

LARAMIE COUNTY CLERK BOARD OF COUNTY COMMISSIONERS AGENDA ITEM PROCESSING FORM

1. DATE OF PROPOSED ACTION: September 6, 2016

2. AGENDA ITEM: Appointments Bids/Purchases Claims
Contracts/agreements/leases Grants Land Use: Variances/Board App/Plats
Proclamations Public Hearings/Rules & Reg's Reports & Public Petitions
Resolutions Other

3. DEPARTMENT: Grants

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

AGENT: Sandra Newland

4. DESCRIPTION: Consideration of a contract for Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI) funding between Laramie County and the Wyoming Department of Family Services for three successful applications: Boys and Girls Club of Cheyenne, CLIMB Wyoming of Cheyenne, and the Wyoming Family Home Ownership Program in the amount of \$94,072.00 to run October 1, 2016 through September 30, 2017.

5. DOCUMENTATION: 1 original

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

Clerks Use Only:

Commissioner

Ash _____

Heath _____

Holmes _____

Kailey _____

Thompson _____

Action _____

Postponed/Tabled _____

Signatures

Co Attny _____

Assist Co Attny _____

Grants Manager _____

Outside Agency _____



WYOMING DEPARTMENT of
Family Services

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

August 15, 2016

K. N. "Buck" Holmes, County Commissioner Chair
Debra Lee, County Clerk
Laramie County Commissioners
PO Box 608
Cheyenne, WY 82003

RE: Contract with Wyoming Department of Family Services

Enclosed for your signature is the original contract for TANF/CPI. I have enclosed the contract including any and all attachments.

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

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

Any other questions you may have, do not hesitate to contact the undersigned at (307)777-5846 or via e-mail at annette.jones@wyo.gov.

Thank you for your anticipated cooperation in this matter.

Sincerely,

A handwritten signature in blue ink, reading "Annette Jones", is written over a horizontal line.

Annette Jones, SNAP/TANF Executive Assistant

CL/aj

Enclosure: as stated

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

1. **Parties.** The parties to this Contract are Wyoming Department of Family Services (Agency), whose address is: 2300 Capitol Avenue, Third Floor, Hathaway Building, Cheyenne, Wyoming 82002, and Laramie County Commissioners (Contractor), whose address is: PO Box 608, Cheyenne, WY 82003.
2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the Contractor shall operate the Temporary Assistance For Needy Families Community Partnership Initiative (TANF/CPI), a community plan which will provide a continuum of services to Laramie County families as outlined in Attachment A, attached and incorporated herein by reference.
3. **Term of Contract and Required Approvals.** This Contract is effective when all parties have executed it and all required approvals have been granted (Effective Date). The term of the Contract is from October 1, 2016 through September 30, 2017. All services shall be completed during this term.

By law, contracts for professional or other services must be approved as to form by the Attorney General and approved by A&I Procurement, Wyo. Stat. § 9-1-403(b)(v), and all contracts for services costing over one thousand, five hundred dollars (\$1,500.00) must be approved by the Governor or his designee, Wyo. Stat. § 9-2-1016(b)(iv).

4. **Payment.** The Agency agrees to pay the Contractor for the services described in Section 5 below. Total payment under this Contract shall not exceed Ninety-Four Thousand Seventy-Two Dollars (\$94,072.00). Payment shall be made quarterly after receipt of the required invoice and performance report. Payment shall be made upon submission of invoice pursuant to Wyo. Stat. § 16-6-602. No payment shall be made for work performed before the Effective Date of this Contract. Contractor shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Contract. Should the Contractor fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such time as the Contractor performs its duties and responsibilities to the satisfaction of Agency. The federal source of funding is Temporary Assistance for Needy Families (TANF), CFDA #93.558.
5. **Responsibilities of Contractor.** The Contractor agrees to:
 - A. Carry out the program described in Attachment A;
 - B. Enhance sustainability beyond the funding period;
 - C. Determine TANF eligibility for families participating in the program. A TANF Eligibility Intake Form shall be completed for each family being billed under this Contract;

- D. Bill the Agency for funding quarterly. The Contractor shall only bill for services provided to TANF eligible families. The quarterly invoice in Attachment B, attached and incorporated herein by reference, shall be used when submitting quarterly invoices;
- E. Provide quarterly program performance reports. Contractor shall validate all outcomes utilizing quantitative and qualitative data. The report in Attachment B shall be used for each quarterly report;
- F. Provide reporting that is sufficient to provide an audit trail for state or federal auditors to determine accuracy of direct and indirect costs. Invoices and reports shall be submitted within thirty (30) days following the end of the quarter;
- G. Submit the final invoice to the Agency no later than thirty (30) days after the term of the Contract;
- H. Submit the Year End Report summarizing the entire year no later than thirty (30) days after the term of the Contract;
- I. Not use funds to purchase non-tangible assets or to purchase or lease equipment. Leased equipment includes the rental of equipment for any period of time;
- J. Not use funds to provide cash or check(s) payable directly to the individual(s) served by the program; and
- K. Obtain prior approval from the Agency for all budget changes which deviate from the submitted budget (Attachment A).

6. **Responsibilities of Agency.** The Agency agrees to:

- A. Pay Contractor in accordance with Section 4 above;
- B. Instruct Contractor on eligibility for TANF funding;
- C. Monitor quarterly invoices and performance reports for accuracy and to ensure they meet the requirements of TANF and this Contract; and
- D. Monitor Contractor's efforts in securing other funding to ensure the program is sustainable after the funding period.

7. **Special Provisions.**

- A. **Assumption of Risk.** The Contractor shall assume the risk of any loss of state or federal funding either administrative or program dollars, due to the Contractor's failure to comply with state or federal requirements. The Agency shall notify the Contractor of any state or federal determination of noncompliance.
- B. **Environmental Policy Acts.** Contractor agrees all activities under this Contract

will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.

- C. **Human Trafficking:** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Contract may be terminated without penalty if a private entity that receives funds under this Contract:
- (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (ii) Procures a commercial sex act during the period of time that the award is in effect; or
 - (iii) Uses forced labor in the performance of the award or subawards under the award.
- D. **Kickbacks.** Contractor certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If Contractor breaches or violates this warranty, Agency may, at its discretion, terminate this Contract without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
- E. **Limitations on Lobbying Activities.** By signing this Contract, Contractor certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Contractor or its subcontractors in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.
- F. **Monitoring Activities.** Agency shall have the right to monitor all activities related to this Contract that are performed by Contractor or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Contract; and, to observe personnel in every phase of performance of the related work.
- G. **Nondiscrimination.** The Contractor shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans With Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and/or any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Contract.

- H. No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract, shall be paid by either party.
- I. Publicity.** Any publicity given to the program or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Contractor and related to the services and work to be performed under this Contract, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- J. Suspension and Debarment.** By signing this Contract, Contractor certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Contract suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Contractor agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Contract.
- K. Administration of Federal Funds.** Subrecipient agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200 *et seq.*, and/or additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. Copyright License and Patent Rights.** Subrecipient acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Contract; and (2) any rights of copyright to which Subrecipient purchases ownership using funds awarded under this Contract. Subrecipient must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Contract.
- M. Federal Audit Requirements.** Subrecipient agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Subrecipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Grant, Subrecipient shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records.

- N. **Non-Supplanting Certification.** Subrecipient hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Subrecipient should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Contract.
- O. **Program Income.** Subrecipient shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Contract must be used to increase the scope of the program or returned to Agency.

8. **General Provisions.**

- A. **Amendments.** Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed and signed by all parties to this Contract.
- B. **Applicable Law/Venue.** The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties, and the venue shall be the First Judicial District, Laramie County, Wyoming.
- C. **Assignment/Contract Not Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Contractor shall not use this Contract, or any portion thereof for collateral for any financial obligation without the prior written permission of the Agency.
- D. **Audit/Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data and records of the Contractor which are pertinent to this Contract.
- 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. 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. This provision shall not be construed to permit the Agency to terminate this Contract to acquire similar services from another party.

- F. Award of Related Contracts.** The Agency may award supplemental or successor contracts for work related to this Contract. The Contractor shall cooperate fully with other contractors and the Agency in all such cases.
- G. Certificate of Good Standing.** Contractor shall provide to Agency a Certificate of Good Standing verifying compliance with the unemployment insurance and workers' compensation programs before and during performing work under this Contract, if applicable.
- H. Compliance with Laws.** The Contractor shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Contract.
- I. Confidentiality of Information.** All documents, data compilations, reports, computer programs, photographs, data and other work provided to or produced by the Contractor in the performance of this Contract shall be kept confidential by the Contractor unless written permission is granted by the Agency for its release. If and when Contractor receives a request for information subject to this Contract, Contractor shall notify Agency within ten (10) days of such request and not release such information to a third party unless directed to do so by Agency.
- J. Entirety of Contract.** This Contract, consisting of ten (10) pages, Attachment A [Program Description], consisting of forty-three (43) pages, and Attachment B [Quarterly Expenditure and Program Report], consisting of nine (9) pages, represent(s) the entire and integrated Contract between the parties and supersede(s) all prior negotiations, representations, and agreements, whether written or oral.
- K. Ethics.** Contractor shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing Contractor's profession.
- L. Extensions/Renewals.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein.
- M. Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.

- N. Indemnification.** Each part to this Contract shall be responsible for any liability arising from its own conduct. Neither party agrees to insure or indemnify the other.
- O. Independent Contractor.** The Contractor shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Contract, the Contractor shall be free from control or direction over the details of the performance of services under this Contract. The Contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the Contractor in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the Contractor or its agents and/or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on the behalf of the State of Wyoming or the Agency. The Contractor agrees that no health/hospitalization benefits, workers' compensation, unemployment insurance and/or similar benefits available to State of Wyoming employees will inure to the benefit of the Contractor or the Contractor's agents and/or employees as a result of this Contract.
- P. Notices.** All notices arising out of, or from, the provisions of this Contract shall be in writing either by regular mail or delivery in person at the address(es) provided under this Contract.
- Q. Notice and Approval of Proposed Sale or Transfer.** The Contractor shall provide the Agency with the earliest possible advance notice of any proposed sale or transfer or any proposed merger or consolidation of the assets of the Contractor. Such notice shall be provided in accordance with the notices provision of this Contract. If the Agency determines that the proposed merger, consolidation, sale, or transfer of assets is not consistent with the continued satisfactory performance of the Contractor's obligations under this Contract, then the Agency may, at its option, terminate or renegotiate the Contract.
- R. Ownership and Destruction of Documents/Information.** Agency owns all documents, data compilations, reports, computer programs, photographs, data and other work provided to or produced by the Contractor in the performance of this Contract. Upon termination of services, for any reason, Contractor agrees to return all such original and derivative information/documents to the Agency in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers. Upon Agency's verified receipt of such information, Contractor agrees to physically and electronically destroy any residual Agency-owned data, regardless of format, and any other storage media or areas containing such information. Contractor agrees to provide written notice to Agency confirming the destruction of any such residual Agency-owned data.

- S. Patent or Copyright Protection.** The Contractor recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Contractor or its subcontractors will violate any such restriction. The Contractor shall defend and indemnify the Agency for any violation or alleged violation of such patent, trademark, copyright, license, or other restrictions.
- T. Prior Approval.** This Contract shall not be binding upon either party, no services shall be performed under the terms of this Contract, and the Wyoming State Auditor shall not draw warrants for payment on this Contract until this Contract has been reduced to writing, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).
- U. Proof of Insurance.** Contractor is protected by the Wyoming Governmental Claims Act and is a member of a governmental insurance pool, to wit: the Wyoming Association of Risk Managers (WARM), Wyo. Stat. § 1-39-101, et. seq. and shall provide a letter verifying its participation in the WARM to the Agency.
- V. Severability.** Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of the Contract shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- W. Sovereign Immunity.** The State of Wyoming and Agency do not waive sovereign immunity by entering into this Contract and specifically retain all immunities and defenses available to them as sovereigns pursuant to Wyo. Stat. § 1-39-104(a) and all other applicable law. The parties intend and agree that the Contractor does not waive governmental immunity by entering into this Contract, and specifically retains immunity and all defenses available to them as a local governmental entity pursuant to Wyo. Stat. § 1-39-104 et seq., and all other state law. Designations of venue, choice of law, enforcement actions, and similar provisions should not be construed as a waiver of sovereign or governmental 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 sovereign or governmental immunity shall be construed in favor of sovereign or governmental immunity.
- X. Taxes.** The Contractor shall pay all taxes and other such amounts required by federal, state, and local law, including but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- Y. Termination of Contract.** This Contract may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Contract may be terminated by the Agency immediately for cause if the Contractor fails to perform in accordance with the terms of this Contract.

- Z. Third Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties, and obligations contained in this Contract shall operate only between the parties to this Contract and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract.
- AA. Time is of the Essence.** Time is of the essence in all provisions of this Contract.
- BB. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Contract.
- CC. Waiver.** The waiver of any breach of any term or condition in this Contract shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

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

This Contract is not binding on either party until approved by A&I Procurement and the Governor of the State of Wyoming or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).

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

AGENCY:

Wyoming Department of Family Services

Steve Corsi, Director

Date

Roxanne O'Connor, SNAP/TANF Administrator

Date

CONTRACTOR:

Laramie County Commissioners

K.N. "Buck" Holmes, County Commissioner Chair

Date

ATTEST:

Laramie County Clerk

Debra Lee, County Clerk

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Marion Yoder #156901
Marion Yoder, Senior Assistant Attorney General

Aug 9, 2016
Date

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

Boys & Girls Club of Cheyenne

**Individual Organization Application
Laramie County, Wyoming**

State of Wyoming

Department of Family Services

Temporary Assistance For Needy Families Community Partnership Initiative Grant Application

Community name: Cheyenne, Wyoming

County(s)/Tribe: Laramie County, Wyoming

Name, organization, address, phone, fax, email for the Primary Contact:

Name: Rolinda Sample

Organization: Boys & Girls Club of Cheyenne Wyoming Inc.

Address: 515 West Jefferson Road, Cheyenne Wyoming 82007

Phone: 307-778-6674 **Fax:** 307-778-6694 **Email:** rsample@bgcchey.org

Name, address, phone, fax, email for the person who will be monitoring the program:

Name: Hannah Lensch

Address: 515 West Jefferson Road, Cheyenne Wyoming 82007

Phone: 307-778-6674 **Fax:** 307-778-6694 **Email:** hlensch@bgcchey.org

Program name: The Boys & Girls Club Experience

TANF purpose(s) addressed in project (list the purposes):

The Boys & Girls Club of Cheyenne meets all four TANF purposes.

- Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
- End the dependence of needy parents on government benefits by promoting job preparation, work and marriage;
- Prevent and reduce out-of-wedlock pregnancies and establishing annual numerical goals for preventing and reducing the incidence of these pregnancies; and
- Encourage the formation and maintenance of two (2) parent families.

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

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

Because of the disparity in our target population, Boys & Girls Club must keep our fees low. Club is open to youth every day from 2 until 7 p.m. on regular school days, with extended hours for no-school and early release days. Transportation is provided from 26 schools to the Club.

Local Cost Comparison:

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

Attachment A

Contract between Wyoming Department of Family Services
and Laramie County Commissioners

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	(only through 6 th grade)	
St. Mary's School		\$1,350 (ages 3-14)

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

To monitor the families' needs, they complete TANF Eligibility Form. From January through March 2016, we already had \$91,760 in scholarship requests, which is a 14.1% increase in the amount between 2015 and 2016. For 2016, there were 22 requests for busing scholarships, 40 requests for no-school days, 29 requests for the \$10 annual membership fee and 82 requests for the summer program. We had 14 total applications for kids who are 12 years old or older and are no longer eligible for state childcare assistance. These requests are primarily from low- to moderate-income working families. Since opening our new facility in February 2015, we have taken kids from our waiting list and offered registrations on a weekly basis resulting in a 55% increase in attendance between 2014 and 2015 year end.

Is this program different than previous programs operated with TANF funds in the past?

Yes ☐ No ☒ If so, how is it different?

Area(s) served: Laramie County, Wyoming

Population served:

Youth ages 6 to 18 who are living at or below the TANF Federal Poverty Level based on annual self-reports. Children between 6 and 18 years old may become a member of the Club. We have traditionally served lower income families; 55% (down from 57% in 2014) of our members qualified to receive free or reduced-price lunches at school. Also, 48% (down from 52% in 2014) live in single-parent homes. Low- and moderate-income families – especially those with single parents or kids over 12 years old – often have few or no options for supervision during non-school hours.

Beginning and end date of program: October 1, 2016 – September 30, 2017

Projected number of TANF eligible individuals served by this program:

Approximately 60 youth would receive the Club services, depending on their need. For example, some children may need transportation after school, others may need summer program, and some may need both after school and summer programs offered at the Club. There are approximately 3,000 youth who attend schools within one mile of our new facility in south Cheyenne. We anticipate an on-going increase in the number of families interested in our program, as indicated by a 55% increase in attendance

between 2014 and 2015. The Boys & Girls Club is thankful for the new facility which has increased capacity for more children.

Provide an explanation on how income information will be gathered to determine TANF eligibility for the low-income families being served in the program. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

The Boys & Girls Club of Cheyenne uses Vision Membership Tracking Software, which was designed for Boys & Girls Clubs. This software allows the Club to track demographics about every Club member including parent-reported household income, (more than 54 percent of Club members who live in Cheyenne attend a Title I school in Cheyenne) age, school attended, grade level, promotion to the next grade and frequency of attendance. In 2015, the Cheyenne Club had 43% of members who attend 52 times per year and 19% of members who attended 104 times per year. Each participant's performance on the pre- and post-tests for programs, attendance and graduation from each session will be tracked using this database.

For TANF eligibility purposes, we rely on self-reporting of income and need from parents/guardians as indicated on the Request of Membership Form and the TANF Eligibility Intake Form.

Program availability: when is the program offered (e.g. time of day, how often, time of year)? We are open year-round. On regular school days, we are open to youth from 2 until 7 p.m. On early release days we are open to youth from 11 a.m. to 6 p.m. On no-school days and during the summer, we are open to youth from 7:30 a.m. to 6 p.m. In April 2016, the Club offered its first Saturday event, an Art Workshop. Saturday and late night events are now options for our Club to serve youth with extended hours.

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

- A safe positive environment. Club staff, facilities, activities, and age-appropriate settings create stability, consistency and a sense of physical and emotional safety for members. The Club provides structure and clearly defined acceptable behaviors.
- Fun. Clubs are fun for members. Members develop a strong sense of belonging through connections they establish with staff, volunteers and peers.
- Supportive relationships. Club youth develop meaningful relationships with peers and mentors. Staff members actively cultivate such relationships to ensure that every member feels connected to one or more adults and peers. Staff members

demonstrate warmth, caring, appreciation, acceptance and proper guidance in their interactions with members.

- Opportunities and expectations. Club youth acquire physical, social, technological, artistic and life skills. Clubs encourage members to develop moral character and behave ethically. Staff members establish and reinforce high expectations and help young people do well in school and pursue a post-secondary education.
- Recognition. Clubs recognize and affirm young people's self-worth and accomplishments. Staff members encourage youth and provide positive reinforcement as they make improvements and experience successes. The Club showcases young people's achievements.

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

The Club has specifically improved its programming for teens, made evident by Cheyenne youth being named the statewide Wyoming Youth of the Year winners four times since 2010. Between 2014 and 2015, the Club saw a 47% increase in the number of teens served.

The Club is so much more than supervision, a tutoring program or even just a fun alternative to being home alone after school. Our focus is on the future, when the kids we see today will be the leaders of the community. Not only is the Club providing what kids and families need right now, we are guiding and molding citizens that will hold steady jobs, avoid drugs and alcohol, wait until adulthood to become parents, vote, give back to and lead Laramie County.

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

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

- The Club helps to take some of the pressure off of parents financially and by providing homework help, mentoring, etc., which can strengthen relationships at home. We are also helping our members develop healthy and realistic attitudes about their current and future relationships.

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

Specifically for this request, our goals are to identify and provide 60 TANF-eligible youth opportunities to attend the Club after school and/or during the summer especially those who would otherwise be left unsupervised or caring for younger siblings. By attending the Club, the kids will participate in programming to help them achieve academic success, develop their financial literacy, prepare for their career, and understand more about themselves and supportive relationships.

List objectives that will be implemented to accomplish the program goals:

- Promote the Club as an opportunity to TANF-eligible youth through the school district.
- Use TANF Eligibility Intake Forms to identify youth in need
- Use media to promote Club services for TANF-eligible youth.
- Youth participate at least 52 times per year.
- Youth participate in age-appropriate programs which fit TANF goals.
- Youth achieve academic success

List performance measures on each goal that will be used to evaluate the program's success: Boys & Girls Club will recruit TANF-eligible participants through media, parents, and the school district. Age-appropriate classes will be taught to the participants so they have a better understanding of supportive relationships, how to make healthy life choices, and how to plan for their future. Academic success will be a focus which will include homework assistance and participation in high yield learning activities.

- Number and types of contacts with school personnel throughout the district, ask parents how they heard about the Club.
- Provide scholarship forms and analyze amount and types of need.
- Number and types of media contacts, ask parents how they heard about the Club.
- Number of days attended through membership tracking software.
- Number of times and types of programs attended, pre- and post-tests as available per program area.
- Report cards and participation in summer learning loss activities

Quantify expected outcomes for each goal:

Boys & Girls Club of Cheyenne will identify TANF-eligible youth in need of Boys & Girls Club services. It is expected that at least 80 TANF eligible youth will be identified to fill the 60 target youth.

Provide Club experience to 60 TANF-eligible youth. It is expected that the 60 TANF-eligible youth will attend the club at least 52 times.

Describe data collection methods to be used and how data will be provided to validate outcomes:

The Boys & Girls Club of Cheyenne uses Vision Membership Tracking Software, which was designed for Boys & Girls Clubs. This software allows the Club to track demographics about every Club member including parent-reported household income, (more than 54 percent of Club members who live in Cheyenne attend a Title I school in Cheyenne) age, school attended, grade level, promotion to the next grade and frequency of attendance. In 2015, the Cheyenne Club had 43% of members who attend 52 times per year and 19% of members who attended 104 times per year. Each participant's performance on the pre- and post-tests for programs, attendance and graduation from each session will be tracked using this database.

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

Provide an explanation of the results the program expects to achieve, how data will be collected, and how quality assurance will be conducted to validate measurements:

We expect the outcome to have 60 TANF-eligible children receiving services from the Club during the school year and/or the summer program. They will attend at least 52 times during the fiscal year and participate in programming which aligns with TANF goals. Attendance data will be collected through our Vision Membership Tracking Software. We will do pre- and post-tests as available for our programs to assess their effectiveness. We will also be participating in the National Youth Outcomes Initiative, which will allow us to compare our results and outcomes to Clubs across the country.

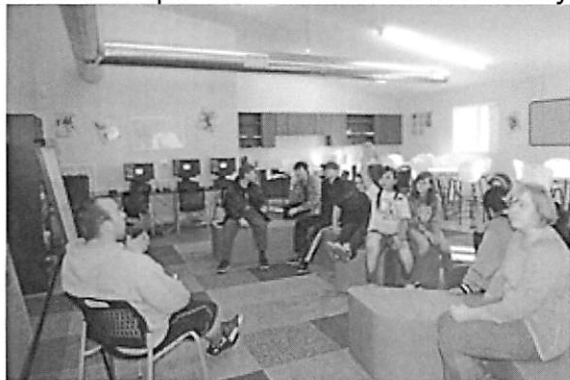
Resource gap(s) addressed by program: The prevalence of risk behaviors such as substance abuse and sexual activity among our community's youth point to a need for effective programming to provide knowledge, skills and peer-network resources to reduce these behaviors beyond those provided through the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

Kidscount data found that, in 2008, 38 percent of Laramie County 10th graders reported that they used alcohol on one or more occasions during the past 30 days. In the same year, 17 percent of 10th graders reported having used marijuana at least once in the last 30 days. In 2011, 305 Laramie County students did not graduate high school and the Wyoming teen suicide rate continues to be more than double the national rate. There were 220 divorces involving children in Laramie County in 2014. Pregnancy among 18 and 19 year olds is 20% greater in Wyoming than the national rate.

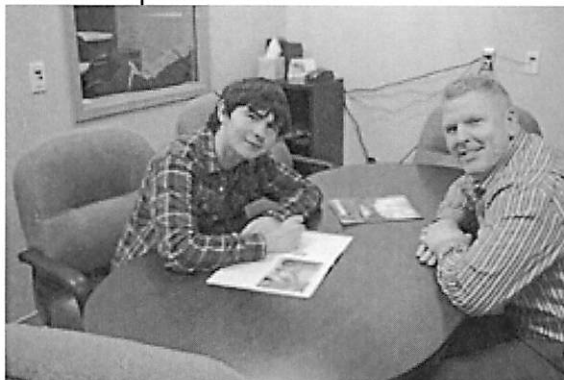
Nationally, adolescents ages 15-24 account for nearly half of the 20 million new cases of STD's each year.^[1] Today, four in 10 sexually active teen girls have had an STD that can cause infertility and even death.^[2]

The 2011-2015 MCH Needs Assessment stated that the overall percent of all middle school students who reported ever having sexual intercourse in 2007 was 14.3%. Almost 50% of non-Hispanic white middle school boys reported having sex that year. Also, the overall percent of Wyoming students who ever had sex in 2007 was 47.2%. In Wyoming, two-thirds of Hispanic/Latino boys and two-thirds of Hispanic/Latino girls reported ever having sexual intercourse compared to about 45% each for white boys and white girls.

The Boys & Girls Club is working to prevent risky behavior and promote work ethic, good character and healthy choices among local youth now. The Club is also working to support families, which reduces abuse and neglect and allows parents to work toward or maintain self-sufficiency. We are looking toward the future and guiding our members toward responsible choices and healthy relationships as adults.



New Teen Room



Teen homework



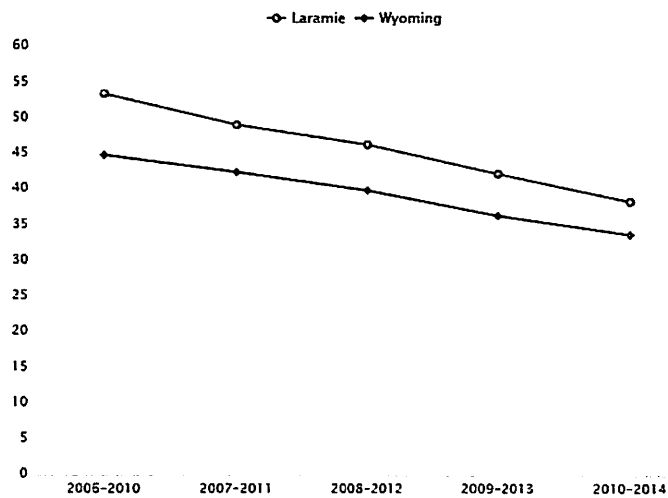
Spelling game



Smiles at the Club

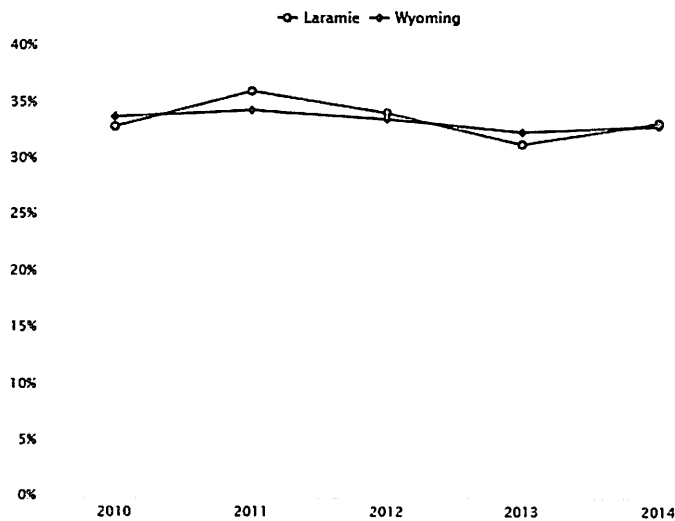
^[1]Centers for Disease Control and Prevention. (2015). *STD trends in the United States*. <http://www.cdc.gov>

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



TEEN BIRTH RATE (5 YEAR AVERAGE): RATE PER 1000 FEMALE TEENS AGE 15-19 (RATE)

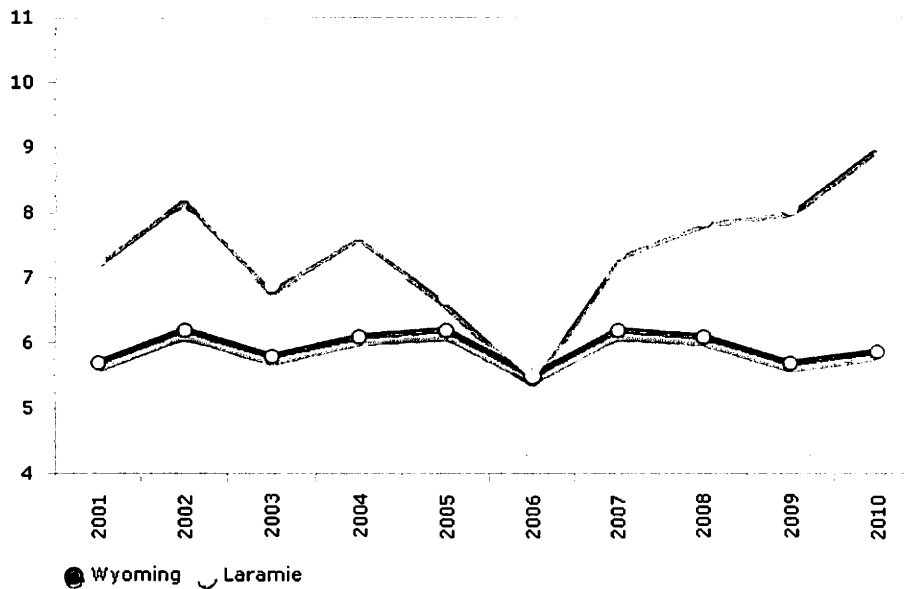
Wyoming Community Foundation
 KIDS COUNT Data Center, datacenter.kidscount.org
 A project of the Annie E. Casey Foundation



BIRTHS TO UNMARRIED MOTHERS (PERCENT)

Wyoming Community Foundation
 KIDS COUNT Data Center, datacenter.kidscount.org
 A project of the Annie E. Casey Foundation

Domestic violence: rate per 1000 total population (Rate) – 2001 to 2010



The domestic violence rate (incidents per 1000 population) has increased since 2006.¹

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

On-time graduation rate in Laramie County School District 1 for school year 2013-2014 was only 73.9% for all students. There are disparities based on gender, ethnicity, English Language Learners (ELL), Homeless, those on Individual Education Plan (IEP) and those eligible for free/reduced lunches with their graduation rate:

- Males = 66.31%
- American Indians = 60%
- African Americans = 62.79%
- Hispanic = 61.75%
- Two or More Races = 66.67%
- ELL = 38.46%
- Homeless = 33.33%
- IEP = 50.34%
- Free/reduced Lunches = 55.89%

Description of how community wide collaboration in planning and implementation occurred: The Boys & Girls Club of Cheyenne collaborates with an array of organizations to implement its programming. Boys & Girls Club has collaborated in the development and support of programming with Boys & Girls Clubs of America through program development and partnerships with the United States Department of Justice, Office of Juvenile Justice and Delinquency Prevention. At the state level and local level, the Club collaborates with the Wyoming Department of Family Services, Department of

¹The Annie E. Casey Foundation, KIDS COUNT Data Center, www.kidscount.org/datacenter

Health, and a variety of other groups working to improve the lives of youth. We have worked with Laramie County School District #1 to provide transportation when possible as well as access to kids' report cards and teachers, with parental permission. Laramie County Library System is a resource we utilize, especially during summer months.

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

Community partners involved in the program implementation. List resources to be provided by each partner:

- Foster Grandparents – volunteer mentors
- Department of Health – pregnancy and STD prevention
- Boy Scouts – Scouting activities for kids without the cost commitment
- LCSD#1 – Referrals, transportation and access to report cards, with parental permission
- Laramie County Library – access to library programs, books and bookmobile
- Laramie County Master Gardeners – to teach Junior Master Gardener Program
- United Way – program support
- Various businesses and individuals – program support

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

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

GREAT FUTURES START HERE FORMULA FOR IMPACT

YOUNG PEOPLE
WHO NEED US MOST

+

OUTCOME-DRIVEN
CLUB EXPERIENCE

=

PRIORITY OUTCOMES



FIVE KEY ELEMENTS
FOR POSITIVE YOUTH DEVELOPMENT

HIGH-YIELD
ACTIVITIES

TARGETED
PROGRAMS

REGULAR
ATTENDANCE



ACADEMIC SUCCESS
Graduate from high school ready for college, trade school, military or employment



GOOD CHARACTER & CITIZENSHIP
Be an engaged citizen involved in the community, register to vote and model strong character



HEALTHY LIFESTYLES
Adopt a healthy diet, practice healthy lifestyle choices and make a lifelong commitment to fitness

Describe how the program will be sustained by the community beyond the funding period: The Boys & Girls Club of Cheyenne employs a full-time development professional who oversees all aspects of fundraising including grant writing (private, state and federal,) fundraising events and cultivates individual donors. The board of directors is highly engaged in the development of the Club. These efforts help provide the facilities necessary to offer Boys & Girls Club programming.

Describe the cost-benefits of providing this program:

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

Teen childbearing cost Wyoming taxpayers \$23 million in 2008. Taxpayer costs associated with children born to teen mothers included \$4 million for public health care (Medicaid and CHIP); \$3 million for child welfare; and, for children who have reached adolescence or young adulthood, \$10 million for increased rates of incarceration and \$5 million in lost tax revenue due to decreased earnings and spending. Of the total teen childbearing costs to taxpayers in that year, 37 percent were federal costs and 63 percent were state and local costs.²

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

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

² The National Campaign to Prevent Teen and Unplanned Pregnancy

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

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

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

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

An Investment in Boys & Girls Clubs Goes a Long Way

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

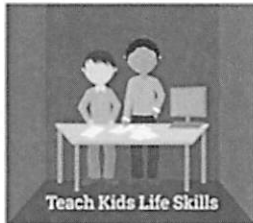


A 2015 study by the Institute for Social Research and the School of Public Health at the University of Michigan found that for every...

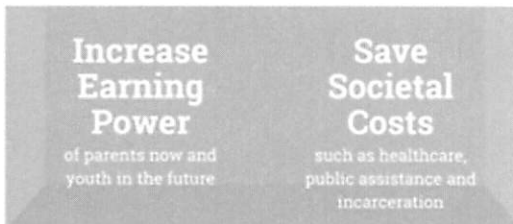


Boys & Girls Clubs fill the gap between school and home, providing safe environments where kids have fun, participate in life-changing programs, and form supportive relationships with peers and caring adults.

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



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



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

© 2015 Boys & Girls Clubs of America

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



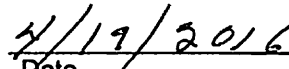
Contract between Wyoming Department of Family Services
and Laramie County Commissioners

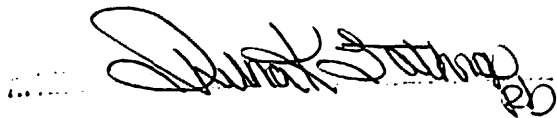
Specific costs of the program: Applicant shall submit their proposed budget utilizing the format on page 6 and 7 of this proposal. The quarterly invoice submissions shall also be in the attached format. Administrative costs shall be at or below 10% of your program costs and separated out. Applicant shall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

Budget amount requested: \$36,000

Required Reporting: Applicant shall submit a quarterly report detailing the services provided to TANF eligible families. The required format of this report is on page 8 and 9 of this proposal.


Signature of County Commissioner Chair
or Tribal Representative


Date 4/19/2016



Amount Requested from Proposal: \$36,000.00 Boys & Girls Club of Cheyenne			Rev. 6/10/2016
	Program Costs	Administration Costs	Summary and Justification for Budget Expense
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$33,000	\$0	Salaries and wages for staff with direct client contact. Percentage of total salaries and wages varies per staff member.
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$0	\$0	
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$3,000	\$0	Payroll taxes for staff with direct client contact.
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.	\$0	\$0	
Recruiting and Marketing Cannot include promotional items.	\$0	\$0	
Travel Travel necessary to serve	\$0	\$0	

participants.			
Rent and utilities Admin: Rent and utilities for time spent managing the grant. Program: Rent and utilities for space provided to direct services for participants.	\$0	\$0	
Participant Tuition and Class Fees	\$0	\$0	
Participant Class Supplies and Materials	\$0	\$0	
Participant License and Certification Fees	\$0	\$0	
Participant Drug and Aptitude Screening Can include other types of assessments.	\$0	\$0	
Work Support Services and Clothing	\$0	\$0	
Participant Wages	\$0	\$0	
Participant Fringe Benefits	\$0	\$0	
Participant Incentives	\$0	\$0	
Other Participant Needs: Description -	\$0	\$0	
Total	\$36,000	\$0	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	\$36,000		
Number of Participants Planning to Serve	36		
Cost Per Participant	\$1,000		

CLIMB Wyoming

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

State of Wyoming

Department of Family Services

Temporary Assistance For Needy Families Community Partnership Initiative Grant Application

Community name: Laramie County

County(s)/Tribe: Laramie County

Name, organization, address, phone, fax, email for the Primary Contact: Molly Kruger, Program Director, 123 East 17th Street, Cheyenne, WY 82001, 307-778-0094 (phone), 307-778-0095 (fax), molly@climbwyoming.org

Name, address, phone, fax, email for the person who will be monitoring the program: Ray Fleming Dinneen, Executive Director, 1001 West 31st Street, Cheyenne, WY 82001, 307-778-4126 (phone), 307-778-1867 (fax), ray@climbwyoming.org

Program name: CLIMB Wyoming

TANF purpose(s) addressed in project (list the purposes):

- Primary purpose: To end the dependence of needy parents on government benefits by promoting job preparation and work.
- Secondary purpose: To provide assistance to needy families so that children may be cared for in their own homes.

Program description: CLIMB Wyoming focuses on training and placing single mothers in careers that successfully support their families and move them toward self-sufficiency. The uniquely comprehensive CLIMB program model was developed in 1986 in Cheyenne. To meet Wyoming's workforce needs, the CLIMB programs help women enter a variety of occupations that include healthcare and medical office careers, truck driving, warehousing, office careers, construction and energy and more.

Each program delivers the following CLIMB program model phases:

Program Research and Planning: Program research and planning activities are conducted year-round, but become a strong focus for approximately two to four months prior to the comprehensive training start date. During program planning, CLIMB staff research and identify career opportunities in growing fields, then engage and survey businesses and industry groups within these growing fields. Based on the businesses' input, staff work with a community college or private training entity to develop a curriculum that trains for the occupation's required knowledge, skills and abilities. This research and planning phase ensures that staff will be able to place participants in long-term job opportunities during job placement and that job placements allow the participants to earn a wage that moves them toward self-sufficiency and offers them opportunities for long-term employment.

Participant Recruitment: Participant recruitment activities are also conducted year-round, but become more intense approximately two months prior to the comprehensive training start date, and after the research and planning activities for the program have been completed and requirements of the training and employment are known. CLIMB's unique participant recruitment approach is vital to connecting well-matched, qualified and ready-to-work individuals to high-quality jobs during job placement. This phase is also the first opportunity for CLIMB to

demonstrate to candidates how the CLIMB program is different from other programs that they may have encountered.

During recruitment, CLIMB program staff members work hard to locate low-income single mothers who are most in need. These mothers often feel they cannot successfully complete the program due to the personal challenges in their lives. Program staff members assist and coach candidates to overcome obstacles such as low self-esteem, childcare, transportation and housing so that they can participate. Each CLIMB program serves ten to eleven low-income single mothers who complete the program as a group that evolves into a strong peer support network which lasts well beyond the end of the program.

Comprehensive Training: Comprehensive training lasts approximately two to four months, depending on the job training curriculum. CLIMB's participants are strong women who can meet Wyoming's critical workforce needs. Comprehensive training develops the participants' strengths and builds upon them through extensive training in high-demand, high-growth occupations that lead to self-sufficient wages. CLIMB participants are guided through job training and also receive services that allow them to begin to address personal barriers to success. The comprehensive training phase includes industry specific training, work readiness training, life skills training, parenting skills training, mental health services (including both group and individual counseling provided by a Licensed Mental Health Provider) and advocacy services.

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

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

In Laramie County, over 800 TANF eligible single mothers and over 1,600 children have been served by a CLIMB program. The participants demonstrate the following outcomes:

- 87% successfully graduated from the CLIMB program.
- 42% were employed when they entered the program; however 77% were employed two years after completing the program.
- Monthly wage income for employed clients increased from \$996 before the program to \$2,099 two years after program completion.

- 61% of clients utilized food stamps prior to entering the program; however, 37% utilized food stamps two years after completing the program
- The percentage of participants on public health care programs fell from 38% prior to entering the program to 14% two years after completing the program.

Is this program different than previous programs operated with TANF funds in the past? Yes

☐ No ☒ If so, how is it different?

Area(s) served: Laramie County

Population served: Low-income single mothers living at or below 185% of the Federal Poverty Level.

Beginning and end date of program: October 1, 2016 - September 30, 2017

Projected number of TANF eligible individuals served by this program: 40 single mothers and 80 of their children

Provide an explanation on how income information will be gathered to determine TANF eligibility for the low-income families being served in the program. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

Since participants must be living below 185% of the federal poverty level in order to participate in CLIMB Wyoming programs, staff verify participant income. Total income is considered monthly gross wages, child support, unemployment, and any other cash benefits received. Staff use the following methods to verify participant income: 1) Food Stamp Verification through the local Department of Family Services case worker, copies of participant's paystubs, income verification form for participant from respective employers, prior year's tax returns, proof of child support payments received, Workers Compensation pay stubs, unemployment pay stubs and Social Security or Disability.

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

The Laramie County CLIMB program offers 4 training sessions per year, each lasting approximately 6 months from recruitment through end of final placements. The intensive training sessions are approximately 8 to 10 weeks long. The training days are full days that run approximately 8 am to 5 pm.

Intent of the program: The intent of every CLIMB Wyoming training program is to ensure that low-income single mothers receive the training, skills, and support necessary to reach economic self-sufficiency and to succeed long-term in all aspects of their lives.

Goals of the program: The foremost goal of every CLIMB Wyoming training program is to ensure that low-income single mothers receive the training, skills, and support necessary to reach economic self-sufficiency and to succeed long-term in all aspects of their lives.

List objectives that will be implemented to accomplish the program goals: The program objectives are that graduates are trained and placed in high quality jobs, increase their incomes to livable wages, reduce dependence on government benefits, and learn the skills needed for successful relationships at home and at work.

Using the outcome data collected from participants enrolled in the program, objectives to accomplish the goals will be measured using the following:

- Training completion.
- Increase of the employment rate for participants from pre- to post-program.
- Increase of the average monthly wage for participants from pre- to post-program.
- Decrease of the dependence on food stamps for participants from pre- to post-program.
- Decrease of the dependence on public healthcare for participants from pre- to post-program.

List performance measures on each goal that will be used to evaluate the program's success:

- 80% of participants who enter a program will successfully complete it. Historically, 87% of Laramie County CLIMB participants have completed the program.
- 75% of program graduates will be employed after program completion. Historically, 77% of Laramie County CLIMB participants have maintained employment two years post-program.
- The target wage post-program will be a wage that moves participants towards self-sufficiency based on the Wyoming Self Sufficiency Standard. Historically, monthly wage income for employed clients increased from \$996 before the program to \$2,099 two years after program completion.
- 50% of program graduates who enter the program utilizing food stamps will show a decrease in the dependence on food stamps. Historically in Laramie County, 61% of clients utilized food stamps prior to entering the program; however, 37% utilized food stamps two years after completing the program.
- 50% of program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public healthcare. Historically, the percentage of participants on public health care programs fell from 38% prior to entering the program to 14% two years after completing the program.

Quantify expected outcomes for each goal:

- Approximately 32 of the 40 participants who enter the program will successfully complete it.
- Approximately 24 of these program graduates will be employed one year after program completion.
- These 24 program graduates will be earning a wage that moves them towards self-sufficiency based on the Wyoming Self Sufficiency Standard.
- Approximately 12 of the 24 program graduates who enter the program utilizing food stamps will show a decrease in their dependence on food stamps.
- Approximately 8 of the 16 program graduates who enter the program utilizing public healthcare will end their dependence on public healthcare.

Describe data collection methods to be used and how data will be provided to validate outcomes: CLIMB Wyoming has extensive experience collecting data on program participants. CLIMB's data collection system is designed to respond to the requirements of TANF programs. Staff members track the number of participants who enroll in and complete the program; the number of participants who acquire employment; and changes in hourly wage rates, childcare assistance, food stamps and health care status before and after the program to evaluate levels of reliance on state assistance. A pre- and post-program mental health assessment identifies mental health symptoms and tracks decreases in symptoms post program.

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

Provide an explanation of the results the program expects to achieve, how data will be collected, and how quality assurance will be conducted to validate measurements: CLIMB Wyoming has a proven track record of meeting and exceeding the results the program expects to achieve (listed above) and is committed to continuous improvement.

Since 2004, CLIMB has tracked the progress of program participants for a full year after completing the program. Participant data is collected at the following post program intervals: work experience placement, first unsubsidized placement, and 3-months, 6-months, 9-months and 12-months after program completion.

Staff members utilize participant self-report forms, staff observations, participant interviews and participant records to document each participant's program outcomes. Data will be tracked in CLIMB's customized database and reviewed regularly by the Fiscal/Research Administrator to ensure accuracy. Progress reports for the TANF grant will be supplied to the Department of Family Services and county representatives as outlined in the special provisions.

In 2005, CLIMB also began partnering with the Wyoming Survey and Analysis Center (WYSAC) to conduct second year follow-ups and provide independent quality assurance. WYSAC staff members use the same standardized interview questions to collect outcome data on each participant at the following intervals: 15-months, 18-months, 21-months and 24-months after program completion. This data is also entered into CLIMB Wyoming's centralized database and reviewed by the Fiscal/Research Administrator.

Resource gap(s) addressed by program: According to the U.S. Census Bureau (2014), 45% of families in Laramie County with a female head of household had income below the poverty level with that number increasing to 70% with children under the age of 5 years old. Within this population, there is a high degree of substance abuse, mental health disorders, family violence, child behavior problems, use of foster care, and legal challenges. All of these factors make this population one of the most at-risk and difficult to reach.

Without successful avenues to self-sufficiency, this population can have a significant impact on community and public resources, and the future opportunities for the children in this population decreases. Poverty and the related disadvantages negatively affect both the educational opportunities that children will have and the educational outcomes that they will likely experience (ETS 2013).

CLIMB Wyoming focuses on addressing the primary needs of the single mother to create a pathway out of poverty for herself and her children. CLIMB Wyoming understands that successfully moving our target population out of poverty takes much more than job training. CLIMB Wyoming incorporates not only the components necessary to help low-income single mothers move toward self-sufficiency, financial independence and family stability through job training and placement, but also services that extend well beyond these job-related components. Our innovative and unique mental-health based program includes group and individual counseling, life skills and parenting skills training, financial education and asset

building and peer group support. In offering comprehensive services, we better prepare our participants for long-term success in the workplace, their communities and their families. This combination of services allows single mothers we serve to overcome their personal barriers to success and make permanent life changes for themselves and their children.

Description of how community wide collaboration in planning and implementation occurred: In Laramie County, CLIMB has identified effective and innovative ways to maximize the services provided to participants through collaboration. CLIMB Wyoming operates as a broad-based, community effort, involving government agencies - in particular the Departments of Family Services and Workforce Services - to identify and address the needs of the working poor and prevent duplication. CLIMB programs strive to ensure efficient use of funds by avoiding any duplication of services and a streamlined referral process making certain clients are receiving the most appropriate services available. Private businesses in Laramie County are essential partners as they share their workforce needs and provide jobs to program graduates.

During the program planning phase, CLIMB staff research and identify career opportunities in high-demand fields, engage and survey businesses and industry groups within these high-demand fields and then, based on input from potential employers, work with community colleges, private training entities and employers to develop a 8 to 10 week training curriculum that includes the required knowledge, skills and abilities for that industry. During program research, staff gathers information from employers within the industry regarding wage, current demand, duties and responsibilities, type of training and career paths. Effective research, planning and training ensures that employer needs are met and participants will be placed into long term job opportunities with a self-sufficient wage and opportunities for career growth.

During the job placement phase, CLIMB Wyoming Business Liaisons work closely with Laramie County employers to support the transition from the comprehensive training phase to on-the-job training. CLIMB staff meets with potential employer partners and gathers information about wages, benefits and opportunities for promotion, prioritizing jobs that will lead to the end goal of long-term employment. Once a job opening is identified and a participant has been matched to the opening, the Business Liaison serves as a participant advocate to negotiate details of employment including wage, work conditions and benefits.

The job placement phase provides compensation to the employer for the first six weeks in exchange for on-the-job training, work experience and additional support that otherwise would not be provided to a new employee. This phase helps transition the participant from training to becoming a reliable, long-term employee. Each participant receives a minimum of two work experience performance evaluations throughout the work placement. The purpose of these performance evaluations is to model effective, proactive, appropriate communication between supervisors and employees, to discuss performance and to identify ways the participant can improve. As the participant nears the end of the agreement, CLIMB staff review the performance evaluations and advocate with the participant to transition into a permanent position. Staff takes both the participant and employer needs into consideration to ensure long-term success for all parties.

Community partners involved in the program implementation. List resources to be provided by each partner: The following list shows several of the local agencies and businesses that CLIMB has partnered with through referrals, life skills training and employee placement: Cent\$ible Nutrition, Wyoming Children's Society, Bethany Christian Services, Educational Opportunity Center, Safehouse, Knife River, Simon Contractors, The Herrera Family, Wyoming State Bar,

Equal Justice Wyoming, Legal Aid of Wyoming, YMCA, Boys and Girls Club of Cheyenne, Blue Cross Blue Shield of Wyoming, City of Cheyenne, 2-1-1, Comea Shelter, Greater Cheyenne Chamber of Commerce, Cheyenne Nonprofit Network, Youth Alternatives, Ronn Jeffrey, Wyoming Family Home Ownership Program, Bodylines Dance Studio, Laramie County Community College, Laramie County Library, Cheyenne Regional Medical Center, Cheyenne Regional Physicians Group, Laramie County Community Partnership, United Way of Laramie County, Julie's Career Closet, Aspen Wind Assisted Living Community, Continued Care Home Health, Department of Workforce Services, Department of Family Services, Community Action of Laramie County, HealthWorks, Pathfinder, Airgas, Express Employment Professionals, Lowe's Distribution Center and Retail Center, 4 Quarters Excavation, Farmers Insurance, A New Concept Optical, Traders, Time2Market, Peak Wellness Center, RAM Trucking, Sage Truck Driving School, Interfaith Family Support Services, Health Care Provider Education Center, Sierra Hills Assisted Living Community, Murdochs, Simon Contractors, Granite Rehabilitation and Wellness, WINhealth, Xerox Corporation, ALIGN, Wyoming Business Council, Cheyenne Transit Authority, Foundations Counseling, Employee On-Board Specialties, Uplift, Warren Federal Credit Union, Wyoming Institute of Population Health/Enroll Wyoming, Allstate Insurance, Pipefitters Local UA 192, Teton Builders, Decker Trucking, Traffic Safety Services (TSS), and Regal Engineering.

Describe what research based programs and strategies will be utilized to make the program successful: CLIMB Wyoming's model is based on over 30 years of successfully helping low income single mothers achieve and maintain self-sufficiency. The model was developed in Cheyenne in 1986 for young, single mothers ages 16 to 21. Recognizing this successful paradigm and the need to reach more single mothers, Wyoming community partners collaborated in late 2003 to aggressively expand the model to serve low-income single mothers of all ages across the state. The CLIMB program model has been refined over more than 30 years to best meet the needs of low-income single mother families. CLIMB Wyoming has extensive knowledge and research on providing successful programs for the TANF population and will assist others in making services available to low-income families in Wyoming.

In 2014, Governor Matt Mead and the Wyoming Department of Family Services (DFS) recognized CLIMB's commitment to and impact on families in poverty in Wyoming with the Friends of DFS award. The award is given rarely and has been awarded to a Wyoming organization only three times in recognition of outstanding work in helping Wyoming's families in need.

In 2015, CLIMB Wyoming was recognized as a "Promising Program" by the Center for the Study of Social Policy in a report highlighting innovative strategies for serving the unique needs of young children and their families in rural areas through a multi-generational approach. Titled "Strengthening Supports for Young Parents and Their Children: A Focus on Low-Income Rural and Suburban American Families" the report highlighted CLIMB as one of six rural and suburban organizations nationwide that fully integrates support for each generation, with practices that specifically reflect the developmental needs of both children and young parents, negotiate agreements among multiple service providers, and take action to influence the broader systems that can provide additional support.

Describe how the program will be sustained by the community beyond the funding period: To ensure funding, CLIMB Wyoming has worked over the past 30 years to sustain its programs through two important components: (1) Institutional and Program Sustainability – the capacity to maintain program integrity through continued strong leadership, skilled staff, and a solid base of

community volunteer leaders; and (2) Financial Sustainability – the ability to continue to generate revenue to support CLIMB programs.

CLIMB Wyoming program success is built upon a partnership between the CLIMB professional staff and the continued involvement of government, agency, and business leaders. CLIMB involves community leaders in collaborative planning, ongoing monitoring, and evaluation processes. CLIMB is committed to networking within the community and has established an effective public awareness program to provide community contacts with a continuous information source about programs and services.

CLIMB Wyoming programs utilize a comprehensive and diverse fundraising program including: 1) Foundation and Corporate grant seeking, which includes identification and outreach to appropriate prospects to help underwrite special needs and projects, 2) Major donor cultivation to develop and secure an individual donor base with a capacity to have significant impact on CLIMB Wyoming activities and 3) Government grant seeking, which includes identification of and application to appropriate federal, state and county requests.

Describe the cost-benefits of providing this program: The financial costs to the TANF CPI Program to support the Laramie County CLIMB program for one year will be \$75,000. The financial benefits to participants are that they increase their incomes to livable wages, reduce dependence on government benefits, and learn the skills needed for successful relationships at home and at work.

The program objectives also reach beyond the participants to:

Impact the Family Environment: The comprehensive CLIMB Wyoming program model addresses more than just job training and placement. Participants learn life skills including parenting, stress management and budgeting that improve their capacity for successful parenting and increase their ability to set a positive example for their children. Armed with new coping and communication skills, as well as a steady source of income, our program graduates are able to provide healthier, more stable environments for their children.

Support Wyoming Businesses: CLIMB Wyoming is strengthening businesses by preparing trained workers to succeed and be productive contributors in the workplace. The CLIMB Programs work directly with employers to ensure that their training needs are met.

Benefit Local Wyoming Communities: The benefits to Laramie County are significant as more families move out of poverty. Some of the community benefits include increased school attendance rates, decreased child behavior problems, improved mental health, decreased substance abuse, decreased use of foster care, increased access to private health insurance, and a decrease in the crime rate. Families that break the cycle then have the ability to become positive role models and contributing members of their communities.

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

Medicaid Savings (50 families) ¹	303,700.00
Food Stamps Savings (47 Families) ²	208,022.00

Eliminated Incarceration Cost (5 mothers) ³	223,125.00
Eliminated Foster Care Cost (15 children) ⁴	119,520.00
Annual Savings to Wyoming	\$854,367.00

¹ Average yearly cost for 2 children on Medicaid is \$6,074. American Academy of Pediatrics, Medicaid Facts Wyoming. Retrieved May 2012. <http://www.aap.org/en-us/advocacy-and-policy/federal-advocacy/access-to-care/Medicaid%20Fact%20Sheets/Wyoming.pdf>

² Average yearly cost for a family of 3 on food stamps is \$4,426. United States Department of Agriculture. Retrieved May 2012. [http://www.fns.usda.gov/pd/18SNAPavg\\$PP.htm](http://www.fns.usda.gov/pd/18SNAPavg$PP.htm)

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

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

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

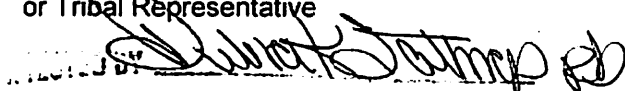
Budget amount requested: \$54,000

Required Reporting: Applicant shall submit a quarterly report detailing the services provided to TANF eligible families. The required format of this report is on page 8 and 9 of this proposal.

Certification: I certify to the best of my knowledge that the information contained in this application is correct. If awarded funding under this grant, I certify that this project will be conducted in accordance with the funding source requirements and the assurances provided within the application.


Signature of County Commissioner Chair
or Tribal Representative

4/19/2016
Date



Amount Requested from Proposal:
\$54,000

	Program Costs	Administration Costs	Summary and Justification for Budget Expense
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	30,240	3,816	Salary paid to program director, assistant program director, 2 business liaisons, and program assistant that are responsible for direct program services to participants, including recruitment, intensive training, job-placements and follow up.

Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	2,160	288	Retirement benefits, health, dental, vision, and life insurance expenses for CLIMB employees.
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	3,024	432	Employer paid payroll taxes are estimated at 10% of the salaries budgeted.
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.	122	0	General office supplies including postage, ink cartridges, paper.
Recruiting and Marketing Cannot include promotional items.	0	0	n/a
Travel Travel necessary to serve participants.	0	0	n/a
Rent and utilities Admin: Rent and utilities for time spent managing the grant. Program: Rent and utilities for space provided to direct services for participants.	5,400	360	Rent and utilities for office space, classrooms, and group/individual mental health treatment space. Also includes phone, fax, internet services, and cleaning of office space.
Participant Tuition and Class Fees	0	0	n/a
Participant Class Supplies and Materials	138	0	Materials to meet needs of participants during training and group activities.
Participant License and Certification Fees	0	0	n/a
Participant Drug and Aptitude Screening Can include other types of assessments.	0	0	n/a
Work Support Services and Clothing	0	0	n/a
Participant Wages	0	0	n/a
Participant Fringe Benefits	0	0	n/a
Participant Incentives	1,440	0	Incentives earned by participants for completed goals to assist them with living expenses while in training.
Other Participant Needs: Description – Mental Health Provider	6,580	0	Amounts paid to contracted mental health provider for group and individual counseling services.
Total	49,104	4,896	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	\$54,000		
Number of Participants Planning to Serve	40		

Cost Per Participant	1,350	
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Wyoming Family Home Ownership Program

**Individual Organization Application
Laramie County, Wyoming**

State of Wyoming

Department of Family Services

**Temporary Assistance For Needy
Families
Community Partnership Initiative
Grant Application**

Community name: Laramie County to include Albin, Burns, Carpenter, Cheyenne, and Pine Bluffs

County(s)/Tribe: Laramie County

Name, organization, address, phone, fax, email for the Primary Contact:

Tammy Howard, Executive Director
Wyoming Family Home Ownership Program
P.O. Box 21682, Cheyenne, WY 82003
821 W. Pershing Blvd., Cheyenne, WY 82001
Phone: (307) 514-5831 Fax: (307) 514-5832 email: tammy@wyfhop.org

Name, address, phone, fax, email for the person who will be monitoring the program:

Sandra Newland, Laramie County Grants Manager
309 W. 20th Street, Suite 3100, Cheyenne, WY 82001
Phone: (307) 633-4201 Fax: (307) 633-4267

Program name: Wyoming Family Home Ownership Program (WYFHOP)

TANF purpose(s) addressed in project (list the purposes):

- **Primary TANF Purpose:** Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives by empowering Wyoming working families to achieve the economic, educational and social stability provided by achieving successful home ownership.
- **Secondary TANF Purpose:** End the dependency of needy parents on government benefits by promoting job preparation, work and marriage through the vehicle of homeownership by empowering Wyoming working families to achieve the income, credit, debt and financial management goals necessary to achieve successful home ownership.
- **Third TANF Purpose:** Encourage the formation and maintenance of two parent families by providing quarterly family visits focused on setting family, professional, and economic goals as well as quarterly trainings and activities that include family strengthening topics and experiences.

Program description:

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

WYFHOP changes systems. After families achieve employment, the most important means of making a permanent change from poverty to self-sufficiency is home ownership. WYFHOP is a six to seven year program that supports families in achieving and maintaining successful home ownership, utilizing WYFHOP staff, volunteer mentors, and community resources. Each program starts with an intensive 12 week financial literacy and preparedness course. After individual family savings of at least \$2,400 over the initial 9-24 months of the program, WYFHOP provides each family with funding toward the equity on a new mortgage. The faster a family progresses, the less financial assistance they get in the form of a forgivable second mortgage (to promote self-sufficiency and ensure that our funding goes where it's *most*

Attachment A

Contract between Wyoming Department of Family Services
and Laramie County Commissioners

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needed). All families still have to save a minimum of \$2,400, but they are matched at the following rates: 9 months at a 3-to-1 match, 10-17 months at a prorated 4-to-1 match, and 18-24 months at a 5-to-1 match. Once a family enters the home ownership phase of the program (5 years), they are eligible to apply for a \$1,000 maintenance allowance in years 2, 3, 4, and 5. Home ownership changes current and future generations: providing equity, stability, and an expectation of self-sufficiency for generations to come.

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

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

Is this program different than previous programs operated with TANF funds in the past? Yes

☒ No ☐ If so, how is it different?

Change #1: A customized database will be in place in June 2016 to track more detailed outcomes, coordinate comprehensive community planning between vocational training/job placement programs and WYFHOP, and track progress in building critical resources identified by the best practice "Bridges Out of Poverty."

Change #2: Our one-size-fits-all savings period of 18-24 months to achieve home ownership has been adjusted. Families who make more expedient advancements toward qualifying for a mortgage by demonstrating consistency in savings through bank statements, repairing poor credit, improving their debt to income ratio, and demonstrating a commitment to volunteering in the community are able to follow one of four tracks to achieve home ownership. About 15% of our families historically demonstrated financial readiness prior to the 18-24 month savings requirement. The faster a family progresses, the less financial assistance they get in the form of a forgivable second mortgage (to promote self-sufficiency and ensure that our funding goes where it's *most* needed). All families still have to save a minimum of \$2,400, but they are matched at the following rates: 9 months at a 3-to-1 match, 10-17 months at a prorated 4-to-1 match, and 18-24 months at a 5-to-1 match.

Change #3: Therapeutic services will be offered to all TANF eligible families to address identified issues, including but not limited to: recovery, depression, anxiety, post-traumatic stress disorder, couples counseling, healthy relationship classes, family counseling, and other diagnosis as needed.

Area(s) served: Laramie County

Population served: Families with an Area Median Income of 50%-80%, but not over TANF guidelines for their family size

Beginning and end date of program: October 1, 2016 - September 30, 2017

Projected number of individuals served by this program: 80 Individuals

Provide an explanation on how income information will be gathered to determine TANF eligibility for the low-income families being served in the program. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

TANF Eligibility Form will be completed for all TANF eligible families, and will be stored in our electronic database. Eligibility will be verified quarterly, during family visits / goal setting sessions.

Program availability: when is the program offered (e.g. time of day, how often, time of year)? WYFHOP is offered year round, providing as-needed quality of life supportive services as well as quarterly family visits, self-assessments, goal setting, and trainings. Additional training and learning opportunities are provided throughout the year due to innovative community partnerships.

Intent of the program: WYFHOP is dedicated to empowering Wyoming working families to achieve successful home ownership. We are ending poverty one family at a time, while simultaneously effecting generational change through the vehicle of home ownership. The family's "starter home" is more than just a home. It's an investment in future generations, as it helps families improve the quality of life for their children, encourages good citizenship through community involvement and home ownership, and sets a new economic standard for generations to come. Our model is based on the research based best practice "Bridges Out of Poverty" model of transitioning families from poverty to the middle class. Volunteer mentors share their wisdom, experience, and expertise in a wide variety of areas in order to build supportive and engaging relationships with WYFHOP families.

Goals of the program:

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

- **Goal 8:** Encourage the formation and maintenance of 2 parent families.
- **Goal 9:** Increase in wages to 200% or more of the federal poverty level.

SEE TABLE BELOW FOR THE FOLLOWING:

List objectives that will be implemented to accomplish the program goals:

With our new customized database, objectives will be tied to individual families.

List performance measures on each goal that will be used to evaluate the program's success:

Performance measures will be used to track successes and areas for improvement.

Quantify expected outcomes for each goal: All outcomes will be measurable.

Describe data collection methods to be used and how data will be provided to validate outcomes: With the implementation of a new database, all documentation will be tracked electronically. SMART Goals Sheets will be completed at each family visit, and entered directly into the database to improve data accuracy, tracking of patterns by family, assessment of performance measures, and identifying areas to improve the program.

OBJECTIVES IMPLEMENTED TO ACCOMPLISH PROGRAM GOALS	PERFORMANCE MEASURES & QUANTIFIED EXPECTED OUTCOMES	DATA COLLECTION METHODS
Families will complete a 12 week financial literacy class with collaborative presenters from the community, using research-based curriculum.	10 families enrolling in Laramie County, with 90% completing the financial literacy class.	Attendance Sheet / Graduation Certificate
Families will save for a down payment on a home.	50 enrolled families, with 100% maintaining a separate home savings account.	Goal Sheet / Bank Statement
Families will engage in credit building and credit repair activities and address credit scores and debt to income ratios.	50 enrolled families, with 85% actively improving credit scores (640 or higher) and debt-to-income ratios (ideal is 41% or less).	Goal Sheet / Case Notes / CreditKarma / Credit Reports
Families will attend at least two quarterly leadership and development trainings per year based on family surveys.	24 individuals (100% of TANF eligible enrolled families) will attend 2 or more (50%) quarterly leadership and development trainings offered on topics that promote economic, educational, and social stability.	Attendance Sheet / Case Note / Family Survey Results / Photos Attendance Sheet / Case Notes
Quarterly training topics will be relevant, based on WYFHOP surveys.	4 trainings scheduled per year, on a quarterly basis, with 100% fully executed.	Attendance Sheet / Family Survey Results / Photos
Families will become homeowners.	10 families (20% of the 50 enrolled families) will become homeowners each year.	Loan documents / HUD Tracking Sheet / Case Notes / Goal Sheet / Photos / HUD Safety Checklist / HUD-1 Review Sheet

Families will maintain successful home ownership for five years.	18 families (90% of homeowners) will maintain ownership of the home for 5 years.	Photos / Surveys / Case Notes / Goal Sheet
Families will maintain or improve the value of the purchased home.	18 families per year (90% of homeowners), will maintain or improve the value of the purchased home.	Maintenance Grant Request Form / Photos / Surveys / Case Notes / Goal Sheet
Families will set quarterly goal, to be self-assessed at quarterly family visits.	22 enrolled individuals (90% of TANF eligible families) will engage in quarterly family visits and complete self-assessment and set economic, educational and family strengthening goals.	Goal Sheet / Case Notes
Families will learn and practice SMART goal setting skills (specific, measurable, attainable, relevant, and timely) to establish and maintain family stability.	22 enrolled families (90% of enrolled TANF eligible families) will learn and practice SMART goal setting skills during at least 3 of the 4 (75%) quarterly family visits to establish and maintain family stability.	Goal Sheet / Case Notes
Families will seek growth in areas of economic, educational and social stability.	24 individuals (100% of TANF eligible enrolled families) will attend 2 or more (50%) quarterly leadership and development trainings offered on topics that promote economic, educational, and social stability.	Attendance Sheet / Case Notes / Family Survey Results / Photos Attendance Sheet / Case Notes
Families will set annual goals for tax refund management.	45 enrolled families (90% of enrolled families) will set annual goals for expenditures / savings / investment of any tax refund.	Goal Sheet / Case Notes
Families no longer need supportive emergency social services.	Within 2 years of achieving home ownership, 80% of families will be transitioned off of supportive emergency social services.	Goal Sheet / Case Notes
Families with two participating WYFHOP parents will receive training on healthy relationships.	Within 2 years of completing Financial Preparedness Classes, 100% of families with 2 participating WYFHOP parents will receive training on healthy relationship skills.	Attendance Sheet / Case Notes
Families will reduce annual local emergency health care costs.	45 enrolled families (90% of enrolled families) will reduce annual emergency health care costs.	Release Form for Cheyenne Regional Medical Center / Data from CRMC
Families will open and maintain a home ownership savings account throughout the WYFHOP savings phase.	50 enrolled families (100% of enrolled families), with 100% maintaining a separate home savings account.	Bank Statements / Case Notes / Goal Sheet

Families will open and maintain an emergency savings account.	50 enrolled families (100% of enrolled families), will open and maintain an emergency savings account.	Bank Statements / Case Notes / Goal Sheet
Children of families will progress to the next school grade each year.	45 enrolled families (90% of enrolled families) will have 100% of all children progress to the next school grade each year.	Goal Sheet / Family Survey
Children of families will graduate high school or obtain a GED.	45 enrolled families (90% of enrolled families) will have 100% of all 12th grade students graduate high school or obtain a GED.	Goal Sheet / Family Survey
Children of families in need of an Individual Education Plan or 504 Education Plan will receive it.	45 enrolled families (90% of enrolled families) will have 100% of all children in need of an IEP or 504 Plan receive it.	Goal Sheet / Family Survey
Children of families will be involved in extracurricular activities.	45 enrolled families (90% of enrolled families) will have 100% of all children involved in at least 1 extracurricular activity.	Goal Sheet / Family Survey
Children of families will have a savings account.	50 enrolled families (100% of enrolled families), will have 100% of their children in the home maintain a savings account at a financial institution.	Goal Sheet / Family Survey
Children of families will learn age appropriate savings strategies.	All children attending child care during the parents' Financial Preparedness Classes will be taught age appropriate savings strategies.	Attendance Sheet / Case Notes
Provide financial preparedness classes to 15-20 families in 2015-2016 (5-10 in Albany County and 10 in Laramie County).	5-10 Albany County families will complete financial preparedness classes. 10 Laramie County families will complete financial preparedness classes.	Attendance Sheet / Case Notes
Provide quarterly training/leadership and development opportunities to all WYFHOP families for all 7 years (2 years saving, 5 years post-purchase maintenance, support and wealth building).	90% of enrolled families will attend two or more trainings per year.	Attendance Sheet / Case Notes / Goal Sheet
Comprehensive coordination with community resources and other community service agencies.	All TANF eligible families (100%) will complete quarterly self-assessments to identify and track referral opportunities and outcomes of those referrals.	Goal Sheet / Database
Recruit and train mentors and volunteers.	A volunteer committee will oversee recruitment, training, and retention of mentors and volunteers.	Attendance Sheets, Volunteer Database, Training Schedule,

		Volunteer Communication Records
Engage a student advocate for financial preparedness classes. Student advocate will be a successful alumni of the program, and serve as a mentor and role model for families.	A minimum of one (1) student advocate will be recruited for each financial preparedness class to serve as a mentor and role model for new families.	Volunteer Database / Mobile App Tracker
Assist families in addressing substance abuse and mental health barriers to promote healthy family relationships, keep children in their homes, and maintain two parent families.	100% of all TANF eligible participants will be able to work with a program therapist while in financial preparedness classes, then can continue with that therapist if desired OR seek an outside referral (with WYFHOP support if needed).	Goal Sheet
A customized, real-time database will be implemented by June 2016 to track family demographics, progress toward program outcomes, income, education, employment, wages, savings, and progress toward self-sufficiency.	100% of all family visits and goal setting sessions will include data collection and entry into the database.	Goal Sheet / Attendance Sheet
A volunteer database and tracking system will be implemented by June 2016 to track in-kind donations.	Beginning in June 2016, volunteer hours and duties will be tracked for improved reporting on in-kind donations.	Attendance Sheet / Volunteer Database / Mobile App Tracker
Actively pursue achieving HUD certification in 2016 as a Community Housing Development Organization (nonprofit affordable housing developer) as a means of providing a service to the renting community while also providing sustainable income for the program.	Complete CHDO certification paperwork to determine eligibility and grow staff capacity by December 31, 2016.	Certification / WCDA Tracking


Provide an explanation of the results the program expects to achieve, how data will be collected, and how quality assurance will be conducted to validate measurements:

Wyoming Family Home Ownership Program's mission is empowering Wyoming working families to achieve successful home ownership. We use home ownership as a catalyst for change in helping families build regular habits that support their efforts to be financially self-sufficient so they can successfully exit poverty and remain a stable part of the middle class.

Most of our data is collected through attendance at trainings, family visits and goal setting sessions, and follow up meetings. We collect bank statements to verify progress toward savings. We also follow up on credit repair / credit building plans. Starting in June of 2016, all of

this data will be entered into a customized database designed to track each family's progress toward each goal listed (using the forms listed in the table above). The database will allow us to engage in accurate and relevant data-driven decision making for the program and its participating families.

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



Family Name: _____
Date: _____

SMART GOAL LIFE ASSESSMENT

Have you had any changes in employment, including promotion / demotion / change of job / wage?

Name	Employer	Start Date	Start Wage	End Date	Ending OR Current Wage	Typical Hours Worked

What, if any, social service supports are you or any person living with you receiving?

☐ SNAP (food stamps)
 ☐ Child Care Voucher
 ☐ WIC
 ☐ Medicaid
 ☐ KidCare
 ☐ LIEAP electric
☐ Cheyenne Housing Authority Voucher
 ☐ HeadStart
 ☐ STRIDE
 ☐ UPIIFT
 ☐ TAP phone
☐ ASK (After School for Kids)
 ☐ Boys and Girls Club
 ☐ Youth Alternatives
☐ Big Brother Big Sisters
 ☐ IEP (Individual Education Plan) at school or
 ☐ SQA Education Plan

Is your child (or children)

Living with you or with a relative?	Progressing to the next grade level on time?	Graduating from high school (or GED)?	Involved in extracurriculars?

What future Leadership & Development trainings would you like to see?

Please verify your current address / phone / email:

Address	Phone	Email

Please provide a copy of your emergency savings and/or home ownership / retirement statements:

Emergency Savings Balance	Home Ownership Savings Balance	Retirement Accounts
\$ _____	\$ _____	\$ _____

Please indicate planned home improvement / maintenance projects and estimated costs / dates:

PROJECT	COST(S)	DATE(S)

Community Referrals and Follow-Up:

QUARTERLY SMART GOALS

PREVIOUS GOALS	NEW GOALS

SMART GOALS ARE: Specific, Measurable, Attainable, Relevant, Timely
 A not-so-SMART goal might read: "I will lose some weight." Or "I will lose 20 pounds/week until I'm thin."
 A SMART goal is short and simple, and reads, "I will lose ten pounds by March 31".

Complete a self-assessment of the following areas based on how things are NOW. If they're fantastic, with zero room for improvement, then give it a 10. If improvement is possible, lower that number. Work with staff on the areas that are important to your family, support home ownership and financial wellness, and help you instill the values you cherish in your children.

LIFE AREA	SELF-ASSESSMENT SCORE (Where 1 is low and 10 is high)	NOTES
Initials for ea. Person-->		
Emotional Wellbeing		
Finances		
Parenting		
Relationships		
Spirituality		
Physical Wellbeing		
Support System		
Hidden Rules of Systems		
Integrity		
Motivation/Persistence		
Language		
Recovery		
Leadership/Dev Training		Topic & Date: _____
Budgeting		
Emergency Savings		
Home Savings		
Lender Knowledge		
Realtor Knowledge		
WYFHOP Relationship		
Civic Leadership		
Career Development / Education / Training		

Resource gap(s) addressed by program:

According to the Wyoming Housing Database Partnership data, households for Laramie County include 25,533 owned and 12,043 occupied by renters. Tenure for households for the years from 2008-2012 show that the number of *renting* households has increased over 41

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

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

Housing Type	Laramie County	State of Wyoming
Renters	16.9% cost burden	23.1% cost burden
	16.8% severe cost burden	13% severe cost burden
Homeowners	18.2% cost burden	17.2% cost burden
	9.5% severe cost burden	9.3% severe cost burden

Clearly, in Laramie County renters experiencing a *severe cost burden* are almost double the number of homeowners experiencing the same burden. And 33.7% of renters are bearing the

brunt of a *cost burden* to *severe cost burden* situation. Homeowners experience slightly higher *cost burden*, but ALMOST HALF of the *severe cost burden* that renters are managing. It is clear that in Laramie County, homeowners experience a significantly LOWER *severe cost burden* than the statewide average. Becoming a homeowner truly is a catalyst toward transitioning Laramie County families from poverty to the middle class.

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

NEW data-driven need: Additionally, in reviewing our internal data collected on our SMART Goals Self Assessment forms, we've discovered many of our TANF eligible families need extra supports and assistance in the areas of substance abuse prevention / recovery and mental health services. Community referrals can take months to reach fruition, and our families need access to this level of support on an as-needed basis. Once a crisis is managed or averted, a family can then choose whether to continue working with the on-call therapist for WYFHOP or request to see a therapist of their choosing with assistance from our program.

Description of how community wide collaboration in planning and implementation occurred:

In planning and implementing the ideals and practical components of the Wyoming Family Home Ownership Program, church partners came together to recognize and research the needs of Laramie County's children. The United States Census published that 20% of families move at least once a year in Laramie County. One in five families moved at least once a year, running the risk of moving to a new school, re-establishing their home and most importantly, facing the emotional and educational disruptions caused by constant transition.

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

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

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

Community partners involved in the program implementation. List resources to be provided by each partner:

WYFHOP works with 9 faith partners who provide in-kind services such as marketing, volunteering, meeting space, meals and financial contributions. Our community partners include 20 organizations and businesses who provide referrals, volunteers, and mentors with a wide knowledge base to guide and advise families in their new role as home owners. An additional eight community partners financially give to WYFHOP in a variety of ways that supports the program.

Describe what research based programs and strategies will be utilized to make the program successful: We use the following research-based curricula and strategies to help us achieve program goals:

- Realizing the American Dream: Homebuyer Education
- Getting Ahead in a Just Getting By World
- Bridges Out of Poverty
- True Colors: Personality Types
- 7 Habits of Highly Effective People
- PAIRS Practical Application of Intimate Relationship Skills
- 5 Love Languages
- Power of Two
- Dave Ramsey for Kids
- JustFaith

Describe how the program will be sustained by the community beyond the funding period: The WYFHOP Board of Directors and Executive Director actively diversify funding streams so the program is never dependent on just one source of funding. Our funding includes: state, city, and county grants; foundations; nonprofit support; business partners; faith partners; private donors; fundraising; and contributions from 100% of the Board. We also started an endowment in 2016 with the matching funds provided by the John P. Ellbogen Foundation.

Describe the cost-benefits of providing this program: Last year, WYFHOP a total of six families in both Albany and Laramie County successfully transitioned off of all government benefits and social service programs. WYFHOP families learn how to achieve home ownership on their own merits. Families learn to build credit, reduce their debt to income ratio, build a solid savings account, and qualify for a mortgage. As tax paying property owners, WYFHOP families become invested in the neighborhood where they live and raise their children. Homeowners are more likely to know their local representatives and how voting affects property taxes, education, and quality of life. With additional coaching in civic leadership and volunteerism, WYFHOP families understand that they are expected to give back to the community that invested in them. Our families seek jobs that improve their financial picture, develop relationships within their support network, build professional relationships with lenders / realtors / title companies and other professionals, and learn about improving the value of their home in order to improve the overall neighborhood so property values increase. Lastly, families who go through WYFHOP

start off with immediate equity, and remain in the home for a minimum of five years. Yearly maintenance grants of up to \$1,000 are available if families attend two or more quarterly trainings, and actively engage in family visits.

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

Budget amount requested: \$4,072.00

Required Reporting: Applicant shall submit a quarterly report detailing the services provided to TANF eligible families. The required format of this report is on page 8 and 9 of this proposal.

Certification: I certify to the best of my knowledge that the information contained in this application is correct. If awarded funding under this grant, I certify that this project will be conducted in accordance with the funding source requirements and the assurances provided within the application.

K. M. Buck Holmes
Signature of County Commissioner Chair
or Tribal Representative

4/19/2016
Date

[Signature]
Attested by

Amount Requested from Proposal:
\$4,072

	Program Costs	Administration Costs	Summary and Justification for Budget Expense
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$4,072	\$0	Staff time for family visits, quarterly training, case management, and therapeutic services.
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$0	\$0	Click here to enter text.
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$0	\$0	Click here to enter text.
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.	\$0	\$0	Click here to enter text.
Recruiting and Marketing Cannot include promotional items.	\$0	\$0	Click here to enter text.
Travel Travel necessary to serve participants.	\$0	\$0	Click here to enter text.
Rent and utilities Admin: Rent and utilities for time spent managing the grant. Program: Rent and utilities for space provided to direct services for participants.	\$0	\$0	Click here to enter text.
Participant Tuition and Class Fees	\$0	\$0	Click here to enter text.
Participant Class Supplies and Materials	\$0	\$0	Click here to enter text.
Participant License and Certification Fees	\$0	\$0	Click here to enter text.
Participant Drug and Aptitude Screening Can include other types of assessments.	\$0	\$0	Click here to enter text.
Work Support Services and Clothing	\$0	\$0	Click here to enter text.
Participant Wages	\$0	\$0	Click here to enter text.
Participant Fringe Benefits	\$0	\$0	Click here to enter text.
Participant Incentives	\$0	\$0	Click here to enter text.
Other Participant Needs: Description -	\$0	\$0	Click here to enter text.
Total	\$4,072	\$0	Total Administrative Costs cannot

			exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	\$4,072		
Number of Participants Planning to Serve	80		
Cost Per Participant	\$50.90		

Note: The number of TANF eligible participants admitted to our program has grown over the last two years, with the need for additional family visits and goal setting sessions growing. Adding therapeutic services will also address the individual needs of TANF eligible families in the same manner that other community partners like CLIMB Wyoming and Dads Making a Difference use to ensure a higher rate of success.

Laramie County TANF Program Budget

	Program Services	Administrative Costs	Budgeted Amount
Salaries			
BGC	\$ 33,000.00	\$ -	\$ 33,000.00
CLIMB	\$ 30,240.00	\$ 3,816.00	\$ 34,056.00
WYFHOP	\$ 4,072.00	\$ -	\$ 4,072.00
Employer Paid Benefits			
CLIMB	\$ 2,160.00	\$ 288.00	\$ 2,448.00
Employer Payroll Taxes			
BGC	\$ 3,000.00	\$ -	\$ 3,000.00
CLIMB	\$ 3,024.00	\$ 432.00	\$ 3,456.00
Supplies			
CLIMB	\$ 122.00	\$ -	\$ 122.00
Rent and Utilities			
CLIMB	\$ 5,400.00	\$ 360.00	\$ 5,760.00
Participant Incentives and Expenses			
CLIMB	\$ 1,440.00	\$ -	\$ 1,440.00
Participant Class Supplies and Materials			
CLIMB	\$ 138.00	\$ -	\$ 138.00
Other Participant Needs			
CLIMB (Mental Health Provider)	\$ 6,580.00		\$ 6,580.00
Total	\$ 89,176.00	\$ 4,896.00	\$ 94,072.00

Overview of Revised Budget			
Entity	# of Participants	Award Amount	Admin Costs
Boys and Girls Club	36	\$ 36,000.00	\$ -
CLIMB Wyoming	40	\$ 54,000.00	\$ 4,896.00
WYFHOP	80	\$ 4,072.00	\$ -
Total Laramie County Budget		\$ 94,072.00	



Temporary Assistance for Needy Families
Wyoming Department of Family Services

TANF/CPI

FFY 17 Quarterly Report and Invoice

Organization Name: Laramie County Commissioners
Reporting Period: _____
Date: _____

Progress Reporting:

Goal 1: B&GC will identify and provide 60 TANF-eligible youth opportunities to attend the Club after school and/or during the summer especially those who would otherwise be left unsupervised or caring for younger siblings. By attending the Club, the kids will participate in programming to help them achieve academic success, develop their financial literacy, prepare for their career, and understand more about themselves and supportive relationships.

Objective A: Promote the Club as an opportunity to TANF-eligible youth through the school district.

Performance Measure: Number and types of contacts with school personnel throughout the district.

Evaluation: What is the performance outcome of Objective A?

Objective B: Youth participate at least 52 times per year.

Performance Measure: Number of days attended through membership tracking software.

Evaluation: What is the performance outcome of Objective B?

Objective C: Youth participate in age-appropriate programs which fit TANF goals.

Performance Measure: Number of times and types of programs attended, pre- and post-tests as available per program area.

Evaluation: What is the performance outcome of Objective C?

Objective D: Youth achieve academic success.

Performance Measure: Report cards and participation in summer learning activities.

Evaluation: What is the performance outcome of Objective D?

Goal 2: CLIMB will ensure that low-income single mothers receive the training, skills, and support necessary to reach economic self-sufficiency and to succeed long-term in all aspects of their lives.

Objective A: Graduates are trained and placed in high quality jobs.

Performance Measure: 80% of participants who enter a program will successfully complete it and 75% of program graduates will be employed after program completion.

Evaluation: What is the performance outcome of Objective A?

Objective B: Increase their incomes to livable wages.

Performance Measure: The target wage post-program will be a wage that moves participants towards self-sufficiency based on the Wyoming Self Sufficiency Standard.

Evaluation: What is the performance outcome of Objective B?

Objective C: Reduce dependence on government benefits.

Performance Measure: 50% of program graduates who enter the program utilizing food stamps will show a decrease in the dependence on food stamps; and 50% of program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public healthcare.

Evaluation: What is the performance outcome of Objective C?

Objective D: Learn the skills needed for successful relationships at home and at work.

Evaluation: What is the performance outcome of Objective D?

Attachment B

Contract between Wyoming Department of Family Services
and Laramie County Commissioners

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Goal 3: WYFHOP will complete the following goals: ensure community wide collaboration in planning and implementation efforts; award TANF funding based on data-driven, community based decision making; implement and evaluate effective, research based programs and strategies; provide services that will assist families in moving toward self-sufficiency; enhance sustainability of community efforts beyond the funding period; provide assistance to needy families to be cared for in their own home or the homes of relatives; end dependence on government benefits through job, work, marriage, financial planning, and social stability; encourage the formation and maintenance of 2 parent families; and increase wages to 200% or more of the federal poverty level.

OBJECTIVES IMPLEMENTED TO ACCOMPLISH PROGRAM GOALS	PERFORMANCE MEASURES & QUANTIFIED EXPECTED OUTCOMES	EVALUATION OF GOAL
Families will complete a 12 week financial literacy class with collaborative presenters from the community, using research-based curriculum.	10 families enrolling in Laramie County, with 90% completing the financial literacy class.	
Families will save for a down payment on a home.	50 enrolled families, with 100% maintaining a separate home savings account.	
Families will engage in credit building and credit repair activities and address credit scores and debt to income ratios.	50 enrolled families, with 85% actively improving credit scores (640 or higher) and debt-to-income ratios (ideal is 41% or less).	
Families will attend at least two quarterly leadership and development trainings per year based on family surveys.	24 individuals (100% of TANF eligible enrolled families) will attend 2 or more (50%) quarterly leadership and development trainings offered on topics that promote economic, educational, and social stability.	
Quarterly training topics will be relevant, based on WYFHOP surveys.	4 trainings scheduled per year, on a quarterly basis, with 100% fully executed.	
Families will become homeowners.	10 families (20% of the 50 enrolled families) will become homeowners each year.	
Families will maintain successful home ownership for five years.	18 families (90% of homeowners) will maintain ownership of the home for 5 years.	
Families will maintain or improve the value of the purchased home.	18 families per year (90% of homeowners), will maintain or improve the value of the purchased home.	
Families will set quarterly goal, to be self-assessed at quarterly family visits.	22 enrolled individuals (90% of TANF eligible families) will engage in quarterly family visits and complete self-assessment and set economic,	

	educational and family strengthening goals.	
Families will learn and practice SMART goal setting skills (specific, measurable, attainable, relevant, and timely) to establish and maintain family stability.	22 enrolled families (90% of enrolled TANF eligible families) will learn and practice SMART goal setting skills during at least 3 of the 4 (75%) quarterly family visits to establish and maintain family stability.	
Families will seek growth in areas of economic, educational and social stability.	24 individuals (100% of TANF eligible enrolled families) will attend 2 or more (50%) quarterly leadership and development trainings offered on topics that promote economic, educational, and social stability.	
Families will set annual goals for tax refund management.	45 enrolled families (90% of enrolled families) will set annual goals for expenditures / savings / investment of any tax refund.	
Families no longer need supportive emergency social services.	Within 2 years of achieving home ownership, 80% of families will be transitioned off of supportive emergency social services.	
Families with two participating WYFHOP parents will receive training on healthy relationships.	Within 2 years of completing Financial Preparedness Classes, 100% of families with 2 participating WYFHOP parents will receive training on healthy relationship skills.	
Families will reduce annual local emergency health care costs.	45 enrolled families (90% of enrolled families) will reduce annual emergency health care costs.	
Families will open and maintain a home ownership savings account throughout the WYFHOP savings phase.	50 enrolled families (100% of enrolled families), with 100% maintaining a separate home savings account.	
Families will open and maintain an emergency savings account.	50 enrolled families (100% of enrolled families), will open and maintain an emergency savings account.	
Children of families will progress to the next school grade each year.	45 enrolled families (90% of enrolled families) will have 100% of all children progress to the next school grade each year.	
Children of families will graduate high school or obtain a GED.	45 enrolled families (90% of enrolled families) will have 100% of all 12th grade students graduate high school or obtain a GED.	
Children of families in need of an Individual Education Plan or 504	45 enrolled families (90% of enrolled families) will have 100% of all children in	

Education Plan will receive it.	need of an IEP or 504 Plan receive it.	
Children of families will be involved in extracurricular activities.	45 enrolled families (90% of enrolled families) will have 100% of all children involved in at least 1 extracurricular activity.	
Children of families will have a savings account.	50 enrolled families (100% of enrolled families), will have 100% of their children in the home maintain a savings account at a financial institution.	
Children of families will learn age appropriate savings strategies.	All children attending child care during the parents' Financial Preparedness Classes will be taught age appropriate savings strategies.	
Provide financial preparedness classes to 15-20 families in 2015-2016 (5-10 in Albany County and 10 in Laramie County).	5-10 Albany County families will complete financial preparedness classes. 10 Laramie County families will complete financial preparedness classes.	
Provide quarterly training/leadership and development opportunities to all WYFHOP families for all 7 years (2 years saving, 5 years post-purchase maintenance, support and wealth building).	90% of enrolled families will attend two or more trainings per year.	
Comprehensive coordination with community resources and other community service agencies.	All TANF eligible families (100%) will complete quarterly self-assessments to identify and track referral opportunities and outcomes of those referrals.	
Recruit and train mentors and volunteers.	A volunteer committee will oversee recruitment, training, and retention of mentors and volunteers.	
Engage a student advocate for financial preparedness classes. Student advocate will be a successful alumni of the program, and serve as a mentor and role model for families.	A minimum of one (1) student advocate will be recruited for each financial preparedness class to serve as a mentor and role model for new families.	
Assist families in addressing substance abuse and mental health barriers to promote healthy family relationships, keep children in their homes, and maintain two parent families.	100% of all TANF eligible participants will be able to work with a program therapist while in financial preparedness classes, then can continue with that therapist if desired OR seek an outside referral (with WYFHOP support if needed).	
A customized, real-time database	100% of all family visits and goal setting	

will be implemented by June 2016 to track family demographics, progress toward program outcomes, income, education, employment, wages, savings, and progress toward self-sufficiency.	sessions will include data collection and entry into the database.	
A volunteer database and tracking system will be implemented by June 2016 to track in-kind donations.	Beginning in June 2016, volunteer hours and duties will be tracked for improved reporting on in-kind donations.	
Actively pursue achieving HUD certification in 2016 as a Community Housing Development Organization (nonprofit affordable housing developer) as a means of providing a service to the renting community while also providing sustainable income for the program.	Complete CHDO certification paperwork to determine eligibility and grow staff capacity by December 31, 2016.	

Successes and Challenges:

Please share monthly/quarterly successes and challenges

Monthly/Quarterly Invoice: Laramie County Commissioners

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

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

	Program Costs	Admin. Costs	YTD	Budget
Salaries				
Program: BGC				\$33,000.00
Program: CLIMB				\$30,240.00
Admin: CLIMB				\$3,816.00
Program: WYFHOP				\$4,072.00
Employer Paid Benefits				
Program: CLIMB				\$2,160.00
Admin: CLIMB				\$288.00
Employer Payroll Taxes				
Program: BGC				\$3,000.00
Program: CLIMB				\$3,024.00
Admin: CLIMB				\$432.00
Supplies				
Program: CLIMB				\$122.00
Recruiting and Marketing				
Travel				
Rent and Utilities				
Program: CLIMB				\$5,400.00
Admin: CLIMB				\$360.00
Participant Tuition and Class Fees				
Participant Class Supplies and Materials				
Program: CLIMB				\$138.00
Participant License and Certification Fees				
Participant Drug and Aptitude Screening				
Work Support Services and Clothing				
Participant Wages				
Participant Fringe Benefits				
Participant Incentives & Expenses				
Program: CLIMB				\$1,440.00
Other Participant Needs				
Program: CLIMB (Mental Health Provider)				\$6,580.00
TOTAL BUDGET				
Program + Admin				\$94,072.00
Number of Participants				

Served				
Cost Per Participant				