arise from,

or are purchased with, funds awarded under this Contract.

- M. Federal Audit Requirements.** Contractor agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Contractor agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Contract, Contractor shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records.
- N. Non-Supplanting Certification.** Contractor hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Contractor should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Contract.
- O. Program Income.** Contractor shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Contract must be used to increase the scope of the program or returned to Agency.

8. General Provisions.

- A. Amendments.** Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed by all parties to this Contract.
- B. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Contract as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. Assignment Prohibited and Contract Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Contractor shall not use this Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.
- D. Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Contractor which are pertinent to this Contract. The Contractor shall immediately, upon receiving written instruction from the Agency, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of

the Contractor which are pertinent to this Contract. The Contractor shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Agency.

- E. Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Contract, the Contract may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Contractor at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. Award of Related Contracts.** The Agency may award supplemental or successor contracts for work related to this Contract or may award contracts to other contractors for work related to this Contract. The Contractor shall cooperate fully with other contractors and the Agency in all such cases.
- G. Compliance with Laws.** The Contractor shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Contract.
- H. Confidentiality of Information.** 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. Subject to the Wyoming Public Records Act, Wyo. Stat. §§ 16-4-201 et. seq., the Parties agree that no shared information will be sold, given or loaned to any person or entity not a Party to this Agreement without the express written consent of the owner of the information.
- I. Entirety of Contract.** This Contract, consisting of ten (10) pages; Attachment A, Program Statement of Work, consisting fifty-nine (59) pages; Attachment B, FFY2025 Quarterly Report and Invoice, consisting of eight (8) pages; and Attachment C, TANF Participant Application and Eligibility Form, consisting of two (2) pages, represent the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.
- J. Ethics.** Contractor shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing Contractor's profession.

- K. Extensions.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein.
- L. Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.
- M. Indemnification.** Each party to this Contract shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- N. Independent Contractor.** The Contractor shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Contract, the Contractor shall be free from control or direction over the details of the performance of services under this Contract. The Contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the Contractor in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the Contractor or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on behalf of the State of Wyoming or the Agency. The Contractor agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to State of Wyoming employees will inure to the benefit of the Contractor or the Contractor's agents or employees as a result of this Contract.
- O. Notices.** All notices arising out of, or from, the provisions of this Contract shall be in writing either by regular mail or delivery in person at the addresses provided under this Contract.
- P. Ownership and Return of Documents and Information.** Agency is the official custodian and owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Contractor in the performance of this Contract. Upon termination of services, for any reason, Contractor agrees to return all such original and derivative information and documents to the Agency in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers. 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.

- Q. Prior Approval.** This Contract shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Contract has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-3204(b)(iv).
- R. Insurance Requirements.** Contractor is protected by the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, et seq., and certifies that it is a member of the Wyoming Association of Risk Management (WARM) pool or the Local Government Liability Pool (LGLP), Wyo. Stat. § 1-42-201, et seq., and shall provide a letter verifying its participation in the WARM or LGLP to the Agency.
- S. 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.
- T. Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Contract and the Contractor expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, et seq., and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.
- U. 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.
- V. 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.
- W. Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this 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.

- X. Time is of the Essence.** Time is of the essence in all provisions of this Contract.
- Y. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Contract.
- Z. Counterparts.** This Contract may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Contract. Delivery by the Contractor of an originally signed counterpart of this Contract by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

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

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

AGENCY:
Wyoming Department of Family Services

Korin A. Schmidt, Director

Date

Kristie Gordy, Economic Security Senior Administrator

Date

CONTRACTOR:
Laramie County Commissioners

Brian Lovett, Chairman, County Commissioner

Date

Debra Lee, County Clerk

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Megan Pope #242934

Megan Pope, Senior Assistant Attorney General

8/28/24

Date

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



COVER PAGE

- I. County/tribe: Laramie County, Wyoming
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 Bay

Title: Grants Manager

Organization: Laramie County, Wyoming

Address: 310 W. 19th St., Suite 320, Cheyenne, WY 82001

Phone: 307-633-4201

Email address: Sandra.bay@laramiecountwy.gov

3. Primary Contact for each Sub-recipient that implements programs within the County's grant.

Name: Justin Pendleton

Title: Chief Executive Officer

Organization: Boys & Girls Club of Cheyenne

Address: 515 W. Jefferson Road, Cheyenne, WY 82007

Phone: 307-778-6674

Email address: jpendleton@bgcchev.org

4. Program Name: Boys & Girls Club of Cheyenne Youth Development

5. Funded Amount: \$60,329.77

6. Authorized Representative/County Commissioner Chair:

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

Date: April 16, 2024 award 6/5/24

Phone: 307-633-4260

E-Mail: commissioners@laramiecountwy.gov

PROPOSAL

A. Summary of Proposed Program

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

The Boys & Girls Club of Cheyenne provides fun, educational, and accessible afterschool and summer programming for all Laramie County youth ages 6-18. The Club currently operates out of five sites: the West Jefferson Clubhouse, the Club at Laramie County Community College teen site, the Cole Elementary site serving students from Cole and Hebard Elementary Schools, and sites at Burns and Pine Bluffs Elementary Schools. The Youth Development program, an ongoing initiative supported by TANF, primarily focuses on the West Jefferson and Club at LCCC locations.

Across these sites, the Club's mission is to inspire and enable all youth, especially those who need us most, to reach their full potential as productive, responsible, caring citizens. For a membership fee of \$50 a month, youth have the opportunity to participate in high-yield learning activities in the three core areas of Academic Success, Character & Citizenship, and Healthy Lifestyles. The Youth Development program provides a safe, welcoming environment for kids during out-of-school time complete with tutoring, nutritious meals, mentorship, social and emotional wellness resources, art, sports, and other engaging activities. Our membership fee has changed from the \$10 a year due to inflation and overall costs that the club has had to incur. This represents a greater need for our families to access supports to obtain child care for their children.

This non-school time is crucial for youth in Laramie County, as students left without structure often find themselves sitting idle in front of a screen, engaging in risky behaviors, or falling further behind in schoolwork. The Club not only provides this structure, but also keeps youth on the path to success by fostering their passions, supporting their academic and social needs, and connecting them to one-of-a-kind experiences, ultimately leveling the playing field for all kids and championing the next generation of leaders.

Moving through 2024, the Club strives to support the overall health and well-being of the Cheyenne community while serving those that might otherwise fall through the cracks. Though the Club sees a light at the end of the COVID-19 tunnel, the Youth Development program will continue to address the lasting impacts of the pandemic and the looming mental health crisis, all while helping students to recover from learning loss and stay on track in school.

Regardless of the circumstances, the Boys & Girls Club of Cheyenne continually offers accessible, affordable summer and afterschool programs, which are a critical resource often unavailable to low-income and vulnerable families. The Club offers memberships for just \$50 per month, which includes a daily meal, tutoring, hands-on activities, transportation to and from school. Though the 10-week summer program does have an additional fee, the Club works closely with each family to understand and meet their individual needs.

The need for this programming is evident, as it is the most affordable, high-quality option for families in Laramie County. For example, the City of Cheyenne's Latchkey program is \$220/month per child and \$1,300/child for the 10-week summer program. The YMCA's After School Care program is \$172 per month with a \$45 annual registration fee, and the Summer Day Camp program is \$163-188 per week (depending on membership). In discussion with each of these organization's administration teams, these costs are set to increase in the new year.

Boys and Girls Club of Cheyenne

Both of these programs focus on elementary students and only offer programming through the 6th grade. The BEAST program serves students through 8th grade, but is much more costly at \$300 per month and \$1,500 for an 8-week summer program. The LCCC Seek program also offers a wide variety of summer programs, however, these activities typically only run over a one-week period and aren't a reliable, sustainable source of summer childcare.

Despite the Club's low cost, the membership fees can be prohibitive to attendance. The Wyoming Department of Family Services can subsidize childcare costs for qualifying families, but not for children over the age of 12. The Club recognizes that teenagers are especially in need of supervision and guidance during out-of-school time, as they are more likely to use harmful substances, engage in unhealthy relationships, or simply utilize their time in an unproductive manner. This time represents an opportunity for teens to explore their passions, build a resume, and work towards their future goals, but they often need support from a mentor or trusted adult to guide them in a positive direction. In addition, Cheyenne faces a sufficient lack of fun, organized activities for teens and pre-teens, leading them to find their own unstructured entertainment and pastimes.

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.

The Boys & Girls Club of Cheyenne serves youth in Laramie County, Wyoming. Specifically, sites in Cheyenne, Burns, and Pine Bluffs.

4. Population served.

The Boys & Girls Club of Cheyenne serves youth ages 6-18 who are living at or below the TANF Federal Poverty Level, based on information collected in annual self-reports. This includes a significant number of families who have traditionally been self-sufficient but are now seeking additional resources and support to ensure their basic needs are met. In 2023, the Club served over 750 registered members, and is already on track to surpass this number. So far, the club has served 412 members in all 5 of our sites year-to-date.

The Club has developed initiatives to address the lack of representation and success among vulnerable youth, a significant portion of whom are struggling academically. Transportation is offered from nearby schools, some of which are classified as Title 1, to guarantee that all young individuals can participate in top-notch activities. These essential links not only improve after-school experiences but also establish a basis for continuous learning and achievement.

5. Beginning and end date of program.

October 1, 2024 - September 31, 2025

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

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.

At a glance, the isolation, confusion, and frustrations of COVID-19 appear to be gone alongside the height of the pandemic. However, the long-term effects of trauma on young people's mental health cannot be ignored. Despite children being back in the classroom and returning to their afterschool sports and extracurriculars, the rates of depression, anxiety, suicide, and eating disorders have continued to increase, reflecting a "Shadow Pandemic" that continues to shape crucial periods of their physical, social, and emotional development. Each community. These emotional burdens, coupled with financial strain, job loss, inflation, and personal health concerns, have only intensified existing gaps throughout Laramie County and statewide. They consist of:

- A household income-to-poverty ratio that falls below 130% of the federal poverty level (i.e., income less than 1.3 times the poverty level)
- No one or only one person in the household between the ages of 18 and 64
- Households with unit-level crowding - more than .75 persons per room
- No household member over the age of 16 with a high school diploma or one or more households with limited English proficiency
- No household access to a vehicle
- No household member employed full-time, year-round (excluding households in which all members are 65 or older)
- No household access to broadband internet

In addition, the Wyoming Kids Count reports that the median annual income for men in Wyoming was \$64,869 and for women, it was \$44,967. This means that Wyoming women earn about \$.69 for every dollar a Wyoming man earns. The wage gap in Laramie County has also increased, with men earning a median annual income of \$50,620 and women earning a median annual income of \$39,329 in 2016, compared to \$63,469 for men and \$46,457 for women in 2023. Although annual incomes have increased overall, this also demonstrates an increase in the wage gap from 22 to 73 cents. Of these children, 5,939 lived in single-parent homes, which were primarily led by single mothers (4,531 with single mothers and 1,498 with single fathers). For Laramie County residents.

Health insurance and access to high-quality medical care also remain critical factors affecting Wyoming's youth. As reported in the Wyoming Kids Count, nearly 8% of Wyoming's children 18 and younger did not have access to health insurance. Oftentimes, these children are uninsured because their family's income exceeds the threshold for Wyoming's Kid Care Children's Health Insurance Program (CHIP), but it is not high enough to cover the cost of other health insurance. Of those in Laramie County, 5.2% of all children are not covered by a health insurance plan that provides "comprehensive health coverage". This includes 4.3% of children under 6 years of age and 5.6% of children 6-18.

Graduation rates within have also increased from 71.5% of LCSD #1 students in the 2011-2012 school year to 81.1% in the 2022-2023 school year. However, from 2021 - 2023, 59% white, 59% for 2 or more races, and 74% Hispanic of 4th-grade students were below proficient or advanced in English and language arts and 56% were below proficient or advanced in math. Mental health also directly correlates with education in the face of COVID-19, as a lack of access to early childhood education can undermine a child's social and emotional development. Students experiencing mental health issues may not be able to focus in the classroom, falling

Boys and Girls Club of Cheyenne

further behind in core areas such as math and reading and ultimately struggling to reach graduation. These factors often heighten a child's anxiety and complicate the emotionally charged processing of growing up and determining the next steps after high school.

The quality, accessibility, and justness of education systems across the state also play a role in the prosperity and overall well-being of students. Recently, the Wyoming Survey & Analysis Center at the University of Wyoming in partnership with the Wyoming Community Foundation/Wyoming Kids Count, published, "Exclusionary Discipline - Racial Disparities in the Equality State." The research shows that within Wyoming the "Equality State" children of color receive harsher school discipline than their white peers for the same behaviors. Disproportionate suspensions are the highest amount Native and Hispanic Wyoming students.

When schools rely on suspension or expulsion to discipline students, it leaves students feeling frustrated and disengaged from school, peers, and teachers, ultimately sharing their academic success and goals for the future:

- Both in and out-of-school time suspensions are associated with increased grade retention.
- Students who experience even one in-school suspension are more likely to drop out of school than students who have not.
- Out-of-school suspensions are associated with lower academic achievement.

This disparity is especially important to consider in light of the Club's diverse membership, as well as the growing diversity of Laramie County. For example, although Laramie County still has a predominately non-Hispanic white population, it is seeing staggering increases in Hispanic and non-white residents. As highlighted by Laramie County Health Matters, 15.8% of the population is Hispanic or Latino, which is significantly higher than the Wyoming value of 10.6% and demonstrates an increase from 15.6% in 2023.

The nonexistence of LGBTQ+ rights is also a significant factor in Wyoming, as very few resources and support systems are available for youth who identify within these communities. The Movement Advancement Project, an organization dedicated to creating equality and opportunity for all, reports that 0 counties out of 23 statewide and only 2 cities have an ordinance prohibiting discrimination based on sexual orientation in private employment, housing, and public accommodations. This still holds true that the state of Wyoming is reporting (low) State sexual orientation policy tally, gender identity policy tally (negative), and overall tally (negative).

Lastly, the prevalence of risky behaviors including unhealthy substance among Cheyenne's youth point to a need for effective programming beyond those provided through the public school system. As discussed in the 2022 Laramie County Community Needs Assessment, 41% of LCSD #1 high school students have vaped within the past 30 days. This echoes data from the 2019-2021 Laramie County Needs Assessment, with 1 in 4 students under the impression that vaping every day involved no health risk. In addition, 39% of Laramie County high school students used alcohol in the last 30 days, and 22% of high school youth reported using marijuana in the last 30 days, with 1/3 saying that it was very easy to access.

With an understanding of the risk factors and challenges facing modern young people, the Boys & Girls Club of Cheyenne provides members with a welcoming environment, support system, and pathways to positive youth development. The mentoring program spans daily activities at the Club, therefore reinforcing academic success, cultivating healthy relationships, and fostering a culture of social and emotional wellness.

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

Boys and Girls Club of Cheyenne

Through extensive research, Boys & Girls Clubs of America has identified specific elements to ensure that Clubs create positive developmental experiences for all members. The Club follows the evidence-based formula established by BGCA: Young People Who Need Us Most+ Outcome-Driven Club Experience = Priority Outcomes. The impact of a Club depends on how frequently and how long members participate, as well as how to Club implements these five key elements as evidenced through BGCA's National Youth Outcomes Initiative (NYOI):

Locally, the Club has worked diligently to provide a quality Club experience that aligns with these key elements. The Club utilizes the annual BGCA NYOI member survey and individual academic performance through grade checks to collect data and measure youth outcomes. This includes collecting report cards each semester, checking grades, and encouraging members to actively monitor their academic standing. Coupled with regular check-ins with teachers and LCSD #1 and LCSD #2 staff, the Club is able to align with the curricula and goals of local schools, while also providing insight regarding the quality and effectiveness of the overall program. Beyond grades, the NYOI survey asks members about their perceptions of the Club, with questions surrounding safety, emotional wellness, plans, substance use, and other critical information.

The Club has specifically improved its programming for teens, catering to their unique needs as young adults about to enter the professional world. In 2018, the Club opened its first teen-only site at Laramie County Community College. The Club at LCCC provides a platform for high school students to explore their passions, learn from local experts, and create a plan. In addition to building a portfolio, developing workplace soft skills, and applying for scholarships, teen members can job shadow and even at local businesses such as Ken Garff Cheyenne and West Edge Collective. This program comes at a critical time, as Laramie County needs qualified, skilled workers to promote economic development and create a thriving, diverse capital city.

In addition, the Club continues to support students recovering from COVID-19 learning loss through daily tutoring, high-yield learning activities, and the Summer Brain Gain program. Each summer in America, an estimated 43 million children nationwide miss out on expanded learning opportunities that could prevent them from falling behind. During the summer, most youth lose about two months' worth of math skills. Low-income youth also lose more than two months' worth of reading skills, while their middle-class peers make slight gains. These losses, exacerbated by COVID-19, stack up from year to year, causing low-income children to fall further behind. The Summer Brain Gain program, composed of weekly themed modules, transforms the summer months into a fun, productive, educational time that fosters creativity and keeps students on track in school.

Through these programs, the Club offers much more than a typical "daycare" and takes active steps to foster the next generation of leaders. The Club focuses on the future, ensuring that young people can emerge as healthy, fulfilled, and productive young adults.

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

The Boys & Girls Club of Cheyenne addresses obstacles head-on with a focus on mentorship and preventative programming, helping wlnerable and at-risk youth to overcome the challenges they encounter in their everyday lives. The national organization, Boys & Girls Clubs of America, provides a platform for proven, evidence-based programs such as Project Learn, Summer Brain Gain, SMART Moves, SMART Girls, Passport to

Boys and Girls Club of Cheyenne

Manhood, and Career Launch. Local staff then modify and adapt these programs to best meet the needs of Laramie County youth:

Project Learn: Project Learn reinforces the academic enrichment and school engagement of young people during the time they spend at the Club. The program is complemented by tutoring and high-yield learning activities and is offered to members every day after school.

Summer Brain Gain: Summer Brain Gain helps prevent youth from falling behind and losing academic skills while school is out. The program is comprised of one-week modules with fun, themed activities for elementary school, middle school, and high school students that are aligned with common core anchor standards.

SMART Moves: SMART Moves uses a team approach that involves Club staff, peer leaders, parents, and community representatives. Young people ages 6 to 15 engage in discussion and role-playing, practicing resilience and refusal skills, developing assertiveness, strengthening decision-making skills, and analyzing media and peer influence. The ultimate goal is to promote abstinence from substance abuse and adolescent sexual involvement through the practice of responsible behavior.

SMART Girls: SMART Girls is a small-group health, fitness, prevention/education, and self-esteem enhancement program designed to meet the developmental needs of girls in three age groups, spanning ages 8 to 18. Through dynamic sessions, participatory activities, field trips, and mentoring opportunities with adult women, Club girls explore their own and societal attitudes and values as they build skills for eating right, staying physically fit, getting good health care, and developing positive relationships with peers and adults.

Passport to Manhood: Passport to Manhood represents a targeted effort to engage young boys in discussions and activities that reinforce character, leadership, and positive behavior. Each participant receives a "passport" to underscore the notion that he is on a personal journey of maturation and growth.

Career Launch: Career Launch encourages Club members ages 13 to 18 to assess their skills and interests, explore careers, make sound educational decisions, and prepare to join our nation's workforce.

To provide a comprehensive afterschool and summer program for members, these preventative programs are complemented with art, sports, STEM, Healthy Habits, and countless locally developed activities. Together, these programs foster a sense of creativity, self-expression, and teamwork that guide members along the path to Great Futures.

C. Community Partnerships

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

The Boys & Girls Club of Cheyenne relies on the collaboration and support of the local community to fulfill its mission. The Club partners with LCSD #1 to offer transportation services, access to academic reports with parental consent, and facility usage. Additionally, it collaborates with LCSD #2 to assist students in Burns and Pine Bluffs. Laramie County Community College plays a crucial role by hosting the Club at LCCC teen site and granting access to facilities, tutors, and college personnel. Joining the United Way's Education Collaborative, which consists of Needs Inc., The ASK Program, Foster Grandparents, Special Friends, and Big Brothers Big Sisters has allowed the club to serve the community in a greater capacity beyond our walls.

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

Boys and Girls Club of Cheyenne

LCSD#1	Referrals, transportation, grade reporting;
LCSD#2	Referrals, grade reporting, student outreach
Laramie County Master Gardeners	Junior Gardeners program
Laramie County Community College	Supports Club at LCCC teen program
Grace for 2 Brothers	Provides QPR training and supports suicide prevention efforts
Cognitive Behavioral Theater	Employs improv and acting techniques to support mental wellness
Blue Cross Blue Shield of Wyoming Caring Foundation	Supports Health Habits and Social Emotional Wellness programs
BOCA	Provides curricula, data collection, and overall support
GEAR Up	Supports on-time graduation and college enrollment
Cheyenne Police Department	Fosters a safe Club environment and positive relationships between youth and police officers
Wyoming Department of Transportation	Encourages safe and responsible driving
Students Against Destructive Decisions (SADD)	Supports preventative programming and healthy decision-making
Cent\$ible Nutrition Program	Supports Healthy Habits and Triple Play program
Wyoming Equality	Provides guidance and mentorship for LGBTQ+ youth
University of Wyoming	Builds relationships between student-athletes and members
Ken Garff	Offers Career Pathways program and other community resources
Microsoft	Provides technology resources and digital education
United Way Education Collaborative	Supports academic success and on-time graduation
Local Arts Organizations (West Edge, Cheyenne Little Theatre, Cheyenne Symphony Orchestra...)	Supports Arts Education program through workshops, performances, and hands-on learning

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

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

The Boys & Girls Club of Cheyenne has a full-time development professional responsible for managing all fundraising activities such as grant writing (private, state, and federal), fundraising events, and stewardship. Additionally, the Club's CEO and Board of Directors are actively involved in fostering relationships with donors and assisting with community engagement, stewardship, and fundraising efforts. The Club continues to expand its services within Laramie County and reach more disadvantaged youth. Currently, the Club is exploring options for growth in Eastern Laramie County and seeking financial support from various sources, including grants, individual and corporate sponsorships, and community partnerships.

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 Youth Development program seeks to recognize and offer 65 TANF-eligible young people the chance to join the Club after school or in the summer, particularly those at risk of being unsupervised or responsible for looking after their younger siblings. The main objective of the program is to link at-risk youth with excellent care and chances for personal growth, ultimately bolstering the entire family structure. Through Club participation, members engage in enjoyable, educational activities that foster academic achievement, positive connections, and overall health and wellness.

Boys and Girls Club of Cheyenne

2. **Outcomes:** Using the chart below, please identify specific measurable (preferable numeric) 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 TANFCPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Identify 65 TANF-eligible youth.	Utilize TANF intake form to screen potential scholarship applicants. 100% of participating youth will complete the form.	Make TANF form available to all incoming Club members, track applications on an ongoing basis, determine need based on applications received, and determine greatest areas of need.	TANF intake forms will be submitted to the Club front office, then vetted and overseen by the Club's CEO and Chief Operations Officer.
Youth who attend the Club participate at least 52 times per year.	Utilize member tracking system to record Club attendance throughout the year.	Daily data entry of attendance among TANF participating youth.	Data is entered by Club staff and overseen by the Unit Director, Chief Operations Officer, and CEO.
Youth participate in age-appropriate programs which align with TANF goals.	Utilize member tracking system to record activity participation among TANF youth.	Daily data entry of attendance among TANF youth. Many Club programs also utilize pre and post-surveys.	Data is entered by Club staff and overseen by the Unit Director, Chief Operations Officer, and CEO.
Youth achieve Academic Success.	Evaluate student success by tracking grades and collaborating with LCSD #1.	Obtain current grades via parents and/or the school district.	Grade monitoring is driven by the Education & Career Development Coordinator and the Unit Director. Collection is overseen by the Chief Operations Officer and CEO.
Youth abstain from high-risk behaviors.	Obtain data and feedback via the National Youth Outcomes Initiative (NYOI) annual youth survey.	Track youth starting and completing preventative programming. Many preventative programs also utilize pre and post-surveys.	The NYOI survey is administered by Club staff on a yearly basis and analyzed by the Unit Director, Chief Operations Officer, and CEO.

3. Describe your data collection methods to be used.

The Boys & Girls Club of Cheyenne utilizes the Vision Member Tracking System, a software tailored for Boys & Girls Clubs. This tool enables the Club to monitor demographics of all registered members, such as parent-reported household income, age, school, grade level, advancement to the next grade level, and attendance frequency. In addition, the software tracks pre and post-test outcomes, attendance, and graduation within each program. Weekly grade monitoring is conducted and recorded in Vision as well as by the Education & Career Development Coordinator. Please note that the club will be transitioning its member tracking system in late 2024 to "My Club Hub", a system that will work better with our processes and procedures.

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

The Boys & Girls Club of Cheyenne plans to assess the TANF program's impact by verifying if 65 eligible members received Club services throughout the school year and/or summer. These members are

expected to visit the Club at least 52 times annually and engage in activities that support the TANF objectives. In addition to participation, members are required to show personal growth and advancement in the key areas of Healthy Lifestyles, Academic Success, and Character & Citizenship. The Club values input from members and will use data from the NYOI survey, focusing on the percentage of members reporting positive experiences in the Five Key Elements of Youth Development.

G. TANF Recruitment

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

The Club provides the TANF intake form to all members when they enroll. This form can be found on the Club's website and in the main office. To promote services for TANF-eligible young people, the Club uses social media and traditional media, particularly before the summer program launches. Additionally, the Club offers the TANF intake form to registered members year-round.

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

At least 65 TANF eligible youth

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.

To determine eligibility for TANF, the Club depends on parents/guardians self-reporting their income, household size, and overall need. This data is gathered using the Club's TANF Eligibility Intake Form when enrolling or as required, and later confirmed by Club staff. The form is kept securely, and important details are entered into the Vision Member Tracking System.

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BUDGET

Instructions:

1. Provide a budget for **each individual agency within the county AND a county combined budget** that includes all programs and their costs.
2. The budget for each program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on direct services rather than programs building their administrative structure.
3. 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 program expenses.
4. 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.
5. 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*)
2. What are the costs/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.

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Boys and Girls Club of Cheyenne

Individual Agency: Annual Amount Funded: \$60,329.77			
	Program Costs	Administrative Costs	Summary and Justification for Budget Expense
Salaries <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	\$45,193.10	\$4,519.31	Wages for approximately 22 staff who are in direct contact with and providing services to TANF youth. Staff consists of YDPs, Unit Directors, and Coordinators (\$15.00 - \$24.04/hour). Administration: Director of Finance - Data collection and financial reporting. Director of Resource Development - Data collection and submission of reports.
Employer Paid Benefits <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Benefits for all staff who provide direct client services.	\$2,413.23	\$241.32	Employee Drug Testing \$15 - \$35. Background Checks \$65 - \$120. Retirement 3% of wages. Insurance (Life, LTD, Health, Dental, Vision).
Employer Payroll Taxes <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Truces for all staff who provide direct client services.	\$4,826.63	\$482.67	FICA (7.65%), SUTA (0.00%), WC (1.22%).
Supplies <u>Admin:</u> Supplies and expenses needed to manage the grant. <u>Program:</u> Supplies needed for instructor use. •cannot include any form of personal computers or IT equipment•			
Recruiting and Marketing •cannot include promotional items.			
Travel Travel necessary to serve participants.			

Boys and Girls Club of Cheyenne

Rent and utilities Rent and utilities for space provided to direct services for participants. *participant rent utilities costs should be included in the "Other Participant Needs" budget line.	\$2,412.20	\$241.31	Equates to approximately 10.50% of actual monthly expenses for electric, gas, water, sewer, and garbage/recycling.
Participant Tuition and Class Fees			
Participant Class Supplies and Materials			
Participant License and Certification Fees			
Participant Drug and Aptitude Screening Can include other types of assessments.			
Work Support Services and Clothing			
Participant Wages			
Participant Fringe Benefits			
Participant Incentives			
Other Participant Needs: Description -			
Program and Administrative Sub-Totals	\$54,845.16	\$5,484.61	Total Administrative Costs cannot exceed 10% of your total Program Costs Total Administrative Costs is approximately 9.09% of total budget, which is \$80,000.
TOTAL BUDGET	\$60,329.77		

Boys and Girls Club of Cheyenne

Number of TANF Participants Planning to Serve	50
Cost Per TANF Participants	\$1,206.60

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COVER PAGE

1. County/Tribe: Laramie County, Wyoming
2. **ProjecUGrant 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 Bay

Title: Grants Manager

Organization: Laramie County, Wyoming

Address: 310 W. 19th Street, Suite 320, Cheyenne, WY 82001

Phone: 307-633-4201

Email address: Sandra.Bay@laramiecountywv.gov

3. Primary Contact for each Sub-recipient, that implements programs within the County's grant.

Name: Molly Kruger

Title: Chief Operating Officer

Organization: Cheyenne Climb Wyoming

Address: 123 East 17th Street, Cheyenne, WY 82001

Phone: 307-778-4126

Email address: grants@climbwyoming.org

4. Program Name: Climb Wyoming in Laramie County

5. Awarded Amount: \$72,313.08

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

Date: April 16, 2024 and 6/5/24

Phone: 307-633-4260

E-Mail: Commissioners@laramiecountywv.gov

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PROPOSAL

A. Summary of Proposed Program

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

Climb Wyoming's mission is for low-income single mother families to discover self-sufficiency through career training and placement. Providing free services to those most in need, Climb excels at supporting TANF families and directly aligns with TANF purposes. Climb will recruit approximately 60 candidates and work closely with them to increase their stability through connection to critical resources. Climb will enroll approximately 50 TANF eligible single mothers in career training programs. Key components of the intensive training include life and work readiness skills, mental health services, industry-specific skills aligned with each career, and job placement based on each participant's unique strengths and interests. Climb will also continue to work with approximately 70 graduates that receive continued support from staff that is often critical to their long-term job success. Climb staff provide hundreds of hours of support to the single mothers they work with in each phase of the program.

2. Is this program different from previous programs operated with TANF funds in the past?
Yes No 181 If so, how is it different?

3. Area(s) served.

The Cheyenne Climb program primarily serves low-income single mothers from the Laramie County Area.

4. Population served.

Climb serves families most in need. On average, each participant has two children and enters the program at 30%-35% of the Federal Poverty Level, substantially below the 185% required for TANF eligibility. Approximately 60% of Climb participants have children under 5, and only 22% of participants have more education than a high school diploma or equivalent. The average age of Climb participants is 31 with 53% of participants between the ages of 18 and 30. Climb's participants include 63% White, 22% Hispanic, 4% African American, 6% American Indian/Alaska Native, 4% Multiracial, and 1% Other.

5. Beginning and end date of program.

October 1, 2024 - September 30, 2025

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

The Cheyenne Climb site generally runs three trainings per year offered in the Spring, Fall and Winter. Program research and planning happens throughout the year along with pre-program services and recruitment. Once the training focus is determined based on local workforce needs, Climb promotes the opportunity through outreach, advertising, and informational meetings. The career training portion lasts on average for three months depending on the job skills curriculum and certification type. Typically serving 10 to 12 TANF eligible single mothers, program days run from approximately 9 AM - 5 PM. This expedited schedule allows participants to enter the workforce as quickly as possible. Beyond job training, this phase includes life and workplace skills and therapeutic support. The subsidized job placement lasts approximately six to eight weeks and is tailored to meet the needs and goals of each participant. After this time period, the participant is expected to find success in their career and can access graduate support services. After program completion and job placement, Climb graduates have consistent communication with staff and their peers to support their long-term success.

CLIMB Wyoming

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.**

At Climb, we strive for a safe, open, affirming, and inclusive environment - an environment that allows both single mothers and staff to thrive. As Climb serves families most in need, staff know it is crucial to meet a diverse population with inclusive strategies and practices.

The Household Pulse Survey Data from the Census Bureau revealed a stark reality: single mother families bore a disproportionate burden during the pandemic. While 38% of single mothers struggled with food and rent, the rates for single fathers and multi-parent households stood at 19% and 18% respectively. Despite overall improvements in many families' quality of life as the pandemic has receded and the economy reaches toward stabilization, single mother households in Laramie County remain highly vulnerable to threats like food insecurity, lack of childcare, and ever-escalating housing costs, highlighting the persistent and urgent need for support.

The toxic stress of poverty-feeling scared, juggling hard decisions, being hungry-dramatically impacts how the brain functions. The single moms who come to Climb are under such high levels of stress that it has impacted their emotional regulation, planning, and decision-making abilities, which creates barriers to work readiness. Poverty passed down from one generation to the next also creates significant barriers to job success, trapping low-income single mothers and their children in a cycle that Climb participants are ready to break.

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

The generational cycle of poverty creates isolation in the lives of the single mothers who come to Climb. Lacking strong and positive relationships is a barrier to success that Climb participants face. The Climb program typically works in groups of 10-12 moms, which allows participants to engage with their peers, learn conflict resolution and self-regulation, build networks that last beyond the program, foster relationships that build trust and safety, and accelerate their skills to find success at work and at home. Finding a place in a professional community directly relates to a graduate's ability to maintain employment after the program. Over the past 37 years, Climb has leveraged and adapted the best of our group model design.

As Wyoming continues to grapple with statewide mental health barriers and shortages, Climb embeds mental health services within its job training program. Climb also connects other moms who are not yet enrolled in training to mental health resources within their respective communities. The Mental Health Provider at each site guides the team, Climb staff and participants, in maintaining a psychologically-informed environment. All participants complete a pre- and post-Mental Health Assessment, allowing them to be honest and forthright about their histories and struggles, while informing staff how best to support each mom into the future. Weekly group counseling sessions are one of the most important parts of the program and are central to the Climb model. Consistent individual counseling sessions assist participants in increased awareness, identifying and understanding their unique and individual strengths, and strategies to support overcoming their challenges.

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

Key components and strategies to make the program successful include the following:

- **Pre-program stabilization:** includes one-on-one work to connect moms to critical resources provided by community collaborators while maintaining a focus on employment.
- **Comprehensive case management:** provided by staff who create trust and a safe environment to assess needs and priorities and address the most difficult barriers to success.
- **Industry research:** staff network with community and employment partners throughout the year to identify high-growth training and employment opportunities and high-demand occupations to provide workforce solutions.
- **Mental health:** includes pre- and post-assessments to identify barriers, and group and individual counseling focused on increasing awareness and practicing skills to support long-term success.
- **Skills training:** leveraging local relationships to provide life and work readiness skills such as budgeting, conflict management, healthy relationships, and parenting as well as pre-employment skills such as job searching, resume writing, mock interviews, and workplace communication.
- **Job training and placement:** improves family economic stability and decreases dependence on government benefits.
- **Working in cohorts:** creates a support network and a community in which women practice healthy relationships and communication, build confidence, and learn the value of social capital.
- **Post-program support:** includes networking, group meetings, problem-solving difficult work situations, and celebrating successes.
- **Responsive program design:** allows staff to shift industry training based on local economic needs and adapt training to be in person or online based on community needs to maximize impact in rural areas.

C. Community Partnerships

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

Recognizing the multi-faceted challenges of poverty and the diverse needs of low-income single mothers, partnerships are crucial to Climb's success. In its 37 years, Climb has built a robust cross-sector ecosystem comprising employers, state agencies, educators, and non-profit organizations, collectively maximizing opportunities for moms in need while minimizing duplicative organizational efforts.

Employer Partnerships: Climb has cultivated relationships with local employers across the state. These partnerships enable Climb to identify high-demand industries and tailor training curricula accordingly. Additionally, employer partners support moms in achieving job readiness through activities like mock interviews and on-the-job training, and ultimately hiring graduates.

State Partnerships: Climb's longstanding collaborations with state agencies, including the Departments of Family Services and Workforce Services, provide valuable insights into employment needs and industry trends. This collaboration also helps Climb to measure programmatic efficacy.

Educational Partnerships: Climb works with educational institutions, employer associations, and other experts to design annual training programs. These programs equip participants with the skills and knowledge needed to succeed in their chosen fields. Additionally, Climb addresses the holistic needs of its participants by partnering with professionals in parenting, nutrition, financial literacy, and other life skills to prepare mothers for success both within and outside the workplace.

Non-profit Partnerships: Climb has established a strong network of social service partners to provide participants access to essential support services, including mental health, transportation assistance, substance abuse treatment, etc. Climb Program Managers are well-versed in community resources and

CLIMB Wyoming

dedicated to connecting participants with the support they need to overcome barriers and achieve their goals. Climb's social service partners also often refer qualifying clients to the program.

These diverse partners help Climb to uplift single mothers and create lasting positive change in their lives and communities.

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

Community Partner	Resources that will be provided
Boys and Girls Club	Resource partner
Cent\$ibleNutrition	Life skills presenter
Community Action	Resource partner
Department of Family Services	Referral partner
Department of Workforce Services	Referral partner
Discovery Unlimited Preschool	Resource partner
Enroll Wyomin2	Life skills presenter
Equal Justice	Resource partner
Hands on Physical Therapy	Resource partner
Healthcare Provider Education Center	Training partner
HealthWorks	Resource partner
Hi2hlands Presbyterian Church	Resource partner
Laramie County Community College	Training partner
Legal Aid of Wyoming:	Resource partner
My Front Door	Resource partner
Needs Inc.	Resource Partner
Ronn Jeffrey	Parenting instructor
Safehouse	Resource partner
Sage Truck Driving	Training partner
St. Mark's Episcopal Church	Resource partner
VOA of Northem Rockies	Resource partner
Wyoming Homeowner Assistance Fund Pro!?'am	Resource partner
YMCA	Resource partner
Youth Alternatives	Resource partner

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

To continue providing a comprehensive tuition-free program to local low-income single mothers and their families, Climb relies on critical public funding including awards received from the Community Partnership Initiative grant. Climb recognizes the importance of diversified braided funding strategies to support long-term sustainability. Collaboration with individual and corporate donors, as well as local city and county funding, allows Climb to remain sustainable while responsibly leveraging donations with this grant. For many years, Climb's effective model has worked to move local families out of poverty and has supported the TANF program's important purposes.

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CLIMB Wyoming

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 Climb proposal serving TANF eligible families includes the following goals:

- The Climb program improves family economic stability by offering free case management and career training leading to long-term employment for those most in need. As participants move into full-time employment, their average monthly wages more than double.
- Training will be linked to high-growth and high-demand occupations driven by workforce demand. Climb has flexibility to adapt trainings to employer needs and has offered many different programs in industries such as Commercial Driver's License, Professional Office Careers, and Medical Careers that meet local workforce needs.
- Moms will decrease dependency on government benefits. Two years post-program, 79% of graduates who were using food stamps before Climb decreased their dependence.
- Climb's comprehensive model includes extensive life and work readiness skills that address barriers and prepare participants for work including parenting, nutrition, budgeting, resume preparation, interviewing, and conflict management.
- All participants will receive group and individual counseling from a Wyoming Licensed Mental Health Counselor.
- The Climb model offers a group concept allowing participants to discover relationships and engage with their peers, learn conflict resolution and self-regulation, and build networks.
- Climb's expertise in rural poverty alleviation includes connecting single mothers to community partners and networks across the State. Staff maintain strong relationships with referral agencies and community partners for collaboration.
- Climb Business Liaisons will develop employer partnerships and work with each participant to help secure long-term employment opportunities and participate in employer evaluations.

Climb's innovative and comprehensive programming leads low-income single mothers into long-term employment to support the purposes of the Temporary Assistance for Needy Families program. The therapeutic and skills-based programming helps end the dependence of single mother families on government benefits. The State of Wyoming has saved \$120 million over the past 37 years from decreased dependence on public assistance programs (i.e., food stamps, health insurance, and housing) among graduates (WY DFS, WY Dept of Health-Medicaid, WY LIHEAP FY2017 State Profile, U.S. Dept of Housing and Urban Development).

Climb's two-generational approach, including family days, parenting skills, and case management, allows children to be cared for in their own homes. Staff have seen that when parents increase their income, children have greater access to academic and extracurricular activities, more stable schedules, and role models for career success. Along with increased income and consistent schedules, Climb participants learn about themselves through weekly counseling, life skills classes, and communication strategies. Climb programming supports the additional TANF purposes by providing mental health services, program design including the cohort model, providing access to women's healthcare, and connection to resources and life skills focused on healthy relationships, communication, and boundaries.

2. **Outcomes: Using the chart below, please identify specific measurable (preferable numeric) 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)

CLIMB Wyoming

Outcome	Organization's Performance Measures (How does your organization measure the outcome goals?)	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
<p>Show progress each quarter toward the final goal of 80% of the individuals enrolled in the program successfully completing the program.</p>	<p>80% of participants who enter the program will successfully complete it.</p>	<p>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.</p>	<p>Climb tracks the participants who graduate in our customized participant database that can demonstrate trends over time.</p>
<p>Show progress each quarter toward the final goal of 75% of Climb program graduates being employed after program completion.</p>	<p>75% of these program graduates will be employed after program completion.</p>	<p>Climb programs include pre-employment skills including job searching techniques, resume writing, interviewing strategies, 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.</p>	<p>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 worked 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 to conduct the follow-ups via phone survey.</p>
<p>Show progress each quarter toward the final goal of individuals who completed the program earning 90% higher wages than when they entered the program.</p>	<p>90% of these program graduates will be earning a higher wage than they were before the program.</p>	<p>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</p>	<p>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 worked per week and hourly wages as well as participant and</p>

CLIMB Wyoming

		performance evaluations and communication for long-term success.	child health insurance data.
Show progress each quarter toward the final goal of 90% of the individuals who complete the program experiencing a decrease in the dependence on food stamps.	Over time, 90% of program graduates will show a decrease in their dependence on food stamps.	To continue to support the participants, Climb staffmembers meet with graduates after they finish the program to sustain success in the workplace and family stability.	To assess decreasing dependence on government benefits, Climb collects food stamp and childcare data from the Wyoming Department of Family Services.
50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public health insurance.	Of the graduates who enter the program utilizing public health insurance 50% will end their dependence on public health insurance.	To continue to support the participants, Climb staffmembers meet with graduates after they finish the program to sustain success in the workplace and family stability.	To assess decreasing dependence on government benefits, Climb collects health insurance data from the participants through surveys.
Increased knowledge and skills regarding healthy relationships, strong and stable environments, communication and health behaviors.	100% of single mothers who enter the Climb program will have received life skills training and mental health counseling.	Climb offers life skills classes including 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's sophisticated data tracking system was developed to support tracking outcomes during the program, while also maintaining connection with graduates to understand any potential needs in the post-program phase. Climb tracks the progress of participants at 3-month intervals for a full two years after completing the program. Climb staff collect data for the first-year post-program and Climb has a longstanding partnership with the Wyoming Survey and Analysis Center (WYSAC) to conduct second year outcome data collection. All data is collected through standardized interviews and is entered into the customer relationship management (CRM) database and reviewed by Climb staff.

The program is also evaluated by improved mental health data and increased stability in family relationships demonstrated through internal assessments. The mental health assessment evaluates safety and participants' executive functioning skills pre- and post-program. In only three months, 75% of Climb graduates report increased executive functioning skills because of Climb's mental-health based model that promotes long-term success at work. Climb staff utilize client self-report forms, home visits, staff observations, client interviews, and client records to document each participant's progress. Climb gathers participant feedback through interviews at the end of the program and during the WYSAC follow-up interviews.

CLIMB Wyoming

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 efforts, Climb prioritizes regular quantitative and qualitative data analyses to assess program effectiveness, data quality assurance, and whether desired objectives are being achieved. Results are used to make data-driven program adjustments as necessary to enhance participant experience and success. Staff track pre-program activities; participants who enroll in and complete the career training and job placement phase of the program; graduate services and employment outcomes such as hours worked, hourly wage, childcare assistance, food stamps, cash assistance, and healthcare status before and after the program to evaluate economic mobility. To ensure data integrity, Climb also prioritizes external validation of statistics through partnerships with the Wyoming Departments of Family Services and Health, and WYSAC. These data points are analyzed by site and statewide and for various timeframes (1 year, 2 years, 5 years, cumulative, etc.).

G. TANF Recruitment

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

Each Climb site has staff that serve as a case manager for moms and provide ongoing guidance and support throughout the program. Staff recruit candidates who are most in need, on average 30-35% of the Federal Poverty Level. During the recruitment phase, staff outline the required knowledge, skills, and abilities, and other training and job requirements for the identified occupation. Staff also evaluate each candidate's level of competency in the area. Staff conduct a thorough assessment to determine additional services available in the community which may include food stamps, childcare assistance and housing, or counseling. Accessing these services and experiencing family stability is critical to successfully completing the program and starting a long-term career. Staff connect candidates to these services and support them along the way. If the candidate is not ready for the program, staff remain in contact with them for potential admission into a future program when they are more stable and ready.

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

Climb will recruit approximately 60 candidates and work closely with them to increase their stability through connection to critical resources. Climb will enroll approximately 50 TANF eligible single mothers. Climb will also continue to work with approximately 70 graduates that receive continued support from staff, which is often critical to their long-term job success.

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

Climb uses a rigorous process to ensure income eligibility for the Climb program. This process includes a thorough review by program staff, verification by statewide staff, consultation with the FBI program manager, and an annual external audit (in which Climb has never had a finding). Participant income is verified and documented through either SNAP utilization, pay stubs, employer verification of income, unemployment stubs, or tax returns. If applicable, income for additional family members is also documented and verified. Any questions about eligibility are directed to the State's Department of Family Services TANF Program Manager prior to a participant's acceptance to Climb. Please see attached copy of Climb's TANF Eligibility Intake Form.

BUDGET

Instructions:

1. Provide a budget for **each individual agency within the county AND a county combined budget** that includes all programs and their costs.
2. The budget for each program should be described with enough detail that expenditures offunds could be easily reviewed. Preference will be given to programs concentrating on direct services rather than programs building their administrative structure.
3. List costs ofthe 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 ofexpenditure 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 ofduties ofeach employee and an explanation of each line item stating the purpose ofthe expenditures.
 - c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
 - d. Administrative expenses shall not exceed 10% ofthe program expenses.
4. 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 ofexpenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage ofTANF individuals/families vs non-TANF individuals/families served as well as the percentage oftime working on TANF-related activities.
5. 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 ofreports).

Budget:

1. TANF funds are limited and can only provide a portion ofthe 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*)

Funder	Amount	Status
United Way ofLaramie County, City of Cheyenne, Laramie County	\$44,500	Secured
Daniels Fund	\$25,000	Secured
Hughes Foundation	\$15,000	Will Apply
Hearst Foundations	\$15,000	Pending
John P. Ellbogen Foundation	\$12,500	Secured
Marv H. Storer Foundation	\$20,000	Secured
John P. Ellbogen Foundation	\$12,500	Secured
First National Bank ofOmaha	\$7,500	Secured
Cross Charitable Foundation	\$5,000	Secured
Newell B. Sar.gent Foundation	\$5,000	Secured

CLIMB Wyoming

JPMorgan Chase & Co.	\$3,500	Secured
Newell B. Sargent Foundation	\$3,750	Secured
Wells Fargo	\$2,000	Will Apply
Wyoming Community Foundation	\$5,000	Pending
Wyoming Women's Foundation	\$2,500	Will Apply
Individual Donors	\$50,000	Secured and Pending

2. What are the costs/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 Wyoming's program is designed to help those most in need. Where most job training programs across the nation target families at a poverty level of 185%, the average poverty level of Climb Wyoming participants is 30%- 35% of the Federal Poverty Level. To properly target these most impoverished families Climb Wyoming first stabilizes participants through the pre-program services so that they move out of crisis and into a space where they are ready to successfully complete the training program and be placed in a job where they become financially independent.

Annually, Climb serves 60 moms through pre-program services. Pre-program services are inexpensive and highly impactful. Based on Climb's 37 years of moving families out of poverty through this comprehensive model, Climb has proven that success in training programs and employment at the high rate of success Climb demonstrates is not possible without this pre-program stabilization.

Climb's comprehensive ROI demonstrated below describes the impact of Climb's career and training program to unduplicated families by comparing pre-program wages to increased wages 90-days post-program (Climb will use 90-day statistics where the proposal indicated to use 30-day statistics as the organization does not currently track 30-day statistics).

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

- Impact without program: Climb participants are making an average annual wage of \$18,156 at program enrollment.
- Impact from program: 90 days post program, graduates are employed making an average annual wage of \$35,004.
- Total annual increase in wages: Impact from program \$35,004 - Impact without program \$18,156 = \$16,848.
- Total Cost per Client Served = \$75,000 / 50 unduplicated clients = \$1,500.
- Climb ROI = 11.23 to 1 based on \$16,848 / \$1,500.
- Climb ROI over the lifetime of a participant = 381.89 to 1 based on an average age of participant being 31 and working until the age of 65 (34 years post program) at an increased wage of \$16,848 34 years X \$16,848 = \$572,832 + \$1,500.

While the ROI demonstrated above is impressive, what is even more impressive and impactful is the post program graduate services impact. Climb will provide graduate services to 70 program graduates each year. These graduate services ensure that families not only receive employment, but they keep it. The graduate services could be perceived as prevention services in that Climb graduates are highly unlikely to reenter both poverty or the systems required to support these families. Through a data analysis conducted in partnership with DFS and the Wyoming Department of Health, it has been determined that the cost savings to the State of Wyoming associated with the decrease in government assistance programs of graduates over 37 years is \$120 million.

Individual Agency: Climb Wyoming in Laramie County Annual Amount Awarded: \$72,313.08			
	Program Costs	Administrative 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>	\$40,050	\$5,463.08	<p>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 Director (\$63,000 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. Business Liaison (\$60,000 annual salary) is 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. The Advocacy Coordinator (\$71,700 annual salary) is responsible for assisting with the coordination of participant services such as vaccinations, drug tests, work clothing purchases, etc.; and addressing participant work needs as they arise. Administrative salaries are to support Climb's centralized home office 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.</p>
<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>	\$3,000	\$500	<p>Retirement, health, dental, vision, and life insurance expenses for those employees that participate in Climb's insurance plan. (Program Director \$8,400; Assistant Program Director \$7,560; Business Liaison \$7,200; Advocacy Coordinator \$8,604)</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>	\$3,700	\$600	<p>Employer paid payroll taxes are estimated at 10% of the salaries budgeted. (Program Director \$7,000; Assistant Program Director \$6,300; Business Liaison \$6,000; Advocacy Coordinator \$7,170)</p>
<p>Supplies <u>Admin:</u> Supplies and expenses needed to manage the grant. <u>Program:</u> Supplies needed for instructor use. *cannot include any form of personal computers or IT equipment*</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. *participant rent & utilities costs should be included in the Other Participant Needs budget line.</p>	\$7,500	<i>NIA</i>	<p>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.</p>
<p>Participant Tuition and Class Fees</p>			
<p>Participant Class Supplies and Materials</p>			
<p>Participant License and Certification Fees</p>			
<p>Participant Drug and Aptitude Screening Can include other types of assessments.</p>			

Work Support Services and Clothing			
Participant Wages			
Participant Fringe Benefits			
Participant Incentives	\$2,000	<i>NIA</i>	Incentives earned by participants for completed goals to assist them with living expenses while in training.
Other Participant Needs: Description - Mental Health Provider	\$9,500	<i>NIA</i>	Amounts paid to contracted mental health provider for group and individual counseling services.
Program and Administrative Sub-Totals	\$65,750	\$6,563.08	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET	\$72,313.08		
Number of TANF Participants Planning to Serve	50		
Cost Per TANF Participants	\$1,446.00		

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COVERPAGE

1. County/Tribe: Laramie County, Wyoming
2. **ProjecUGrant 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 Bay

Title: Grants Manager

Organization: Laramie County, Wyoming

Address: 3f0 W. 19th Street, Suite 320, Cheyenne, WY 82001

Phone: 307-633-4201

Email address: Sandra.Bay@laramiecountwy.gov

3. Primary Contact for each Sub-recipient, that implements programs within the County's grant.

Name: Kristin Custis
Title: Outreach Coordinator
Organization: Big Brothers Big Sisters of Wyoming
Address: 100 West 4th Street, Cheyenne, WY 82007
Phone: 307-514-3383
Email: kristin@wyobbbs.org; grants@wyobbbs.org

4. Program Name: Big Brothers Big Sisters of Wyoming, Laramie County Branch
5. Awarded Amount: \$13,264.29
6. Authorized Representative/County Commissioner Chair:
(No signature required here. Signature is required on the Assurance page)

Date: April 16, 2024 and 6/5/24

Phone: 307-633-4260

E-Mail: Commissioners@laramiecountwy.gov

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PROPOSAL

A. Summary of Proposed Program

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

BBBS proposes providing one-to-one programming for youth ages 5-16 and quarterly family engagement activities to aid 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. In 2023, 70% of youth served by BBBS in Laramie County meet or exceed poverty levels and 78% of the youth served live with single parents, grandparents or foster parents. Through the last 53 years that BBBS has provided programming in Wyoming, the agency has encountered and worked closely with families experiencing the above situations.

BBBS proposes providing programming to youth in one-to-one mentoring, including case management for youth and their families. Case management is provided on a monthly basis and includes an assessment of child development and socio-emotional growth, as well as child safety. Case managers check in with parents during support calls to identify any needs or challenges and can help connect families with local resources and organizations based on unique needs.

BBBS 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 negative consequences. As staff builds trusting relationships with youth and their families, staff are able to assess risk factors and can help families connect to local partnering agencies and receive services before situations become so disruptive that a child is removed from their home. BBBS is able to provide referrals to community resources and improve family connections and interactions with school personnel, counselors, and court systems. And, because case management is integrated into programming, staff can follow up with families to ensure the services they're connected to and receiving are meeting their needs.

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

3. Population served.

Big Brothers Big Sisters will serve all interested income-eligible youth ages 5-16, as well as their families, who are at-risk for not being able to care for their children in their home or in the home of relatives.

4. Beginning and end date of program.

October 1, 2024 to September 30, 2025

Big Brothers Big Sisters

5. 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. All parties must meet for a match meeting to go over program rules. 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 evaluate relationship development, assess child safety, and document youth development. Case managers also conduct surveys during this time if they are due. Family engagement activities are hosted at least quarterly and provide opportunities for families to increase parental knowledge, grow 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 support.

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.

2022 Prevention Needs Assessment data indicates that over 17% of youth indicate they do not have someone they can talk to about their problems. Additionally, more than 65% of youth felt so depressed that nothing could cheer them up (ranging from a little of the time to all of the time). Youth also shared that over the course of a week, 51% of youth had not talked with one of their parents about their thoughts and feelings.

BBBS 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. The organization also seeks for form strong, trusting relationships with at-risk families, developed strongly enough that families can reach out to the organization for support and connection to community resources and partner organizations.

Many families would qualify for TANF; the most recent data from the school districts indicates that 30% of Laramie County SD#1 students receive a free or reduced-price lunch. In 2023, over 70% of BBBS youth were living at or below poverty thresholds.

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

Over one in ten-and almost one out of every five (17%)-of youth reported they did not have an adult they can talk to according to the 2022 PNA Survey results. BBBS 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, hosting quarterly family engagement activities, connecting families with local resources, and serving as an advocate for families during times of need. Outcomes also show that youth in mentoring relationships report stronger relationships with a caring adult (sometimes a parent, sometimes a mentor, and sometimes both). 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 refer families as needed to services through community partners and organizations in order to increase opportunities for success.

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

Big Brothers Big Sisters youth mentoring has been endorsed as a Legacy Best Practice prevention program by US Department of Health and Human Services Substance Abuse Mental Health Services Administration (SAMHSA),

Big Brothers Big Sisters

an Effective program by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and the US Department of Justice National Institute of Justice (NIJ), and is listed as Promising in the Blueprints for Youth Development 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 (Raposa, E.B., et al., 2019). 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 (Raposa, E.B., et al., 2019; 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 poverty, functioning with one parent, and coping with other stresses can form a trusting, secure relationship with BBBS 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." And, a 2019 study found positive youth development to be crucial in family interventions to increase parental supervision and family activities (Mackova et al, 2019).

C. Community Partnerships

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

The Laramie County Branch of BBBS participates in multi community coalition meetings to ensure services provided are needed and not duplicating other programs. Additionally, BBBS works closely with community partners to ensure a comprehensive knowledge of resources available to families. In the last year with the pandemic, because BBBS's strong relationships with parents, many partnerships deepened to meet the needs of families needing food, clothing, supplies, or housing. Some private foundations even directly approached BBBS to provide cash assistance early in the pandemic.

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
Healthy Behaviors Action Team of Laramie County Community Partnership	Outreach, connections to community organizations that provide services
Cheyenne YMCA	Activities space, referrals, membership benefits for youth in BBBS
Healthy Youth Action Team (a committee of Laramie County Community Partnership)	Outreach, connections to community organizations that provide services, volunteers for Gear-Up events through Healthy Youth Action Team
Laramie County 4-H	Outreach, youth activities, participation in their events
Salvation Army	Outreach through food truck and food drives; scholarship for summer camp

Big Brothers BigSisters

Laramie County Prevention	Outreach and collaborative efforts to reduce binge and underage drinking in Laramie County.
Laramie County Community Library	Community meeting space for Lunch and Learn in March. Representatives from Uplift, Job Corp., and Special Friends attended.
ASK Afterschool Alliance	Site based mentoring, referrals
Parent Engagement and Educational Partnership with Schools (PEEPS)	Referrals and connection to the school district, and resources for youth and families
Department of Family Services	Referrals for youth and families
Uplift	Referrals and resources through wraparound services, case management, and therapeutic services
Laramie County Community Action	Referrals for youth and families struggling with financial resources etc. Support and connection to resources for kinship care families.
Liv Health	Mental health resource for youth and families
Wyoming Non-Profit Network	Outreach, connections to community organizations that provide services
Goodwill's Wendy's Wonderful Kids	Referrals for children who are within their adoption program
NEEDS	Referrals to food pantry and resources for families and children
Laramie County Community Partners	Outreach with other area nonprofits to work together and share resources for families and youth in our program. Meet once a month on the first Tuesday of the month.
City of Cheyenne Ice and Events Center; Wyoming Game & Fish; The Wyldlife Fund	Family and match engagement activities
WyoGives and the Wyoming Nonprofit Network	Continuing education and training opportunities.
United Way Collaborative	Collaborative of agencies under United Way to focus on increasing graduation rates in Laramie County. Collaborative partners include: Safe Harbor, ASK, Boys & Girls Club, Community School, Foster Grandparent Program, Special Friends, Habitat for Humanity, Casa and NEEDS.

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

BBBS 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?

The goals of BBBS will be to provide 15 eligible youth with one to one mentoring (including case management) and host at least one family engagement activity each quarter.

2. Outcomes: Using the chart below, please identify specific measurable (preferable numeric) 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
15: Projected number of youth enrolled for the grant year.	— actual number enrolled	Example: Enrollment activities, recruitment activities per quarter	_____ Quarterly number of TANF eligible/verified youth enrolled
80% Projected percentage of enrolled youth matched with a mentor.	_____ (identify the target percentage) % of enrolled matched with a mentor		_____ % Quarterly percentage of TANF eligible/verified matched youth.
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.	<i>Youth and BBBS staff collaborate to create at least one mentoring match goal and at least one personal growth goal</i> <i>Case managers document youth progress toward goals at least quarterly</i> <i>Case managers offer opportunities to growth (like BBBS or community events) as well as guidance and coaching at least quarterly.</i>	Quarterly measurement of the number of TANF eligible/verified youth who have created a YODP and have achieved at least one goal. _ % of enrolling and matched youth created a YODP. _ % of youth have achieved at least one goal.
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.	<i>Provide case management for youth in mentoring relationships. Based on the length of the match relationship, GWBBBS spoke to youth, parents, and volunteers between 1-3 times during this quarter. During each call, case managers assess and document the match relationship's development, child safety, and prowess in positive</i>	Baseline and follow-up (at 6 months for site-based mentoring or at 12 months for community based mentoring), as measured by Youth Outcomes Survey. _ % of youth who maintained or improved positive attitudes.

Big Brothers Big Sisters

		<i>youth development. Case managers help matches celebrate successes and brainstorm through any challenges.</i>	
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.	<i>Provide both case management and match support for youth in mentoring relationships. GWBBBS also provides coordinated activities for both families and mentoring matches to increase relationship strength between mentors and youth, the agency and families, and with community partners.</i>	Baseline and follow-up (at 6 months for site-based mentoring or at 12 months for community based mentoring), as measured by Youth Outcomes Survey. _ % of youth who maintained or improved positive attitudes. In parental trust or adult relationships. ____ Number of agency hosted engagement activities for both families and mentoring matches during the quarter. _ Number of families attending. _ Number of mentors attending. _ Number of youth attending.

3. Describe your data collection methods to be used.

BBBS will utilize a nationally developed measuring tool called the Youth Outcomes Survey (YOS) to measure outcomes and program effectiveness. The YOS measures improvements in the following areas: school connectedness, social competence, family connections, special adult, risky behaviors, depressive symptoms, life satisfaction, emotion regulation, and protective behaviors. These measurements are linked to three overall strategic outcomes selected by Big Brothers Big Sisters on a national level: educational success, avoidance/reduction of risky behaviors, and socio-emotional competence. The YOS was developed and tested by top mentoring researchers in 2007 and 2008 and was implemented by BBBS agencies in 2009; a revised version was released in 2019.

Surveys are administered to youth upon enrollment in a program and then again after youth have been in the program for a year. The first survey gives a baseline and will allow for a comparison with results from the second survey. Staff compliance rates for administering the YOS are closely supervised on an organizational and national level by Big Brothers Big Sisters of America. Staff understand the results are crucial to the agency in order to determine the effectiveness of the programs and in order to be able to provide a deeper level of accountability to funders.

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

BBBS 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 detailed notes during monthly contacts with families and volunteers. Case managers also create a youth outcomes development plan (YODP) 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 if any goals should be modified or newly set, and provide support and encouragement as families and youth make progress.

G. TANF Recruitment

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

BBBS 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. Each agency also utilizes social media, as well as advertising through print and digital media to recruit both mentors and families.

2. What is the projected number of TANF eligible individuals that will be served by this program? BBBS anticipates serving 15 youth.

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 youth and family enrollment process by case managers. Families complete a registration form, which includes income data and the number of adults and children in the household; 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 BBBS secure, online database, where monthly/quarterly reports are generated for accurate reporting. Copies of completed forms are secured in locked filing cabinets.

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BUDGET

Budget:

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

Department of Family Services
OJJDP
Laramie County Prevention
Individual & Corporate Donations
United Way

2. **What are the costs/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.

- Functional Family Therapy (A short-term family therapy intervention and juvenile diversion program helping at-risk children and delinquent youth to overcome adolescent behavior problems, conduct disorder, substance abuse and delinquency) is estimated at \$2,800 (blueprintsprogram.org).
- 2014 data indicates the Wyoming Girls' School costs \$261 per day based on an operating capacity of 64 girls and the Wyoming Boys' School costs \$222 per day based on an operating capacity of 100 (Justice Policy Institute).
- Wyoming foster care costs for children in the same age groups served by BBBS range from \$859-\$941 per month (Ahn, DePanfills, Frick, & Barth, 2018).

These costs are significantly higher than the average of \$1,000 per family per year it would cost the BBBS program.

A research brief from Mentor.org indicated that/or every dollar invested in effective mentoring programs, there is a return of \$2.72. This positive return on investment reflects projected increases in lifetime earnings, as well as dollars saved through evidence-based mentoring-related outcomes, such as reduced juvenile delinquency and crime, improved school attendance, higher graduation rates, and lowered risk of youth involvement in costly behaviors such as drug, alcohol, and tobacco use.

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Big Brothers Big Sisters

Individual Agency: Big Brothers Big Sisters Annual Amount Awarded: \$13,264.29			
	Program Costs	Administrative Costs	Summary and Justification for Budget Expense
Salaries <u>Ad.min:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	\$8,441		BBBS duties include: family and volunteer recruitment and identification, enrollment and screening, assessment, matching, match supervision and support, case management, planning and implementation of family engagement activities, and coordination with community partners.
Employer Paid Benefits <u>Ad.min:</u> Activities spent managing the grant. <u>Program:</u> Benefits for all staff who provide direct client services.	\$2,412		Health Insurance
Employer Payroll Taxes <u>Ad.min:</u> Activities spent managing the grant. <u>Program:</u> Taxes for all staff who provide direct client services.	\$1,206		FICA, Unemployment, & Workers Compensation
Supplies <u>Ad.min:</u> Supplies and expenses needed to manage the grant. <u>Program:</u> Supplies needed for instructor use. *cannot include any form of personal computers or IT equipment*			
Recruiting and Marketing *cannot include promotional items.			
Travel Travel necessary to serve participants.			

BigBrothers BigSisters

Rent and utilities Rent and utilities for space provided to direct services for participants. *participant rent, utilities costs should be included in the Other Participant Needs.. budget line.			
Participant Tuition and Class Fees			
Participant Class Supplies and Materials			
Participant License and Certification Fees			
Participant Drug and Aptitude Screening Can include other types of assessments.			
Work Support Services and Clothing			
Participant Wages			
Participant Fringe Benefits			
Participant Incentives			
Other Participant Needs: Description -		1,205.29	Liability insurance and BigBrothers BigSisters of America affiliation fees.
Program and Administrative Sub-Totals	\$12,059.00	1,205.29	Total Administrative Costs cannot exceed 10% of our total Program Costs
TOTAL BUDGET	\$13,264.29		
Number of TANF Participants Planning to Serve	15		

Big Brothers Big Sisters

Cost Per TANF Participants I	\$884.29
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COVER PAGE

1. County/tribe: Laramie County, Wyoming
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 Bay
Title: Laramie County Grants Manager
Organization: Laramie County, Wyoming
Address: 310 W 19th Street Suite 320, Cheyenne, WY 82001
Phone: 307-633-4201
Email address: Sandra.Bay@laramiecountwy.gov

3. Primary Contact for each Sub-recipient, that implements programs within the County's grant.

Name: Brenda Birkle
Title: Executive Director
Organization: Wyoming Family Home Ownership Program, dba My Front Door
Address: 3260 E. Nationway, Cheyenne, WY 82001
Phone: 307-745-4130
Email address: brenda@myfrontdoor.org

4. Program Name: My Front Door
5. Awarded Amount: \$8,842.86
6. Authorized Representative/County Commissioner Chair:
(No signature required here. Signature is required on the Assurance page)

Date: April 16, 2024 & 6/5/24
Phone: 307-633-4201
E-Mail: Commissioners@laramiecountwy.gov

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PROPOSAL

A. Summary of Proposed Program

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

My Front Door seeks to pennisantly disrupt the cycle of poverty by providing real housing solutions for Wyoming.

My Front Door's program is a hand-up versus a handout approach to effecting generational change by helping families (with children between 50% to 80%) permanently transition from poverty to the middle class through home ownership. After employment, the most important means of making a permanent change from poverty to self-sufficiency is homeownership. My Front Door is a seven-year program that supports families in achieving and maintaining successful home ownership.

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.

My Front Door serves families with children between 50% and 80% of Area Median Income (AMI), including those with household income under current TANF income guidelines for family size. These families are Wyoming's working poor and comprise the largest share of our Wyoming communities by household income.

5. Beginning and end date of program.

October 1, 2024 - September 30, 2025

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

My Front Door serves each family for a total of seven years on a year-round and ongoing basis as follows:

Daily (9:00 am to 4:00 pm), Families can access advocacy, case management, crisis intervention, financial coaching, and community referrals.

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

Yearly: Two new financial literacy and homebuyer education classes for ten families, usually comprising 15-20 adults and 25-30 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.

Housing cost burden is defined as gross housing costs ranging from 30-50% of gross household income. Households paying more than 50% of gross income are considered severely cost-burdened. The Wyoming

Community Development Authority (WCDA) reports that a significant number of families in Laramie County are experiencing the effects of being cost-burdened. Research suggests *high* housing cost burdens may harm well-being by increasing the risk of material hardship, which includes food insecurity, difficulty paying bills, and skipping needed medical care. Lower-income households faced with high housing costs spend less money on food, transportation, and health care than unburdened households do.



As shown in Table II.3-43, in Cheyenne city 16.1 percent of households had a cost burden and 11.8 percent had a severe cost burden. Some 23.5 percent of renters were cost burdened, and 23.2 percent were severely cost burdened. Owner-occupied households without a mortgage had a cost burden rate of 6.6 percent and a severe cost burden rate of 1.7 percent. Owner-occupied households with a mortgage had a cost burden rate of 14.7 percent, and a severe cost burden rate of 6.3 percent.

Table II.3-43
Cost Burden and Severe Cost Burden by Tenure

Source	Year	Total	Cost Burden	Severe Cost Burden	Mortgage	Non-mortgage	Total
Owner-occupied households							
2010 ACS	16,179	16.1%	11.8%	1.7%	14.7%	6.3%	16,179
2019 ACS	13,571	16.4%	11.8%	1.7%	14.7%	6.3%	13,571
Renter-occupied households							
2010 ACS	10,719	23.5%	23.2%	1.7%	14.7%	6.3%	10,719
2019 ACS	9,145	23.5%	23.2%	1.7%	14.7%	6.3%	9,145
Total							
2010 ACS	26,898	17.1%	12.8%	1.7%	14.7%	6.3%	26,898
2019 ACS	22,716	17.1%	12.8%	1.7%	14.7%	6.3%	22,716

Another issue facing families and impacting economic development in Laramie County is unmet housing needs. This is defined as a household experiencing a housing problem as defined by the Department of Housing and Urban Development. This includes being cost-burdened, living in inadequate or unsafe housing, living in overcrowded homes, and various other conditions. WCDA data provides insight into the number of housing units needed to provide adequate housing for the community in the years to come.

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 11.3.78
Incremental Total Housing Need Forecast
Cheyenne
Strong Growth Scenario

Income (% of MFI)	2020	2025	2031	2035	2040	2045	2050
Owner							
0-30%	773	817	864	913	962	1,017	1,072
30-40%	1,111	1,111	1,231	1,026	1,101	1,111	1,161
40-50%	1,231	1,231	1,231	1,311	1,534	1,6%	1,16J
50-60%	517	517	517	5	5	7	11
60-70%	23b	44	41d	6	699	112'	?
70-80%	46S	928	1,0:07	1,907	2,429	2,973	3,539
Total	3,614	4,503	5,430	6,395	7,401	8,450	9,543
Rent							
0-30%	1,766	1,842	1,920	2,000	2,070	2,160	2,244
30-40%	1,308	1,367	1,421	1,411	1,553	1,611	1,633
40-50%	1,192	1,282	1,361	1,467	1,1,60	1,1,60	1,1,60
50-60%	74	74	225	251	277	300	330
60-70%	122	122	170	201	210	269	300
70-80%	77	77	330	411	420	470	500
Total	4,740	5,018	5,455	5,122	6,196	6,576	6,967
Total							
0-30%	1,509	2,660	2,784	2,912	3,013	3,111	3,266
30-40%	1,119	2,248	2,380	2,517	2,657	2,803	2,952
40-50%	2,115	2,115	2,115	2,115	2,115	3,111	3,111
50-60%	551	645	714	811	900	1,057	1,170
60-70%	450	450	617	714	811	1,015	1,111
70-80%	642	642	714	2,115	911	1,042	4,192
Total	8,354	9,597	10,115	12,217	13,597	15,026	16,506

The Wyoming Business Council reports that housing constraints have a big impact on Wyoming's economy. Their stakeholders consistently report a lack of access to the workforce as a leading result of a lack of housing. They advocate for increasing available housing for all income groups as a tool to help business owners retain quality employees and attract new companies to the area, where the lack of such housing is frequently the deciding factor for companies to locate elsewhere.

Additional Resources

WCDA. City of Cheyenne, City Profile. September 2021. <https://www.wyomingcda.com/wp-content/uploads/2021/11/0/Cheyenne-city.pdf>

National Low-Income Housing Coalition. Shomon Shamsuddin & Colin Campbell (2021): Housing Cost Burden, Material Hardship, and Well-Being, Housing Policy Debate. <https://doi.org/10.1080/10511482.2021.1882532>

Wyoming Business Council's Toolkit - <http://www.wyomingbusiness.org/commtoolbox>

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

My Front Door's Program model 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 families navigate barriers on an upward mobility journey into the middle class.

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

2. 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/or MFD Families
Realizing the American Dream: Homebuyer Education	HUD-approved best practices to determine when a family is ready 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/or Maximum Results:	Delivered by our HUD Certified Housing Counselor promoting long-term self-sufficiency rather than credit counseling/or 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.	Proven Long-Term Self-Sufficiency: <ul style="list-style-type: none"> • 54 out of 55 first-time homeowners have been successful over the long term. • had 1 foreclosure (Due to relapse). • 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. MFD family homeownership is an investment, not a possession.
Bridges Out of Poverty	Identifies 11 different research-based areas that promote self-sufficiency and support a successful transition to the middle class.	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.
Getting Ahead in a Just Getting by World	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.	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.

MY FRONT DOOR

True Colors: Personality Types	Personality types affect behavior	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.
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MYFRONT DOOR

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 leveraging services where possible. One example is providing financial literacy classes for partner programs where homeownership is the common goal. We have begun doing that for Habitat for Humanity.

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, Peale 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. At regular meetings, this panel will brief the board, committees, and staff about initiatives, programs, and community issues affecting My Front Door's work. The panel will allow members to consider complete 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.)

<i>Community Partner</i>	<i>Resource that will be provided</i>
Wyoming Community Development Authority	It serves as our state "Project jurisdiction" and is a secondary link to HUD. It currently provides Capacity Funding, 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 using tax credits in MFD projects.
Climb Wyoming	Partner staff to coordinate organization presentations to their participants and referral linkage to beneficiaries.

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MY FRONT DOOR

Dads Making a Difference	Partner staffto coordinate organiz.ation presentations to their participants and referral linkage to beneficiaries.
Community Action of Laramie County	Partner staffto coordinate organiz.ation presentations to their participants and referral linkage to beneficiaries.
Safehouse Services	Partner staffto coordinate organiz.ation 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.
Habitat for Humanity of Laramie County	Habitat will enroll Habitat Partner Families in My Front Door's Program to ensure long-term success as homeowners. Habitat Homeowners fall between 30-60% of Area Median Income

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

My Front Door's Board of Directors and Executive Director actively diversify funding streams, so the program is always independent of other funding sources. Our funding includes state, city, and county grants, foundations, Board contributions, nonprofit, private donors, fundraising, business, and faith partners. My Front Door has earned a Community Housing Development Organiz.ation (CHOO) 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. My Front Door 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.

My Front Door has committed resources, including a dedicated full-time Laramie County Family Advocate to provide direct services and a volunteer Board of Directors to govern the organization. My Front Door will maintain office space to further commit to the families and community. The Executive Director will serve as an experienced grants manager and 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. For My Front Door and partner program families.**
- **Goal 5: Enhance the sustainability of community efforts beyond the funding period.**
- **Goal 6: Provide assistance to needy families to be cared for in their own homes or relatives' homes.**
- **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:

MY FRONT DOOR

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 buyer's minimum \$2,400 down payment, based on availability. Funds are provided 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.

- 2. Outcomes: Using the chart below, please identify specific measurable (preferable numeric) 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>

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MY FRONT DOOR

3. Describe your data collection methods to be used.

The methodology begins with the Family Advocate collecting key information, producing a baseline for each participant regarding 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 informs 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 also become evident, which allows the Family Advocate to facilitate learning approaches for each family. Data collected on SMART goals is further used to identify quarterly training topics.

Externally, data informs 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 for TANF eligible individuals/families?

My Front Door accepts applications on an ongoing basis, and applicants are contacted within 24 hours of receipt. This process determines basic eligibility, and qualifying applications are held for the class schedule and final selection. Applicants who are not quite prepared are counseled by our Family Advocate to set goals and prepare an action plan for the next class offered. Candidates who don't meet basic eligibility are referred to program partners in the community where appropriate.

Recruiting applicants is an ongoing process. Our staff regularly engages with community partners, ensuring we are not operating in a silo. These partnerships also serve to include vulnerable populations and diversify the applicant pool. This is critical to profoundly impacting and enriching the program experience for all participants. A robust online and social media marketing strategy keeps us engaged with the larger community and helps us reach new applicants. Finally, current program participants sharing what they've learned and accomplished through our programs is one of our most robust recruitment tools.

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

Phase I of My Front Door's program consists of the Home Buyer Education financial literacy portion of our program. These annual classes consist of ten families per session. These families typically consist of 15-20 adults and 25-30 children. My Front Door expects to serve 6 TANF-eligible participants in our program over the course of the funding period.

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 by collecting the previous year's tax returns or most recent paystubs.

BUDGET

Instructions:

1. Provide a budget for **each individual agency within the county AND a county combined budget** that includes all programs and their costs.
2. The budget for each program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on direct services rather than programs building their administrative structure.
3. 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 program expenses.
4. 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.
5. 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 funding strategy includes continued grant applications, donations, fundraising, and other tasks to fill funding gaps as necessary. The Board of Directors and the Executive Director draft and approve a conservative annual budget predicated on the reality that every dollar counts. Any decreased or unsuccessful funding request directly affects our capacity to benefit the target population and, ultimately, the community.

2. What are the costs/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 return on investment for program dollars designated to increase homeownership for working families is significant. Homeowners with adequate resources can better 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, and 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. In this way, we can permanently disrupt the cycle of poverty that holds many families back.

MY FRONT DOOR

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 financial stability remains out of reach for many working Wyoming families.

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, family advocates, and community allies ensures they stay there. In so doing, we create a natural pathway of economic mobility.

Research shows that neighborhoods with a higher homeownership rate are maintained and groomed to a higher standard than neighborhoods primarily filled with rental properties. Lenders recognize and monetize this variation in loan terms 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.

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 quality and reliable workers.
- Job creation and expansion impact is strongest if workers reside in the community. Employees can live near employment centers and thus can better 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 a vital role in a community's economic sustainability and development.
- New construction and management of a property create new employment and generate multiple ripple 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.
- Help improve distressed neighborhoods and strengthen community and neighborhood pride.
- Increases property values and property tax revenue to communities.
- Creates family stability.
- Housing is critical in individual welfare and often represents the single-largest family expense/investment.

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County - All Program Budget: My Front Door
Annual Amount Requested from Proposal: \$8,842.86

	Program Costs	Administrative Costs	Summary and Justification for Budget Expense
Salaries <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	\$2,892.52		
Employer Paid Benefits <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Benefits for all staff who provide direct client services.			
Employer Payroll Taxes <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Taxes for all staff who provide direct client services.			
Supplies <u>Admin:</u> Supplies and expenses needed to manage the grant. <u>Program:</u> Supplies needed for instructor use. *cannot include any form of personal computers or IT equipment*			
Recruiting and Marketing *cannot include promotional items.			
Travel Travel necessary to serve participants.			

MY FRONT DOOR

Rent and utilities Rent and utilities for space provided to direct services for participants.			*participant rcnUtilities costs should be included in the "Other Participant Needs" budget line.
Participant Tuition and Class Fees	\$4,121.85		
Participant Class Supplies and Materials	\$535.12		
Participant License and Certification Fees			
Participant Drug and Aptitude Screening Can include other types of assessments.			
Work Support Services and Clothing			
Participant Wages			
Participant Fringe Benefits			
Participant Incentives			
Other Participant Needs: Description - Utilities	\$1,293.37		
Program and Administrative Sub-Totals	\$8,842.86		Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET	\$8,842.86		
Number of TANF Participants Planning to Serve		5	

MY FRONT DOOR

<i>Cost Per TANF Participants</i> \$1,768.57

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**County - All Program Budget:
Annual Amount Awarded: \$154,750.00**

	Program Costs	Administrative Costs	Summary and Justification for Budget Expense
Salaries <u>Ad.min:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	\$96,576.62	\$9,982.39	Wages provided to staff who provide direct contact with TANF Participants, Recruitment, identification, enrollment, screening, assessment, matching, case management, planning etc...
Employer Paid Benefits <u>Ad.min:</u> Activities spent managing the grant. <u>Program:</u> Benefits for all staff who provide direct client services.	\$7,825.23	\$741.32	Health Insurance, dental insurance, life insurance, Drug Testing, Background Checks, Retirement
Employer Payroll Taxes <u>Ad.min:</u> Activities spent managing the grant. <u>Program:</u> Taxes for all staff who provide direct client services.	\$9,732.63	\$1,082.67	Portion of FICA, Unemployment, & Workers Comp.
Supplies <u>Ad.min:</u> Supplies and expenses needed to manage the grant. <u>Program:</u> Supplies needed for instructor use. *cannot include any form of personal computers or IT equipment*			
Recruiting and Marketing *cannot include promotional items.			
Travel Travel necessary to serve participants.			

Rent and utilities Rent and utilities for space provided to direct services for participants. *participant rent utilities costs should be included in the "Other Participant Needs" budget line.	\$9,912.20	\$241.31	Portion of total monthly expenses for office space and classrooms
Participant Tuition and Class Fees	\$4,121.85		Portion of monthly tuition and class fees for participants.
Participant Class Supplies and Materials	\$535.12		Supplies used for teachings of participants.
Participant License and Certification Fees			
Participant Drug and Aptitude Screening Can include other types of assessments.			
Work Support Services and Clothing			
Participant Wages			
Participant Fringe Benefits			
Participant Incentives	\$2,000		Incentives earned by participants for completed goals
Other Participant Needs: Description -	\$10,793.37	\$1,205.29	BBBS-Liability Insurance and affiliation fees, Utilities for My Front Door Participants and Mental Health Services for CLIMB
Program and Administrative Sub-Totals	\$141,497.02	\$13,252.98	If total Administrative Costs cannot exceed 10% of your total Profit/Loss Costs
TOTAL BUDGET	\$154,750.00		

Number of TANF Participants Planning to Serve	120
Cost Per TANF Participants	\$1,289.58

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Big Brothers Big Sisters

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, the 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 with federal, state and local fiscal guidelines and reporting requirements applicable to the grant.

Authorized Representative **Signature:**

DocuSigned by:

 9F34689571C0499...
 (County Commissioner Chair)

Printed Name: Brian Lovett

Date: April 16, 2024

Assurances 1111st be signed for grant applications to be considered.

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

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Quarterly Report and Invoice



Temporary Assistance for Needy Families
Wyoming Department of Family Services

TANF CPI
FFY2025 Quarterly Report and Invoice

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

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 share.

Participant name (New Y/N)	# of Children	Program enrollment date	SSN collected (Y/N)	Employed at enrollment (Y/N), hourly wage and # hours worked per week	Governmen t 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 completi on date	Completed successfully (Y/N)(reason)	Employment after program completion (Y/N), hourly wage and # hours worked per week	Childre n remain in the home (Y/N)	Specific Goals met for individual ?	Other informatio n to Report?
TOTAL TANF Individuals Served													
TOTAL Individuals Served													
% of TANF to Non-TANF													

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Evaluation of Outcomes:

Big Brothers Big Sisters

Outcome	Measurement	Activities/Collaboration Conducted to Meet Outcome <i>(complete this column with activities provided during the quarter to meet contractual outcome goals as outlined in Attachment A)</i>	Data/Quality Assurance to be Collected to Validate Measurements <i>(complete this column with quarterly outcome data for each quarter under the contract as outlined in Attachment A)</i>
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.		
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.		

Boys and Girls Club:

Outcome	Measurement	Activities/Collaboration Conducted to Meet Outcome <i>(complete this column with activities provided during the quarter to meet contractual outcome goals as outlined in Attachment A)</i>	Data/Quality Assurance to be Collected to Validate Measurements <i>(complete this column with quarterly outcome data for each quarter under the contract as outlined in Attachment A)</i>
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/Collaboration Conducted to Meet Outcome (complete this column with activities provided during the quarter to meet contractual outcome goals as outlined in Attachment A)	Data/Quality Assurance to be Collected to Validate Measurements (complete this column with quarterly outcome data for each quarter under the contract as outlined in Attachment A)
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.		

Wyoming Family Home Ownership Program/My Front Door:

Outcome	Performance Measure	Activities/Collaboration Conducted to Meet Outcome <i>(complete this column with activities provided during the quarter to meet contractual outcome goals as outlined in Attachment A)</i>	Data/Quality Assurance to be Collected to Validate Measurements <i>(complete this column with quarterly outcome data for each quarter under the contract as outlined in Attachment A)</i>
<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>		

	<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>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>		

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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@wvo.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					\$45,193.10	\$4,519.31
BBBS					\$8,441.00	
Climb					\$40,050.00	\$5,463.08
WFHOP					\$2,892.52	
Employer Paid Benefits						
BGC					\$2,413.23	\$241.32
BBBS					\$2,412.00	
Climb					\$3,000.00	\$500.00
Employer Payroll Taxes						
BGC					\$4,826.63	\$482.67
BBBS					\$1,206.00	
Climb					\$3,700.00	\$600.00
Rent and Utilities						
BGC					\$2,412.20	\$241.31
Climb					\$7,500.00	
Participant Tuition and Class Fees						
WFHOP					\$4,121.85	
Participant Class Supplies and Materials						
WFHOP					\$535.12	
Participant Incentives & Expenses						
Climb					\$2,000.00	
Other Participant Needs						
BBBS (Liability and Affiliation fees)						\$1,205.29
Climb (Mental Health Provider)					\$9,500.00	
WFHOP (Participant Utilities)					\$1,293.37	
Sub-Totals	0.00	0.00	0.00	0.00	\$141,497.02	\$13,252.98
Quarterly TOTAL (Program + Admin)					\$ 154,750.00	
Number of Participants Served						
Cost Per Participant						

TANF Participant Application and Eligibility Form

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

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

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

Applicant Signature

Date

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

Program Representative

Date

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Contract #: 242934

Entry Date:8/22/2024 1:10:22 PM

Department: Wyoming Department of Family Services

WYOMING ATTORNEY
GENERAL'S OFFICE

Agency Contact: Canarecci, Heather (DFS)

AUG 28 2024

Phone: 307-777-5355

Megan Pope

Other Agency Contact: Georgia Auch - 307-
746-3901

APPROVED AS TO FORM

Client Comments: <p>No SOS government entity</p>
<p>Approved template 241781</p>

Contractor/Vendor Name: Laramie County Commissioners

Contract Title: Laramie County
Commissioners/ES/TANF/CPI

Contract Type: General Services -
Federal Funds

Contract Amount: 154750.0000

Contract Effective Date:

Contract Expiration Date: 9/30/2025 12:00:00 AM

Status: Attorney Review Complete

RETURN VIA: Ink Signature - Inter-agency Mail

Assigned Attorney: Megan Pope