

**AMENDMENT ONE TO THE WYOMING DEPARTMENT OF FAMILY SERVICES
SUBGRANTEE AGREEMENT BETWEEN LARAMIE COUNTY AND GREATER
WYOMING BIG BROTHERS BIG SISTERS OF LARAMIE COUNTY.**

1. **Parties.** This Amendment ("Grant Amendment") (ALN 93.558) is made between Laramie County, State of Wyoming ("COUNTY"), whose address is 310 West 19th Street, Cheyenne, Wyoming 82001, and the Greater Wyoming Big Brothers Big Sisters (SUBGRANTEE), whose address is 400 East 20th Street, Cheyenne, Wyoming 82001.
2. **Purpose of Amendment.** This Amendment shall constitute the first amendment to the agreement between the COUNTY and SUBGRANTEE. The purpose of this Amendment is to: a) increase the total Agreement by thirteen thousand two hundred sixty-four dollars and twenty-nine cents (\$13,264.29); b) extend the term of the Agreement through September 30, 2026.

The original Agreement dated October 1, 2024, required the SUBGRANTEE to undertake and complete materials, projects and/or services (collectively, the "Project") described in Attachment A attached hereto. Performance by SUBGRANTEE of the requirements of this Grant Agreement and compliance with all TANF program rules and regulations is a condition to SUBGRANTEE'S receipt of monies hereunder.

3. **Term of the Amendment:** This Amendment shall commence upon October 1, 2025, and shall remain in full force and effect through the term of the Agreement, as amended, unless terminated at an earlier date pursuant to the provisions of the Agreement, or pursuant to applicable federal or state statute, rule or regulation.
4. **Payment:** Total payment under this Agreement shall not exceed twenty-six thousand five hundred twenty-eight dollars and fifty-eight cents (\$26,528.58).
5. **Additional Responsibilities of COUNTY.** The County shall not take on any additional duties as a result of this Amendment.
6. **Additional Responsibilities of SUBGRANTEE.** For Federal Year (FFY) 2026, the SUBGRANTEE shall provide the same services and serve the same number of participants as outlined in Attachment A, Statement of Work, for FFY 2025. Additionally, Attachment B, FFY2025 Quarterly Report and Invoice, will serve as the reporting and invoicing template for FFY2026.
7. **Special Provisions.**
 - A. **Same Term and Conditions.** With the exception of items explicitly delineated in this Amendment, all terms and conditions of the original Agreement, and any previous Amendments, between the COUNTY and the SUBGRANTEE, including but not limited to sovereign immunity, shall remain unchanged and in full force and effect.
8. **General Provisions.**
 - A. **Entirety of Amendment.** The original Agreement, consisting of eight (8) pages, Attachment A Subrecipient Pass Through Information consisting of one (1) page, Attachment B Big Brothers Big Sisters with revised budget consisting of twelve (12)

pages, Attachment C FFY2025 Quarterly Report and Invoice consisting of eight (8) pages; Attachment D, DFS Contract with Laramie County as Amended consisting of thirteen (13 pages); and this Amendment One, consisting of three (3) pages; represent the entire and integrated agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.

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

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

LARAMIE COUNTY, WYOMING

By: _____ Date: _____
Chairman, Laramie County Commissioners

By: _____ Date: _____
Debra Lee, Laramie County Clerk

GREATER WYOMING BIG BROTHERS BIG SISTERS

By:  Date: 8/24/25

REVIEWED AND APPROVED AS TO FORM ONLY

By:  Date: 9-3-25
Laramie County Attorney's Office

**WYOMING DEPARTMENT OF FAMILY SERVICES SUBGRANTEE AGREEMENT
BETWEEN LARAMIE COUNTY AND THE GREATER WYOMING BIG BROTHERS
BIG SISTERS OF LARAMIE COUNTY.**

THIS WYOMING DEPARTMENT OF FAMILY SERVICES TEMPORARY ASSISTANCE FOR NEEDY FAMILIES SUBGRANTEE AGREEMENT ("Grant Agreement") (ALN 93.558) is made between Laramie County, State of Wyoming ("COUNTY"), whose address is 310 West 19th Street, Cheyenne, Wyoming 82001, and the Greater Wyoming Big Brothers Big Sisters (SUBGRANTEE), whose address is 100 W. 4th Street, Cheyenne, Wyoming 82007. In consideration of the promises and covenants set forth below, the parties agree as follows:

- 1) Purpose of Grant Agreement. COUNTY shall provide Wyoming Department of Family Services Temporary Assistance for Needy Families (TANF) grant funds to SUBGRANTEE in the amount set forth in Section 3, and SUBGRANTEE shall undertake and complete materials, projects and/or services (collectively, the "Project") described in Attachment A attached hereto. Performance by SUBGRANTEE of the requirements of this Grant Agreement and compliance with all TANF program rules and regulations is a condition to SUBGRANTEE'S receipt of monies hereunder.
- 2) Term of Grant Agreement and Required Approvals. This Grant Agreement is not effective until all parties have executed it and all required approvals have been granted. The term of the Grant Agreement is from October 1, 2024 through September 30, 2025 ("Term"); The Project shall be completed during the Term.
- 3) Payment. COUNTY agrees to grant monies to SUBGRANTEE for performance of the Project, as invoices are submitted for work done in connection with the Project, completed in accordance with the requirements of this Agreement. The total payment to GRANTEE under this Grant Agreement shall not exceed \$13,264.29("Grant Award"). Payment will be made following SUBGRANTEE'S delivery to COUNTY of quarterly invoices detailing services performed in connection with the Project in a form satisfactory to COUNTY.
- 4) Responsibilities of Grantee Regarding the Project. In undertaking and completing the Project, the SUBGRANTEE further agrees as follows:
 - a) Professional Services. The SUBGRANTEE agrees to perform all aspects of the Project in a professional manner and in accordance with the degree of care, competence and skills that would be exercised by a SUBGRANTEE under similar circumstances, to the satisfaction of the COUNTY.
 - b) Procurement and Administrative Regulations. SUBGRANTEE agrees to comply with federal procurement and administrative regulations as stated in 2 C.F.R. § 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations: as enacted in regulations by the U.S. Department of Health and Human Services.

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

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

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

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

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

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

8) General Provisions.

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

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

- h) Entirety of Grant Agreement: This Grant Agreement (8 pages) and Attachment A, Sub-recipient Pass Through Information (1 page), Attachment B, Greater Wyoming Big Brothers Big Sisters Application with revised budget (12 pages), Attachment C, Reporting (8 pages) and Attachment D, DFS Contract with Laramie County (10 pages) represent the entire and integrated Grant Agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.
- i) Indemnification: To the fullest extent permitted by law, SUBGRANTEE shall indemnify, defend and hold harmless COUNTY, and its officers, agents, employees, successors and assigns from any cause of action, losses, injuries, liabilities, damages, claims, demands or costs arising from or in connection with this grant agreement (including reasonable attorneys' fees) (collectively "Claims") arising out of all activities in connection with the Project, Grantee's (and any sub-grantee's) performance under this Grant Agreement, or failure by SUBGRANTEE (or any sub-grantee) to comply with the terms of this Agreement or any TANF program rules and/or regulations. SUBGRANTEE shall be solely liable and responsible for all acts or omissions in connection with the Project or the performance of the Project or this Agreement (including without limitation the acts, omissions or performance of the Project or this Agreement by any sub-grantee), including without limitation all Claims arising in connection therewith, and COUNTY (its officers, agents, employees, successors and assigns) shall have no liability to SUBGRANTEE, any sub-grantee or any third party for, and shall be released from, all such Claims.
- j) Independent Contractor: SUBGRANTEE shall function as an independent contractor for the purposes of this Grant Agreement, and shall not be considered an employee of COUNTY for any purpose. SUBGRANTEE shall assume sole responsibility for any debts or liabilities that may be incurred by the SUBGRANTEE in fulfilling the terms of this Grant Agreement, and shall be solely responsible for the payment of all federal, state and local taxes that may accrue because of this Grant Agreement. Nothing in this Grant Agreement shall be interpreted as authorizing SUBGRANTEE or its agents and/or employees to act as an agent or representative for or on behalf of COUNTY, or to incur any obligation of any kind on the behalf of COUNTY. SUBGRANTEE agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to COUNTY employees will inure to the benefit of SUBGRANTEE or SUBGRANTEE'S agents and/or employees as a result of this Grant Agreement.
- k) Kickbacks: SUBGRANTEE warrants that no gratuities, kickbacks or contingency fees were paid in connection with this Grant Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Grant Agreement.
- l) Notices: All notices arising out of, or from, the provisions of this Grant Agreement shall be in writing and given to the parties at the address provided under this Grant Agreement, either by regular U.S. mail or delivery in person. Delivery shall be deemed to have occurred 3 days following deposit in the U.S. mail or upon delivery in person.

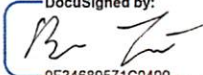
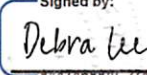
- m) Grantee to Keep Informed: The SUBGRANTEE shall keep fully informed of all federal and state laws, local laws, regulations and all other orders and decrees of bodies or tribunals having any jurisdiction or authority which may, in any manner, affect the duties and responsibilities to be performed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

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


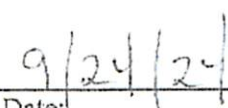
- 9) Signatures. By signing this Grant Agreement, the parties represent and warrant that they have read and understood it, that they agree to be bound by the terms of the Grant Agreement, that they have the authority to sign it, and that they have received a signed and dated copy of the Grant Agreement.

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

LARAMIE COUNTY, WYOMING

DocuSigned by:		Oct 1, 2024
By:		
	<small>9F34689671C0400...</small>	
	Chairman, Laramie County Commissioners	Date:
Signed by:		Oct 1, 2024
By:		
	<small>04474000AC27493...</small>	
	Debra Lee, Laramie County Clerk	Date:

GREATER WYOMING BIG BROTHERS BIG SISTERS

By:		
	Kristin Custis, Outreach Coordinator	Date:

REVIEWED AND APPROVED AS TO FORM ONLY

By:		
	Laramie County Attorney's Office	Date:

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

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

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

LARAMIE COUNTY, WYOMING

By: SEE ATTACHED
Chairman, Laramie County Commissioners

OCT 01 2024
Date:

By: SEE ATTACHED
Debra Lee, Laramie County Clerk

OCT 01 2024
Date:

GREATER WYOMING BIG BROTHERS BIG SISTERS

By: Kristin Custis
Kristin Custis, Outreach Coordinator

9/24/24
Date:

REVIEWED AND APPROVED AS TO FORM ONLY

By: [Signature]
Laramie County Attorney's Office

9-24-24
Date:

Attachment A

Sub-Recipient Pass-Through Information

Sub-recipient: Greater Wyoming Big Brothers Big Sisters

UEI #: NE24JY8UPR23

Sam Registration Active: Yes

Project ID: TBD

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

Federal Award Amount to Nonprofit: \$13,264.29

Local Match Amount: \$0.00

Period of Performance: October 1, 2024-September 30, 2025

Period and Start Date: October 1, 2024-September 30, 2025

Federal Award Identification Number (FAIN): 25-01WYTANF

Assistance Listing Number (ALN): 93.558

Assistance Listing Number Title: TANF

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

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

Name of Pass through Entity: Laramie County, Wyoming

Contact Information for Pass through Entity:

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

Is this award for Research and Development? No

Pass-through Indirect Cost Rate: 10%

Sub-recipient Indirect Cost Rate: 10%

Amount of Federal Funds Obligated by Action: \$154,750.00

Total Federal Award: \$154,750.00

Federal Award Date: October 1, 2024

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: Grants Manager

Organization: Laramie County, Wyoming

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

Phone: 307-633-4201

Email address: Sandra.Bay@laramiecountywy.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@laramiecountywy.gov

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

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),

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

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 progress 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.

		<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>	<p>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.</p> <p>___% of youth who maintained or improved positive attitudes. In parental trust or adult relationships.</p> <p>___ Number of agency hosted engagement activities for both families and mentoring matches during the quarter.</p> <p>___ Number of families attending. ___ Number of mentors attending. ___ Number of youth attending.</p>

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

1. 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.

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, DePanfilis, 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 *for 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.

Individual Agency: Big Brothers Big Sisters Annual Amount Awarded: \$13,264.29			
	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.	\$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>Admin:</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>Admin:</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>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.			

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 Big Brothers Big Sisters of America affiliation fees.
Program and Administrative Sub-Totals	\$12,059.00	1,205.29	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET	15,000		
Number of TANF Participants Planning to Serve	15		

Big Brothers Big Sisters

Cost Per TANF Participants	\$884.29
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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: _____

Evaluation of Outcomes:**Big Brothers Big Sisters**

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)
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 (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)
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 (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)
<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. 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@wyo.gov

Expenditures for the Month(s) and Year of:

Submitted on:

	Program Costs	YTD Program	Admin. Costs	YTD Admin	Program Budget	Admin Budget
Salaries						
BGC					\$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						

**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

9-17-2024

Date



Debra Lee, County Clerk

9-17-2024

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM



Megan Pope, Senior Assistant Attorney General

8/28/24

Date

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

