

**U.S. DEPARTMENT OF THE TREASURY CORONAVIRUS STATE AND LOCAL  
FISCAL RECOVERY FUND (ARPA) NONPROFIT SUBAWARD CONTRACT  
BETWEEN LARAMIE COUNTY AND K9S 4 MOBILITY INC.**

This U.S. DEPARTMENT OF THE TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUND SUBGRANTEE AGREEMENT ("Grant Agreement") (ALN #21.027) is made between Laramie County, State of Wyoming ("COUNTY"), whose address is 310 West 19<sup>th</sup> Street, Cheyenne, Wyoming 82001, and K9s 4 Mobility, (SUBGRANTEE), whose address is 11805 Campstool Rd., Cheyenne, Wyoming 82007. In consideration of the promises and covenants set forth below, the parties agree as follows:

**WHEREAS**, the COUNTY opened up ARPA funds to community nonprofits in a competitive application process; and

**WHEREAS**, it is the mission of the SUBGRANTEE to enrich the lives of others through the training, placement, and support of Assistance Dog Partnerships; and

**WHEREAS**, the COUNTY wishes to provide monies to the SUBGRANTEE for necessary support in relation to the negative impacts of COVID on Laramie County citizens in relation to community services and support.

**NOW, THEREFORE**, the Parties agree as follows:

- 1) Purpose of Grant Agreement. The COUNTY shall provide U.S. Department of the Treasury Coronavirus State and Local Fiscal Recovery Funds to SUBGRANTEE in the amount set forth in Section 3, and SUBGRANTEE shall undertake and complete materials, projects and/or services (collectively, the "Project") described in Attachment B attached hereto. Performance by SUBGRANTEE of the requirements of this Grant Agreement and compliance with all American Rescue Plan program rules and regulations is a condition to SUBGRANTEE'S receipt of monies hereunder.
  - (1) The Project responds to a disproportionately impacted population caused by the COVID-19 public health emergency.
  - (2) The Project will result in providing necessary assistance to Laramie County for purposes of community support.
  - (3) Utilizes SLFRF-ARP funding for costs that:
    - (a) Are allowable, reasonable, and allocable under 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
    - (b) Do not duplicate financial assistance received from other federal sources;
    - (c) Do not exceed the total need for financial assistance;
    - (d) Were not incurred prior to March 3, 2021 or after December 31, 2023;
    - (e) Evidence commitment of all funding necessary to fund the Project
  - (4) Are documented properly and provided as requested by the COUNTY for quarterly reporting as required by the U.S. Department of Treasury for SLFRF-ARPA funding.

- 2) Term of Grant Agreement and Required Approvals. This Grant Agreement is not effective until all parties have executed it and all required approvals have been granted. The term of the Grant Agreement is from May 2, 2023 through December 31, 2023 ("Term"); The Project shall be completed during the Term.
- 3) Payment. COUNTY agrees to grant monies to SUBGRANTEE as requested with submitted invoices to the grants manager. The total payment to SUBGRANTEE under this Grant Agreement shall not exceed \$15,000 ("Grant Award"). Payment will be made following SUBGRANTEE'S delivery to COUNTY of invoices detailing services performed in connection with the Project.
- 4) Responsibilities of SUBGRANTEE Regarding the Project. In undertaking and completing the Project, the SUBGRANTEE further agrees as follows:
  - a) Professional Services. The SUBGRANTEE agrees to perform all aspects of the Project in a professional manner and in accordance with the degree of care, competence and skills that would be exercised by a SUBGRANTEE under similar circumstances, to the satisfaction of the COUNTY.
  - b) Procurement and Administrative Regulations. SUBGRANTEE agrees to comply with federal procurement and administrative regulations as stated in 2 C.F.R. § 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations: as enacted in regulations by the U.S. Department of Health and Human Services. SUBGRANTEE also agrees to comply with the Contract Provisions for Non-Federal Entity Contracts under Federal Awards found in 2 C.F.R. § Appendix II to Part 200.
  - c) Compliance with Laws. In the interpretation, execution, administration and enforcement of this Grant Agreement, SUBGRANTEE agrees to comply with all applicable state and federal laws, rules, and regulations, including but not limited to:
    - i) SUBGRANTEE agrees to comply with all federal requirements governing grant agreements that are applicable, including but not limited to 2 C.F.R. § 230; Cost Principles for Non Profit Organizations; and OMB Circular A-133 Audits of State and Local Governments. The Single Audit Act of 1984, 31 U.S.C. §§ 7501-7 further defines auditing responsibilities and SUBGRANTEE agrees to comply therewith.
    - ii) SUBGRANTEE further covenants that the Project will be conducted and administered in conformity with the Civil Rights Act of 1964, 42 U.S.C. § 2000 et seq. and the Fair Housing Act, 42 U.S.C. § 3601 et seq. and that it will affirmatively further fair housing.
    - iii) SUBGRANTEE shall comply with "Equal Opportunity in Federal Employment", Exec. Order No. 11, 246, 30 Fed. Reg. 12,319 (1965) as amended by Exec. Order No. 11375, 32 Fed. Reg. 14,303 (1967); as supplemented in the Department of Labor regulations, 41 C.F.R. § 60 (1998), the Civil Rights Act of 1964, 42 U.S. C. § 2000 et seq., the Wyoming Fair Employment Practices Act, Wyo. Stat. § 27-9-105 et seq.,

and any rules and regulations related thereto. SUBGRANTEE shall not discriminate against a qualified individual with a disability and shall comply with the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 *et seq.*, and any rules and regulations related thereto. SUBGRANTEE shall assure that no person is discriminated against based on the grounds of sex, race, religion, national origin or disability in connection with the performance of this Grant Agreement.

- d) Monitor Activities. The COUNTY shall have the right to monitor all activities of the SUBGRANTEE related to this Grant Agreement. This shall include, but not be limited to, the right to make site inspections at any time, to bring experts and consultants on site to examine or evaluate completed work or work in progress, and to observe all SUBGRANTEE personnel in every phase of performance of work related to this Grant Agreement. COUNTY will conduct a risk assessment pre award and will conduct site visits as necessary for sub-recipient monitoring.
- e) Reporting. Within 15 calendar days at the conclusion of each calendar quarter during the Term of this Grant Agreement, SUBGRANTEE shall furnish COUNTY with a report (Attachment C).
- f) Retention of Records. SUBGRANTEE agrees to retain all records related to the Project, which are required to be retained pursuant to this Agreement or the American Rescue Plan program rules and regulations for three years following COUNTY's date of notice to SUBGRANTEE of administrative closeout of the Grant.
- g) Prohibition on Lobbying. In accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by the SUBGRANTEE or its subcontractors in connection with lobbying Congressmen, or any other federal agency in connection with the award of a federal grant, contract, cooperative agreement or loan.
- h) Suspension and Debarment. By signing this agreement, SUBGRANTEE certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction nor from federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this agreement suspended, debarred or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension) and CFR 44 Part 17, or are on the disbarred vendors list. Further, SUBGRANTEE agrees to notify agency by certified mail should it or any of its agents become debarred, suspended, or voluntarily excluded during the term of this agreement.
- i) Federal Audit Requirements. SUBGRANTEE agrees that if it expends an aggregate amount of Seven hundred fifty thousand dollars (\$750,000) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. SUBGRANTEE agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and OMB Circular A-133, Audits and States, Local Governments, and Non-Profit Organizations. If findings are made which cover any part of this award, SUBGRANTEE shall provide one copy of the audit report to COUNTY and require the release of the audit report by its auditor to be held until adjusting entries are disclosed and made to COUNTY records.

5) Responsibilities of County. COUNTY will, at its discretion, assist in providing SUBGRANTEE access to information, including without limitation providing SUBGRANTEE with information concerning SLFRF American Rescue Plan program requirements, rules and regulations and other statutes and regulations referred to herein, and will cooperate with SUBGRANTEE whenever possible. COUNTY shall have no obligations, other than those specifically set forth herein, regarding the Project or its performance.

6) Special Provisions.

a) Limitation on Payments. COUNTY's obligation to pay SUBGRANTEE for Project activities rendered pursuant to this Grant Agreement is conditioned upon the availability of federal government funds that are allocated to pay SUBGRANTEE hereunder. If grant agreement monies are not allocated and available for COUNTY to pay SUBGRANTEE for the performance of the Project, COUNTY may terminate this Grant Agreement at any time in its discretion without further liability or obligation hereunder.

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

b) No Finder's Fees. No finder's fee, employment agency fee, broker fee or other such fee related to this Grant Agreement shall be paid by either party.

c) Office Space. SUBGRANTEE will not include charges or seek reimbursement in any invoice submitted to COUNTY for office or building space of any kind obtained by SUBGRANTEE for the performance of the Project. SUBGRANTEE will make no charge for office or building space unless specific provisions are included for such in this Grant Agreement. Under no circumstances will SUBGRANTEE be allowed to purchase office equipment with funds received through this Grant Agreement.

d) Minority Business Enterprise. SUBGRANTEE is strongly encouraged to actively promote and encourage maximum participation of Minority Business Enterprises (MBE) as sources of supplies, equipment, construction and services in connection with performance of the Project.

e) Budget Transfer Limitation. SUBGRANTEE agrees it will not exceed any of the line item totals listed on Attachment C by more than ten percent (10%) without prior approval from COUNTY. Such changes will not result in any change in the total Project costs, or a change in the Grant amount.

7) Default and Remedies. In the event SUBGRANTEE defaults or is deficient in the performance of any term of this Grant Agreement or any requirements of the ARPA program

rules and regulations, then COUNTY and/or the U.S. Department of Treasury shall have the right to exercise all remedies provided by law or in equity, including without limitation:

- a) Immediately terminating this Grant Agreement without further liability or obligation of COUNTY;
- b) Issuing a letter of warning advising SUBGRANTEE of the deficiency and putting the GRANTEE on notice that additional action will be taken if the deficiency is not corrected or is repeated;
- c) Recommending, or requesting SUBGRANTEE to submit proposals for corrective actions, including the correction or removal of the causes of the deficiency;
- d) Advising SUBGRANTEE that a certification will no longer be acceptable and that additional assurances will be required in such form and detail as COUNTY and U.S. Department of Treasury may require.
- e) Advising SUBGRANTEE to suspend disbursement of funds for the deficient activity;
- f) Advising SUBGRANTEE to reimburse any amounts improperly expended and reprogram the use of the funds in accordance with applicable requirements;
- g) Changing the method of payment to SUBGRANTEE; and/or
- h) Reducing, withdrawing, or adjusting the amount of the Grant.

8) General Provisions.

- a) Amendments. Any changes, modifications, revisions or amendments to this Grant Agreement, which are mutually agreed upon in writing by the parties hereto, shall be incorporated by written instrument, signed by all parties to this Grant Agreement.
- b) Applicable Law/Venue. The construction, interpretation and enforcement of this Grant Agreement shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Grant Agreement and the parties, and exclusive venue for any action shall be in the First Judicial District, Laramie County, Wyoming.
- c) Assignment. Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set forth in this Grant Agreement without the prior written consent of the other party. In the event there is a sub-grant(s) under this Grant Agreement, SUBGRANTEE shall include all of the provisions of this Grant Agreement in every sub-grant agreement awarded and shall make such provisions binding on each sub-grantee as if it were the SUBGRANTEE hereunder. SUBGRANTEE shall not use this Grant Agreement, or any portion thereof, for collateral for any financial obligation, without the prior written permission of COUNTY.

- d) **Assumption of Risk.** SUBGRANTEE shall be responsible for any loss of state or federal funding, either administrative or program dollars, due to SUBGRANTEE'S failure to comply with this Agreement and all state or federal ARPA requirements. COUNTY shall notify SUBGRANTEE of any state or federal determination of noncompliance.
- e) **Attorneys' Fees.** If COUNTY must enforce this Grant Agreement as a result of a default in the performance of this Grant Agreement, COUNTY shall be entitled to its reasonable attorneys' fees and costs incurred in such enforcement.
- f) **Confidentiality of Information:** The SUBGRANTEE acknowledges that information it may receive or have access to as a result of its performance under this agreement may be confidential. SUBGRANTEE agrees that it shall comply with all applicable laws and regulations, whether state or federal, in the collection, maintenance and release of such information. COUNTY and its agents, or authorized representatives, shall have access to all confidential information in accordance with the requirements of state and federal laws and regulations. Any other parties will be granted access to confidential information only after complying with the requirements of state and federal laws and regulations pertaining to such access. Nothing herein shall prohibit the disclosure of information in summary form, including the publishing of reports of services provided in this Grant Agreement, so long as the identity of the client remains confidential and all other State & Federal laws and regulations are met.
- g) **Conflict of Interest:** The SUBGRANTEE and COUNTY confirm that, to their knowledge, no COUNTY employee has any personal or beneficial interest whatsoever in the services described herein. No staff member of the SUBGRANTEE, compensated either partially or wholly with funds from this Agreement, shall engage in any conduct or activity that would constitute a conflict of interest relative to this Agreement.
- h) **Entirety of Grant Agreement:** This Grant Agreement (9 pages), Attachment A, Sub-recipient Pass Through, (1 pages), Attachment B, Application, (5 pages) and Attachment C, Reporting, (1 page), and Attachment D, Budget (1 page) represent the entire and integrated Grant Agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.
- i) **Indemnification:** To the fullest extent permitted by law, SUBGRANTEE shall indemnify, defend and hold harmless COUNTY, and its officers, agents, employees, successors and assigns from any cause of action, losses, injuries, liabilities, damages, claims, demands or costs arising from or in connection with this grant agreement (including reasonable attorneys' fees) (collectively "Claims") arising out of all activities in connection with the Project, Grantee's (and any sub-grantee's) performance under this Grant Agreement, or failure by SUBGRANTEE (or any sub-grantee) to comply with the terms of this Agreement or any ARPA program rules and/or regulations. SUBGRANTEE shall be solely liable and responsible for all acts or omissions in connection with the Project or the performance of the Project or this Agreement (including without limitation the acts, omissions or performance of the Project or this Agreement by any sub-grantee), including without limitation all Claims arising in connection therewith, and COUNTY (its officers, agents, employees, successors and assigns) shall have no liability to SUBGRANTEE, any sub-grantee or any third party for, and shall be released from, all such Claims.

- j) **Independent Contractor:** SUBGRANTEE shall function as an independent contractor for the purposes of this Grant Agreement, and shall not be considered an employee of COUNTY for any purpose. SUBGRANTEE shall assume sole responsibility for any debts or liabilities that may be incurred by the SUBGRANTEE in fulfilling the terms of this Grant Agreement, and shall be solely responsible for the payment of all federal, state and local taxes that may accrue because of this Grant Agreement. Nothing in this Grant Agreement shall be interpreted as authorizing SUBGRANTEE or its agents and/or employees to act as an agent or representative for or on behalf of COUNTY, or to incur any obligation of any kind on the behalf of COUNTY. SUBGRANTEE agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to COUNTY employees will inure to the benefit of SUBGRANTEE or SUBGRANTEE'S agents and/or employees as a result of this Grant Agreement.
- k) **Kickbacks:** SUBGRANTEE warrants that no gratuities, kickbacks or contingency fees were paid in connection with this Grant Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Grant Agreement.
- l) **Notices:** All notices arising out of, or from, the provisions of this Grant Agreement shall be in writing and given to the parties at the address provided under this Grant Agreement, either by regular U.S. mail or delivery in person. Delivery shall be deemed to have occurred 3 days following deposit in the U.S. mail or upon delivery in person.
- m) **Grantee to Keep Informed:** The SUBGRANTEE shall keep fully informed of all federal and state laws, local laws, regulations and all other orders and decrees of bodies or tribunals having any jurisdiction or authority, which may, in any manner, affect the duties and responsibilities to be performed by SUBGRANTEE under the terms and conditions of this Grant Agreement.
- n) **Patent or Copyright Protection.** SUBGRANTEE recognizes that certain proprietary matters, techniques or information may be subject to patent, trademark, copyright, license or other similar restrictions, and warrants that no work performed by the SUBGRANTEE or its sub-grantees hereunder in connection with the Project will infringe any such rights of any person or entity nor will it violate any restriction. SUBGRANTEE shall defend, indemnify and hold harmless COUNTY from any infringement, violation or alleged infringement or violation of any such patent, trademark, copyright, license or other restrictions.
- o) **Prior Approval:** This Grant Agreement shall not be binding upon either party, no services shall be performed under the terms of this Grant Agreement, and no funds will be disbursed hereunder until all necessary approvals and actions have occurred as determined by COUNTY in its discretion and this Grant Agreement has been reduced to writing and signed by both parties.
- p) **Severability:** Should any portion of this Grant Agreement be judicially determined to be illegal or unenforceable, the remainder of the Grant Agreement shall continue in full force and effect as if the illegal or unenforceable term was omitted.

- q) Governmental Immunity: COUNTY does not waive its governmental immunity, as provided by any applicable law including W.S. 1-39-101 *et seq.*, by entering into this Agreement. Further, COUNTY fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this Agreement.
- r) Force Majeure. The performance of this Grant Agreement by the parties shall be subject to force majeure including, but not limited to, acts of God, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, unauthorized strikes, government regulations or advisory, recognized health threats as determined by the World Health Organizations, the Centers for Disease Control, or local government authority or health agencies (including, but not limited to, the health threats of COVID-19, H1N1, or similar infectious diseases), curtailment of transportation facilities, or other similar occurrence beyond the control of the parties, where any of those factors, circumstances, situations, or conditions or similar ones present, dissuade, or unreasonably delay the performance required by this Grant Agreement. This Grant Agreement may be canceled by any party, without liability, damages, fees, or penalty and any unused deposits or amounts paid shall be refunded, for any one or more of the above reasons, by written notice to the other party.
- s) Taxes: SUBGRANTEE shall pay all taxes and other such amounts required by federal, state and local law, including but not limited to social security taxes, workers' compensation, unemployment insurance and sales taxes in connection with performance of the Project and this Grant Agreement.
- t) Time is of the Essence: Time is of the essence in the performance by SUBGRANTEE of all provisions of the Grant Agreement.
- u) Waiver: The waiver of any breach of any term or condition in this Grant Agreement shall not be deemed a waiver of any prior or subsequent breach.
- v) Titles Not Controlling Titles of sections are for reference only, and shall not be used to construe the language in this Grant Agreement.
- w) Third Party Beneficiary Rights: The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Grant Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Grant Agreement shall operate only between and for the benefit of the parties to this Grant Agreement.

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

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

**LARAMIE COUNTY, WYOMING**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Troy Thompson, Chairman  
Laramie County Commissioners

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Debra Lee, Laramie County Clerk

**K9s 4 Mobility Inc.**

By: Michelle Woerner \_\_\_\_\_ Date: -4-24-2023  
Michelle Woerner, CEO

**REVIEWED AND APPROVED AS TO FORM ONLY**

By: W. W. W. W. \_\_\_\_\_ Date: 4.25.23  
Laramie County Attorney's Office

Attachment A

Sub-Recipient Pass-Through Information

**Sub-recipient:** K9S 4 Mobility

**UEI #:** TEEDZD5HXND6

**Sam Registration Active:** Yes

**Project ID:** 230502

**Sub-recipient Program Area:** 2 Negative Economic Impact, 2.34 Impacted Nonprofits

**Federal Award Amount to Nonprofit:** \$15,000.00

**Local Match Amount:** \$0.00

**Period of Performance:** May 2, 2023-December 31, 2023

**Period and Start Date:** May 2, 2023-December 31, 2023

**Federal Award Identification Number (FAIN):** Not Available

**Assistance Listing Number (ALN):** 21.027

**Assistance Listing Number Title:** American Recovery Program Act

**Federal Project Description:** The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

**Name of Federal Awarding Agency:** U.S. Department of Treasury

**Name of Pass through Entity:** Laramie County, Wyoming

**Contact Information for Pass through Entity:**

Sandra Newland Bay, Laramie County Grants Manager  
310 W. 19<sup>th</sup> Street, Suite 320  
Cheyenne, WY 82001  
307-633-4201 and [Sandra.newland@laramiecountywy.gov](mailto:Sandra.newland@laramiecountywy.gov)

**Is this award for Research and Development?** No

**Pass-through Indirect Cost Rate:** 0%

**Sub-recipient Indirect Cost Rate:** 0%

**Amount of Federal Funds Obligated by Action:** \$2,431,116.74

**Total Federal Award:** \$19,326,709.00

**Federal Award Date:** May 10, 2021



## Laramie County, Wyoming Application for Nonprofit Organizations Affected by the COVID-19 Pandemic

1. Name of Nonprofit Organization

K9s 4 Mobility

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2. Owner/Authorized Representative's Name

Michelle Woerner, CEO

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3. If applicable, Federal Tax Identification Number

45-4748121

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4. Physical Address of your nonprofit organization

11805 Campstool Rd, Cheyenne, WY 82007

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5. Primary Contact Person

Michelle Woerner, CEO

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6. Email address

mwoerner@k9s4mobility.org

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7. Telephone number

307-631-9407 cellphone

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Provide mission statement/purpose or your organization.

K9s 4 Mobility is dedicated to enriching the lives of others through the training, placement, and support of Assistance Dog Partnerships.

Please describe how the COVID-19 pandemic has caused a negative impact to your nonprofit organization and/or the population you serve.

Clients have felt unsafe in traveling to the facility for interviews. Trainers have traveled to the clients home to complete interviews earlier than normal in the interview process. This has caused more staff labor and cost during the interviewing process. Some prospective clients preferred interviews over Zoom rather than in person. Zoom subscription was secured and interviewing was conducted to the best of everyone's ability. The ability to get out in public has been difficult, to spread our message, so those that need an Assistance Dog know we are here and to raise the money necessary to provide the dog.

The staff has altered hours, so they were not working together to decrease the potential exposure to Covid. This decreased the effectiveness of team work and increased the labor for one staff member at the facility. Volunteer numbers have been decreased due to precaution of exposures and safety of not having staff present to supervise them. There has been an increase in written, video and Zoom instruction to puppy raisers and client teams to decrease direct contact.

## 10. Program/Project

### a. Briefly describe the program/project you are requesting funds for:

To update the video library of training and problem solving for puppy raiser and clients. The manuals have been Updated to include more details and instructions but makes for a very large file to send via email. Some of the clients especially do not like social media so that makes it difficult when loading videos to YouTube for them to watch. We need to provide the videos on thumb drives and the manuals in print so that everyone can have access. There is also a need for sending compelling and professional videos and information with those that are able to promote the organization.

### b. Describe the need for your program/project.

Will need to purchase multiple thumb drives, binders and copies of the manual. Then they will need to be mailed to those clients that prefer no contact, the manual will cost additional postage. The project will require that staff work on updating the videos and putting the manuals together. The videos are also posted to YouTube and Facebook so the general community has the opportunity to learn also in training their own dogs or appreciate the training of the dogs to become an Assistance Dog. The opportunity to provide presentations by video for continuing education to businesses that we are unable to schedule an in person time or they prefer to have the information on their own timeline or without any potential exposure. Staff has been limited on the availability to present to everyone that has requested and providing a quality video presentation, the community will still receive the necessary information. The videos can also be sent to those wanting to promote the organization and fund raise for the cause.

### c. Identify any other organizations in Laramie County that address this need.

K9s 4 Mobility is the only Assistance Dog International accredited Assistance Dog organization in Laramie County and Wyoming. I am unaware of any other organization providing instruction on Assistance Dog Awareness, training and expectations for the public. There have been other dogs in training labeled in Cheyenne, but anyone else that is training Assistance Dogs are not a member of Assistance Dogs International.

### d. Is this a new, existing or changed program?

This is an existing program that has been used in extreme cases but we would like to improve on it and increase the effectiveness and reach.

### e. Specifically, what will you use ARPA funds for?

Supplies; thumb drives, video capability update, computer software update to develop a higher quality of video, paper and printing cost, binders, and parking to send safely in the mail. Postage; cost of sending through a mailing service safely to each person and/or business in a timely manner. Staff; to make and take the videos, edit the videos, package and complete the mailing. Professionals; to put together the awareness and fundraising videos that can be shown at events, educational venues and etc.

### f. Who will benefit and how?

Puppy raisers and clients that need instructions on training and the resource to look back when having any questions.

The business community that wants the awareness and education about Assistance Dog and how to interact appropriately with the team, provide care or services. We have provided this service to CRMC, Comea Shelter, Library, DDA, CFD and multiple civic organizations and private entities such as realtor's, lawyers and etc. The general public will appreciate the skills and training these Assistance Dogs go through and their partners challenging lives.

**g. How will you prevent the duplication of benefits to end users?**

We will provide an inventory of who is provided the information and make sure that there is our information as the creator on all of it.

**h. How many individuals/families will be served by this program/project?**

Puppy raisers = 16

Clients = 11

Community/businesses = 20

**i. How will these funds help you respond to, or recover from COVID-19?**

This will help us to reach more people and businesses, providing material that is easy to reread/re watch when necessary. This will allow a wider range of reach to those that are unable or unable to attend in person instruction. Having printed materials for people to read at their own pace and refer back to you will allow for a better education. Having the video library available to send with multiple people that can tell our story, assisting with fundraising efforts, and get the message out we are here.

## **11. Project Outcomes**

**a. If this is a continuing activity, describe measurable outcomes of your previous years' work regardless of funding source.**

We predict that phone calls for assistance will decrease with the update and alternate type of education being provided. In the past when videos have been sent to specific recipients on a specific subject or problem, they have been successful in completing the the problem solving and/or training. It was more time consuming to produce specific videos or written instructions upon request instead of having a library of resources available.

**b. Describe anticipated measurable outcomes for your proposed project/program.**

Anticipated measurable outcomes will be a decrease in phone calls and emails to staff so that they will not have to be so readily available after hours except in the case of an emergency. A measurable decrease in behavior and training issues that would need to be specifically handled or the resource developed in a short amount of time in order to answer the need. Puppy raisers and clients will provide feedback on the ease of using the resources and the availability of them verses waiting for a call back from staff. An increase in education and awareness about Assistance Dogs to individuals, businesses and the community, that will benefit those living with an Assistance Dog Partner and participating in community events and their everyday lives.

## **12. Agency's Auditing and Fiscal Controls**

- a. Briefly describe your agency's financial oversight/internal controls to minimize opportunities for fraud, waste and mismanagement.**

All donations and expenses are entered by an office volunteer and then oversight is conducted by the CEO. The board treasurer has access to the on-line banking and accounting program, she approves all bills being paid. MHP, an Accounting Firm, reconciles the monthly bank statements and investment accounts. MHP also prepares the 990. Financial reports are prepared and presented to the board of directors monthly.

- b. How does your agency plan to segregate ARPA funds from other agency funds for purposes of identification, tracking, reporting and audit?**

As with all previous grant and/or covid relief funds, they are put into a separate line item on the financial reports and tracked monthly, reports provided at monthly board meetings.

- 13. If applicable, please list the grand total revenue collected by your nonprofit organization in calendar year 2019 (documentation is required to support this figure).**

**\$254,146 please see attached 990**

- 15. If applicable, please list the grand total of revenue collected by your nonprofit organization in calendar year 2020 (documentation is required to support this figure).**

**\$176,945 please see attached 990**

- 16. If applicable, please list the grand total of revenue collected by your nonprofit organization in calendar year 2021 (documentation is required to support this figure).**

**\$226,724 was the net revenue from financial statement report, 990 is not complete.**

- 17. How much are you requesting in Laramie County ARPA funds?\_**

**\$20,000**

17. Is your organization facing any pending litigation or legal action? If yes, please explain.

no \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Is your organization registered in Sam.gov to be eligible to receive federal funds?

yes \_\_\_\_\_  
 **Application Certification**

By checking this box, you are certifying that the information provided herein is true and correct to the best of your knowledge.

Print Name Michelle Woerner Title CEO

Signature *Michelle Woerner* Date 4-27-22





K9s 4 Mobility Approved Budget

<u>Category</u>	<u>Amount</u>
Equipment	\$ 3,000.00
Materials	\$ 3,000.00
Supplies	\$ 2,000.00
Technical Support	\$ 2,000.00
Professional Services	\$ 5,000.00
	<b>\$ 15,000.00</b>

## Laramie County ARPA Subrecipient Risk Assessment

Subrecipient Name	K9s 4 Mobility
DUNS Number and/or Unique Entity ID	TEEDZD5HXND6
Grant Program Name	ARPA ALN# 21.027
Grant Amount	\$15,000.00
Grant Period	5/2/23-12/31/23
Date of Risk Assessment	4/14/2023

### Section One-Monitoring

Risk Factors	Yes	No
Have any other entities alerted us to potential risk areas?		x
Is the applicant debarred, suspended, or show delinquent federal debt in sam.gov?		x
Is the Subaward more than \$25,000?		X
Total "Yes" responses		0

### Section Two-Reimbursements/Budgeting

Risk Factors	Yes	No
Has the entity been timely in responding to program/fiscal questions?	x	
Does the applicants accounting system segregate expenditures by funding source?	x	
Has the applicant managed federal funds in the past 24 months?	X	
Does the entity have the ability to report on program operations in a timely manner?	x	
Does the entity have a operations budget?	x	
Does the entity have a financial management system in place to track and record the program expenditures and generate invoices?	x	
Total "No" responses		0

### Section Three-Operations

Risk Factors	Yes	No
Has the program had problems with staff retention?		x
Does the entity have any loss contingencies required to be disclosed on audited financial statements?		x
Does the entity lack effective procedures & controls for handling federal funds under 2 CFR Part 200?		x
Total "Yes" responses		0

\*Use "x" as your tally mark.

Total of all Sections	0
0 to 4	Low Risk
5 to 8	Medium Risk
9 to 12	High Risk