

WYOMING DEPARTMENT OF FAMILY SERVICES SUBGRANTEE AGREEMENT BETWEEN LARAMIE COUNTY AND THE BOYS AND GIRLS CLUB OF CHEYENNE

THIS WYOMING DEPARTMENT OF FAMILY SERVICES TEMPORARY ASSISTANCE FOR NEEDY FAMILIES SUBGRANTEE AGREEMENT ("Grant Agreement") (CFDA 93.558) is made between Laramie County, State of Wyoming ("COUNTY"), whose address is 310 West 19th Street, Cheyenne, Wyoming 82001, and the Boys and Girls Club of Cheyenne (SUBGRANTEE), whose address is 515 West Jefferson Road, Cheyenne, Wyoming 82007. In consideration of the promises and covenants set forth below, the parties agree as follows:

- 1) Purpose of Grant Agreement. COUNTY shall provide Wyoming Department of Family Services Temporary Assistance for Needy Families (TANF) grant funds to SUBGRANTEE in the amount set forth in Section 3, and SUBGRANTEE shall undertake and complete materials, projects and/or services (collectively, the "Project") described in Attachment A attached hereto. Performance by SUBGRANTEE of the requirements of this Grant Agreement and compliance with all TANF program rules and regulations is a condition to SUBGRANTEE'S receipt of monies hereunder.
- 2) Term of Grant Agreement and Required Approvals. This Grant Agreement is not effective until all parties have executed it and all required approvals have been granted. The term of the Grant Agreement is from October 1, 2018 through September 30, 2019 ("Term"); The Project shall be completed during the Term.
- 3) Payment. COUNTY agrees to grant monies to SUBGRANTEE for performance of the Project, as invoices are submitted for work done in connection with the Project, completed in accordance with the requirements of this Agreement. The total payment to GRANTEE under this Grant Agreement shall not exceed \$44,240.00 ("Grant Award"). Payment will be made following SUBGRANTEE'S delivery to COUNTY of quarterly invoices detailing services performed in connection with the Project in a form satisfactory to COUNTY.
- 4) Responsibilities of Grantee Regarding the Project. In undertaking and completing the Project, the SUBGRANTEE further agrees as follows:
 - a) Professional Services. The SUBGRANTEE agrees to perform all aspects of the Project in a professional manner and in accordance with the degree of care, competence and skills that would be exercised by a SUBGRANTEE under similar circumstances, to the satisfaction of the COUNTY.
 - b) Procurement and Administrative Regulations. SUBGRANTEE agrees to comply with federal procurement and administrative regulations as stated in 2 C.F.R. § 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations: as enacted in regulations by the U.S. Department of Health and Human Services.
 - c) Compliance with Laws. In the interpretation, execution, administration and enforcement of this Grant Agreement, SUBGRANTEE agrees to comply with all applicable state and federal laws, rules, and regulations, including but not limited to:

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

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

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

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

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

- a) Amendments. Any changes, modifications, revisions or amendments to this Grant Agreement which are mutually agreed upon in writing by the parties hereto shall be incorporated by written instrument, signed by all parties to this Grant Agreement.
- b) Applicable Law/Venue. The construction, interpretation and enforcement of this Grant Agreement shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Grant Agreement and the parties, and venue for any action shall be in the First Judicial District, Laramie County, Wyoming.
- c) Assignment. Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set forth in this Grant Agreement without the prior written consent of the other party. In the event there is a sub-grant(s) under this Grant Agreement, SUBGRANTEE shall include all of the provisions of this Grant Agreement in every sub-grant agreement awarded and shall make such provisions binding on each sub-grantee as if it were the SUBGRANTEE hereunder. SUBGRANTEE shall not use this Grant Agreement, or any portion thereof, for collateral for any financial obligation, without the prior written permission of COUNTY.
- d) Assumption of Risk. SUBGRANTEE shall be responsible for any loss of state or federal funding, either administrative or program dollars, due to SUBGRANTEE'S failure to comply with this Agreement and all state or federal TANF requirements. COUNTY shall notify SUBGRANTEE of any state or federal determination of noncompliance.
- e) Attorneys' Fees. If COUNTY has to enforce this Grant Agreement as a result of a default in the performance of this Grant Agreement, COUNTY shall be entitled to its reasonable attorneys' fees and costs incurred in such enforcement.
- f) Confidentiality of Information: The SUBGRANTEE acknowledges that information it may receive or have access to as a result of its performance under this agreement may be confidential pursuant to law. SUBGRANTEE agrees that it shall comply with all applicable law and regulation, whether state or federal, in the collection, maintenance and release of such information. COUNTY and its agents, or authorized representatives, shall have access to all confidential information in accordance with the requirements of state and federal laws and regulations. Any other parties will be granted access to confidential information only after complying with the requirements of state and federal laws and regulations pertaining to such access. Nothing herein shall prohibit the disclosure of information in summary form, including the publishing of reports of services provided in this Grant Agreement, so long as the identity of the client remains confidential and all other requirements of law or regulation are met.
- g) Conflict of Interest: The SUBGRANTEE and COUNTY confirm that, to their knowledge, no COUNTY employee has any personal or beneficial interest whatsoever in the services described herein. No staff member of the SUBGRANTEE, compensated either partially or wholly with funds from this Agreement, shall engage in any conduct or activity that would constitute a conflict of interest relative to this Agreement.
- h) Entirety of Grant Agreement: This Grant Agreement (8 pages) and Attachment A, Boys and Girls Application with revised budget (22 pages), Attachment B, Reporting (9 pages)

and Attachment C, DFS Contract with Laramie County (10 pages) represent the entire and integrated Grant Agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

- i) Indemnification: To the fullest extent permitted by law, SUBGRANTEE shall indemnify, defend and hold harmless COUNTY, and its officers, agents, employees, successors and assigns from any cause of action, losses, injuries, liabilities, damages, claims, demands or costs arising from or in connection with this grant agreement (including reasonable attorneys' fees) (collectively "Claims") arising out of all activities in connection with the Project, Grantee's (and any sub-grantee's) performance under this Grant Agreement, or failure by SUBGRANTEE (or any sub-grantee) to comply with the terms of this Agreement or any TANF program rules and/or regulations. SUBGRANTEE shall be solely liable and responsible for all acts or omissions in connection with the Project or the performance of the Project or this Agreement (including without limitation the acts, omissions or performance of the Project or this Agreement by any sub-grantee), including without limitation all Claims arising in connection therewith, and COUNTY (its officers, agents, employees, successors and assigns) shall have no liability to SUBGRANTEE, any sub-grantee or any third party for, and shall be released from, all such Claims.
- j) Independent Contractor: SUBGRANTEE shall function as an independent contractor for the purposes of this Grant Agreement, and shall not be considered an employee of COUNTY for any purpose. SUBGRANTEE shall assume sole responsibility for any debts or liabilities that may be incurred by the SUBGRANTEE in fulfilling the terms of this Grant Agreement, and shall be solely responsible for the payment of all federal, state and local taxes that may accrue because of this Grant Agreement. Nothing in this Grant Agreement shall be interpreted as authorizing SUBGRANTEE or its agents and/or employees to act as an agent or representative for or on behalf of COUNTY, or to incur any obligation of any kind on the behalf of COUNTY. SUBGRANTEE agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to COUNTY employees will inure to the benefit of SUBGRANTEE or SUBGRANTEE'S agents and/or employees as a result of this Grant Agreement.
- k) Kickbacks: SUBGRANTEE warrants that no gratuities, kickbacks or contingency fees were paid in connection with this Grant Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Grant Agreement.
- l) Notices: All notices arising out of, or from, the provisions of this Grant Agreement shall be in writing and given to the parties at the address provided under this Grant Agreement, either by regular U.S. mail or delivery in person. Delivery shall be deemed to have occurred 3 days following deposit in the U.S. mail or upon delivery in person.
- m) Grantee to Keep Informed: The SUBGRANTEE shall keep fully informed of all federal and state laws, local laws, regulations and all other orders and decrees of bodies or tribunals having any jurisdiction or authority which may, in any manner, affect the duties and responsibilities to be performed by SUBGRANTEE under the terms and conditions of this Grant Agreement.

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

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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: _____
K.N. Buck Holmes, Chairman
Laramie County Commissioners

Date: _____

By: _____
Debra Lee, Laramie County Clerk

Date: _____

BOYS AND GIRLS CLUB OF CHEYENNE

By: RSample
Rolinda Sample, Chief Professional Officer

Date: 8/29/2018

REVIEWED AND APPROVED AS TO FORM ONLY

By: [Signature]
Mark Voss, Laramie County Attorney

Date: 9/11/18

State of Wyoming

Department of Family Services

Temporary Assistance For Needy Families (TANF) Community Partnership Initiative (CPI) Grant Application

PROPOSALS DUE: April 26, 2018
Proposal Issue Date: March 15, 2018
Proposal Contacts: Corrine Livers
E-mail: corrine.livers@wyo.gov

COVER PAGE

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

Name: Sandra Newland
Title: Grants Manager
Organization: Laramie County, Wyoming
Address: 309 W. 20th Street, Suite 3100 Cheyenne, WY 82001
Phone: 307-633-4201
Email address: snewland@laramiecounty.com

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

Name: Rolinda Sample
Title: Chief Professional Officer
Organization: Boys & Girls Club of Cheyenne
Address: 515 W. Jefferson Rd. Cheyenne, WY 82007
Phone: 307-778-6674
Email address: rsample@bgcchey.org

4. Program Name: Boys & Girls Club Experience

5. Requested Amount: \$75,000

6. Authorized Representative Signature: _____
(County Commissioner Chair)

Printed Name: K.N. Buck Holmes

Date: _____

Phone: 307-633-4260 E-Mail: commissioners@laramiecounty.com

PROPOSAL

A. Summary of Proposed Program

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

The 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 30 schools to the Club.

Local Family Cost Comparison:

Program	After-school Cost	2018 Summer Cost
Boys & Girls Club	\$10 per year, \$5 no school days	\$1,055 (10 weeks)
City's Latchkey	\$200 per month (only through 6 th grade)	\$1,100 (10 weeks)
YMCA	\$255-\$275 per month (only through 6 th grade)	\$1,515 to \$1,650
St. Mary's School	\$160 per month	\$1,300 (ages 3-12)

Despite the Club's low cost, the fees can be prohibitive to attendance. The Wyoming Department of Family Services can 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. Thus far in 2018 (January through April 5), we have already had 242 applications for scholarships submitted. There were 107 requests for our summer program, 69 requests for no school days, and 69 requests for the \$10 after school program. These requests are primarily from low- to moderate-income working families. The Club saw a great increase in membership and youth served between 2016-2017, with 900 registered Club members (a 62% increase) and a 31% increase in average daily attendance. This means that more youth are attending the Club more often.

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

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

The location includes all sites, including The Club at LCCC for teens, not just at West Jefferson Road.

3. Area(s) served.

Laramie County, Wyoming

4. 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; 51% of our members qualified to receive free or reduced-price lunches at school in 2017. In addition, 65% of Club members in 2017 lived below the low-moderate income threshold. 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.

5. Beginning and end date of program.

October 1, 2018 – September 30, 2019

6. Program availability: when is the program offered (i.e. 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. Saturday and late night events are now options for our Club to serve youth with extended hours.

B. Statement of Need

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

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

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 2016 and 2017, the Club more than doubled the number of teen members from 103 to 221. In 2018, the Club opened its first teen-only site at Laramie County Community College. This opportunity allows the Club to utilize this site while serving more teens in Laramie County. Through the LCCC partnership, we will be able to put an even greater emphasis on the programming specifically for teen members including career and tech education, as well as provide them with even greater opportunities to learn and succeed.

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. In addition, the Club has a specific focus on preventing Summer learning loss during our Summer Brain Gain program. We know that this is an important part of keeping our youth on track academically, in order to keep them on a level playing field with their peers.

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.

2. What is the resource gap(s) that is being addressed by your 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, and 72.8% have used alcohol at least once in their lifetime. In the same year, 17 percent of 10th graders reported having used marijuana at least once in the last 30 days. In 2017, 209 Laramie County students did not graduate high school. In the same year, the graduation rate in LCSD1 was 78%, but just 63.9% among students eligible for free and reduced lunch, and 57.7% among homeless youth. In addition, teen suicide is the second leading cause of death after unintentional injuries according to the Wyoming Department of Education. There were 228 divorces involving children in Laramie County in 2014. In 2016, there were also 79 births among 15-19 year olds in Laramie County.

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

According to the 2015 Youth Risk Behavior Survey via the Wyoming Department of Education, 47.2% of high school students in Wyoming report ever being sexually active. Among Hispanic/Latino youth, 37.7% of boys were sexually active, and 40.2% of girls

were sexually active in 2015. This is compared to 27% and 33% respectively among white youth.

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.



Cooking in Healthy Habits



Junior Gardeners program on a field trip



Flag Football during the Summer



Homework at the Club

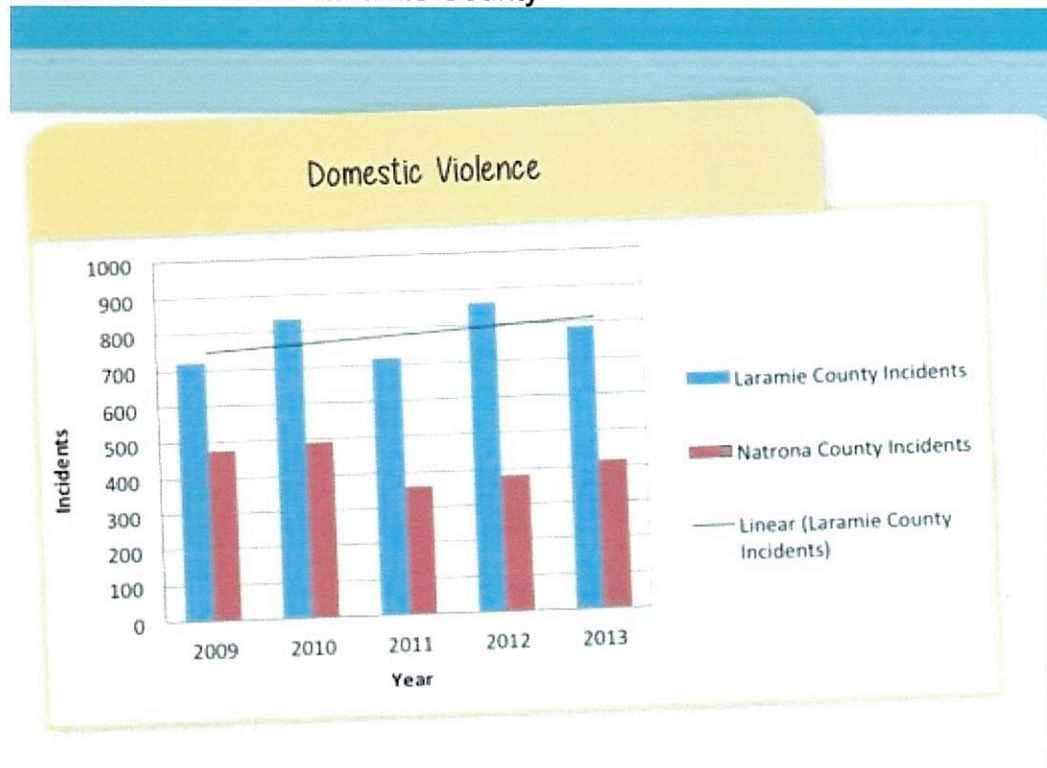
^[1]Centers for Disease Control and Prevention. (2015). *STD trends in the United States*. <http://www.cdc.gov>

^[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 Births by Mothers (15-17)



Domestic violence in Laramie County



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

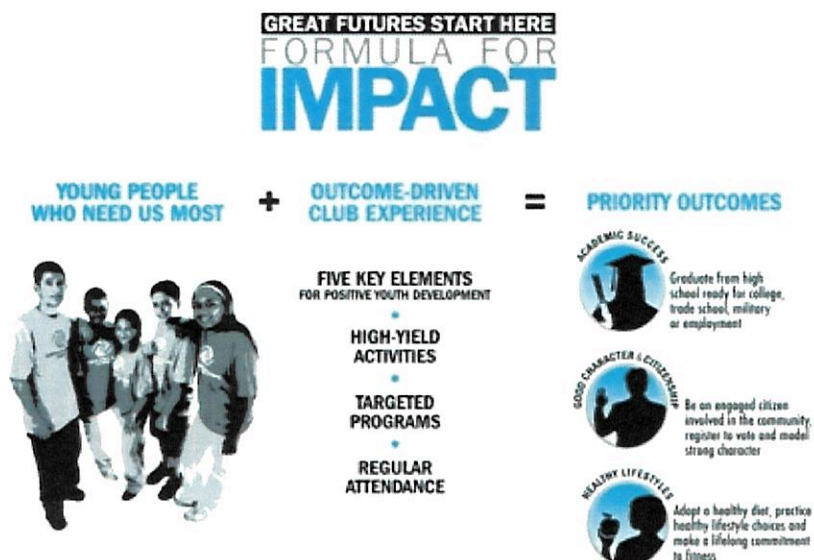
On-time graduation rate in Laramie County School District 1 for school year 2016-2017 was only 78% for all students. There are disparities based on gender, ethnicity, English Language Learners (ELL), Homeless, those on Individual Education Plan (IEP) and those eligible for free/reduced lunches with their graduation rate:

- Males = 74.7%
- American Indians = 60%
- African Americans = 69%
- Hispanic = 70%
- Two or More Races = 76%
- ELL = 86%
- Homeless = 57.5%
- IEP = 54.7%
- Free/reduced Lunches = 57.5%

3. 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:



C. Community Partnerships

1. A 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 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. Laramie County Community College provides facilities for our teen site.

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.

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

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

Community Partner	Resource that will be provided
-------------------	--------------------------------

Foster Grandparents	Volunteer Mentors
Department of Health/DFS	Access and programming
LCSD 1	Referrals, transportation, grade reporting
Laramie County Library	Access to library programs, books, bookmobile
Laramie County Master Gardeners	Junior gardening program
Laramie County Community College	Support of “The Club at LCCC” teen program
Various other businesses and organizations	Career exploration

3. 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. With the increased growth we have seen over the last two years, the Club continues to explore options for expanding our reach to serve more youth in the community through adding new sites to our program. In order to support this increased growth, the Club will seek additional funding from a variety of sources, including grants, individual and corporate sponsorships and fundraising events. Ultimately, additional sites would allow us to reach more youth in Laramie County, and provide them with the necessary services we provide.

D. Project Goals and Outcomes

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

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, and help them make career choices so they can be self-sufficient.

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.

2. **Outcomes:** Using the chart below, please identify the measurable outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Identify 60 TANF eligible youth	Utilize TANF intake form to screen potential scholarship applicants.	Make TANF form available to all incoming Club members, track applications on an ongoing basis, determine need based on applications, determine overall need based on all applications received, determine which members need assistance most.	TANF intake forms will be submitted to Club front office, then vetted and overseen by the Club's assistant director.
Youth participate at least 52 times per year.	We will utilize our member tracking system to record Club attendance throughout the year.	Daily data entry of attendance among TANF youth specifically.	Data is entered by Club staff and overseen by Unit Director and Assistant Director.
Youth participate in age-appropriate programs which fit TANF goals.	We will utilize our member tracking system to record activity participation among TANF participating members specifically.	Daily data entry of attendance among TANF youth specifically.	Data is entered by Club staff and overseen by Unit Director and Assistant Director.
Youth achieve academic success	Academic success is tracked through grade monitoring, which we work with parents and LCSD1 to do.	Grades are obtained from parents/school and monitored.	This is driven by the Unit Director and overseen by the Assistant Director.

3. Describe your data collection methods to be used.

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, (30 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 2017, the Cheyenne Club had 286 members who attend 52 times per year and 106 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.

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

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 gauges Club satisfaction among Club members who are at least 9 years old. This survey allows us to compare our results and outcomes to Clubs across the country.

G. TANF Recruitment

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

The Club offers the TANF intake form to all Club members upon their enrollment at the Club. This form is also available on our website and at our main office. We utilize the media to promote services for TANF-eligible youth, as well as continually offer the TANF-intake form to Club members throughout the year.

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

60

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

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, (30 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 2017, the Cheyenne Club had 32% of members who attend 52 times per year and 12% of members who attended 104 times per year even when more than 100 members joined in December 2017. 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. From this self-report, we know that 88% are at or below the low/moderate poverty level. In 2017, we had **593** Club members who were eligible for TANF funding based on household income and family size. This is **65%** of all those who are enrolled/attended in 2017.

BUDGET

Instructions:

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

Budget:

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

The Club receives funding through individual donations and corporate sponsorships, as well as various other grants. The Club also receives pass through dollars from Boys & Girls Clubs of America.

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

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]}

^[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.

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.

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 (2016). This equates to \$58,850 to \$84,460 (for nine-month stay for one youth).

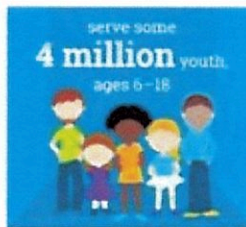
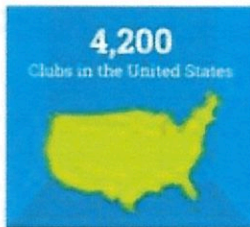
- Cost savings of keeping one youth out of a drug and alcohol rehabilitation center = \$14,850 (Wyoming Department of Education, based on state paying for minor's treatment with an average stay of 90 days at \$165 per day average.)2014

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?

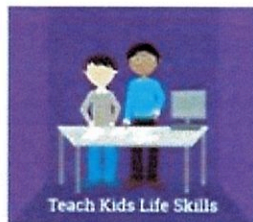
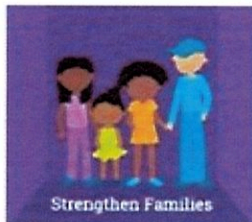


A 2015 study by the Institute for Social Research and the School of Public Health at the University of Michigan found that for every...



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!

Increase Earning Power

of parents now and youth in the future

Save Societal Costs

such as healthcare, public assistance and incarceration



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

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



Amount Requested from Proposal:

\$75,000

	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.	\$55048	\$2439	Program: Wages for 20 staff who are in direct contact and providing services to TANF youth. YDP, Unit Director and Assistant Director (\$10-\$28.85 hr) Admin: <ul style="list-style-type: none"> - Director of Finance (\$22.93 hr) Data collection and financial reporting - Resource Development Director (\$30.29 hr annually) Data collection and submission of reports - CPO (\$46.34 hr) Grant oversight
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$4730	\$409	Employee Drug Testing \$15-\$35 pp, Background Checks \$55-\$104 pp, Retirement 3% of wage, Insurance (Life, Health, Dental, Vision)
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$5528	\$245	FICA, SUTA, WC and UE taxes total 10.05%
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.	\$6000	\$600	Equates to approximately ¼ of actual monthly expenses for electric, gas, water, sewer, and garbage
Participant Tuition and Class Fees	0	0	Click here to enter text.
Participant Class Supplies and Materials	Click here to enter text.	Click here to enter text.	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 Student Needs: Description -	0	0	Click here to enter text.
Sub-Total	\$71306	\$3694	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	\$75,000		
Number of Individuals Planning to Serve	60		
Cost Per Individual	\$1,250		

ASSURANCE

In compliance with this grant proposal, as published by the Department of Family Service, and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

If successful in securing funds for TANF CPI, applicant agrees to the following:

1. Must abide by all rules (if applicable), state, and federal laws applicable to the grant.
2. Must guarantee compliance to federal, state and local fiscal guidelines and reporting requirements applicable to the grant.

Authorized Representative Signature: _____

(County Commissioner Chair)

Printed Name: K.N. Buck Holmes

Date: _____

Assurances must be signed for grant application to be considered.

Part 3. CHECKLIST: CONTENTS OF APPLICATION

Please use this checklist to help assure all grant application components are included in your finished proposal.

- ☐ Cover Sheet
- ☐ Proposal
- ☐ Budget
- ☐ Assurance
- ☐ Other Information
 - ☐ Copy of TANF eligibility intake form to be used by each sub-recipient
 - ☐ Wyoming Secretary of State Registration (if applicable)
 - ☐ Certificate of Good Standing (if applicable)

Quarterly Report and Invoice



Temporary Assistance for Needy Families
Wyoming Department of Family Services

TANF CPI
FFY 19 Quarterly Report and Invoice

County/Tribe:

Reporting Period:

Date:

_____	_____
_____	_____
_____	_____

Statistics:

During the quarter, please provide the below information on all the TANF individuals you served. Please provide any other relevant data you wish to share.

Participant name (New Y/N)	# of Children	Program enrollment date	SSN collected (Y/N)	Employed at enrollment (Y/N), hourly wage and # hours worked per week	Government programs utilizing at time of enrollment	Services Provided (i.e. vocational training, education, counseling, mentoring)	Milestones completed prior to service end (i.e. completed parenting classes, achieved a personal goal set)	Program completion date	Completed successfully (Y/N)(reason)	Employment after program completion (Y/N), hourly wage and # hours worked per week	Children remain in the home (Y/N)	Specific Goals met for individual?	Other information to Report?
TOTAL TANF Individuals Served													
TOTAL Individuals Served													
% of TANF to Non-TANF													

Evaluation of Outcomes:

Greater Wyoming Big Brothers Big Sisters:

Outcome	Performance Measure	Activities/Collaborations Conducted to Meet Outcome	Data/Quality Assurance to be Collected to Validate Measurements
80% of youth will improve or maintain positive attitudes in relation to educational success, risk attitudes, and/or socio-emotional competency.	Youth Outcomes Survey		
80% of youth will improve or maintain positive attitudes in relation to parental trust or adult relationships.	Youth Outcomes Survey		

Boys and Girls Club:

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Identify 60 TANF eligible youth	Utilize TANF intake form to screen potential scholarship applicants.	Click here to enter text.	Click here to enter text.
Youth participate at least 52 times per year.	We will utilize our member tracking system to record Club attendance throughout the year.	Click here to enter text.	Click here to enter text.
Youth participate in age-appropriate programs which fit TANF goals.	We will utilize our member tracking system to record activity participation among TANF participating members specifically.		
Youth achieve academic success	Academic success is tracked through grade monitoring, which we work with parents and LCSD1 to do.		

Climb Wyoming:

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
80% of Climb participants who enter a program will successfully complete it.	24 of the 30 participants who enter the program will successfully complete it.	Click here to enter text.	Click here to enter text.
70% of Climb program graduates will be employed after program completion.	17 of these program graduates will be employed one year after program completion	Click here to enter text.	Click here to enter text.
The target wage post-program will be a wage that moves participants towards self-sufficiency based on the Wyoming Self Sufficiency Standard.	17 program graduates will be earning a wage that moves them towards self-sufficiency based on the Wyoming Self Sufficiency Standard.	Click here to enter text.	Click here to enter text.
50% of Climb program graduates who enter the program utilizing food stamps will show a decrease in the dependence on food stamps.	6 of the 12 program graduates who enter the program utilizing food stamps will show a decrease in their dependence on food stamps.		
50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public healthcare.	3 of the 6 program graduates who enter the program utilizing public healthcare will end their dependence on public healthcare.		
100% of graduates will have received life skills trainings and mental health counseling.	The 30 participants who participate in the Climb program will have received life skills training and mental health counseling.		

Wyoming Family Home Ownership Program/My Front Door:

Outcome	Performance Measure	Activities/Collaborations Conducted to Meet Outcome	Data/Quality Assurance to be Collected to Validate Measurements
New participant selection	Enroll 10 new families in each county		
Families will complete a 12 session financial literacy class	90% (18) of new families will complete financial literacy classes		
Families will save for a down payment on a home	32 participants (85%) of all participants (18 current and 20 new in Laramie County) will maintain a separate savings account		
Families will engage in credit building and credit repair activities and address credit scores and debt to income ratios.	32 or more participants (85%), will be actively working to improving credit scores (to 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 My Front Door family surveys.	38 individuals (100% of TANF eligible enrolled families) will attend 2 or more (50%) trainings offered on topics that promote economic, educational, and social stability		
Families will become homeowners	10 program families will become homeowners each calendar year		
Families will maintain successful home ownership for five years	30 of homeowners (80%) will maintain ownership of the home for 5 years.		
Families will maintain or improve the value of the purchased home	38 participants (100%), will maintain or improve the value of the purchased home once purchased		
Families will set quarterly goal, to be self-assessed at quarterly family visits.	34 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.	34 or 90% of enrolled TANF eligible participants will learn and practice SMART goal setting skills during at least 3 of the 4 (75%) quarterly family visits and goal setting sessions to establish and maintain family stability.		
Families will achieve self-sufficiency.	Within 2 years of achieving home ownership, 70% of families will be transitioning off of supportive emergency social services.		
Engage a student advocate for financial preparedness classes.	1 successful alumni of the program will be engaged as a student advocate for each of the financial preparedness classes, and will serve as a mentor and role model for new families.		
Grant has been awarded from Grounded Solutions program, to begin the process required for establishing a Community Land Trust.	Begin Phase 1 (of 2 phase program) for establishing a Community Land Trust with Grounded Solutions.		

Successes and Challenges:

Please share quarterly successes and challenges.

Quarterly Invoice: Laramie County Commissioners

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

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

	Program Costs	Admin. Costs	YTD Program	YTD Admin	Program Budget	Admin Budget
Salaries						
GWBBBS					\$6,040.00	\$708.00
BGC					\$30,190.00	\$3,015.00
Climb					\$24,774.00	\$3,303.00
WFHOP					\$9,872.00	
Employer Paid Benefits						
BGC					\$1,000.00	\$100.00
Climb					\$1,770.00	\$295.00
Employer Payroll Taxes						
GWBBBS					\$823.00	\$97.00
BGC					\$3,034.00	\$301.00
Climb					\$2,477.00	\$414.00
Supplies						
Climb					\$100.00	
Recruiting and Marketing						
Travel						
Rent and Utilities						
GWBBBS					\$1,180.00	
BGC					\$6,000.00	\$600.00
Climb					\$4,424.00	
WFHOP					\$4,800.00	
Participant Tuition and Class Fees						
Participant Class Supplies and Materials						
Climb					\$112.00	
Participant License and Certification Fees						
Participant Drug and Aptitude Screening						
Work Support Services and Clothing						
Participant Wages						
Participant Fringe Benefits						

Participant Incentives & Expenses						
Climb					\$1,180.00	
Other Participant Needs						
Climb Mental Health Provider					\$5,391.00	
Sub-Totals	0.00	0.00	0.00	0.00	\$103,167.00	\$8,833.00
TOTAL (Program + Admin)					\$112,000.00 GWBBBS = \$44,240.00 BGC = \$8,848.00 Climb = \$44,240.00 WFHOP = \$14,672.00	
Number of Participants Served					GWBBBS = 15 BGC = 36 Climb = 30 WFHOP = 38	
Cost Per Participant					GWBBBS = \$589.87 BGC = \$1,229.00 Climb = \$1,474.67 WFHOP = \$386.10	

**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: 309 W. 20th Street, Suite 3100 Cheyenne, Wyoming 82001.
2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the Contractor shall operate the Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI), a community plan which will provide a continuum of services to Laramie County families as outlined in Attachment A, which is attached to and incorporated into this Contract by this reference.
3. **Term of Contract.** This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from October 1, 2018 or Effective Date, whichever is later, through September 30, 2019. All services shall be completed during this term.
4. **Payment.**
 - A. The Agency agrees to pay the Contractor for the services described in Section 5, below, and in Attachment A. Total payment under this Contract shall not exceed one hundred-twelve thousand dollars (\$112,000.00). Payment shall be made quarterly. Payment shall be made within forty-five (45) days after submission of invoice pursuant to Wyo. Stat. § 16-6-602. Contractor shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Contract.
 - B. No payment shall be made for work performed before the Effective Date of this Contract. Should the Contractor fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such time as the Contractor performs its duties and responsibilities to the satisfaction of Agency. The federal source of funding is TANF, CFDA #93.558.
5. **Responsibilities of Contractor.** The Contractor agrees to:
 - A. Provide the services described in Attachment A;
 - B. Enhance sustainability beyond the funding period;
 - C. Determine TANF eligibility for families participating in the program. 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, which is attached to and incorporated into this Contract by this reference, shall be used when submitting quarterly invoices.
- E. Limit the administrative costs at 10% of the program costs per invoice submission;
- F. 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;
- G. Provide reporting that is sufficient to provide an audit trail for state or federal auditors to determine accuracy of direct and indirect costs. Reports shall be submitted within thirty (30) days following the end of the month;
- 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, check(s) payable directly to the individual(s), or credit card company gift cards served by the program; and
- K. Obtain prior approval from the Agency for all budget changes which deviate from the submitted budget in Attachment A.

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

- A. Pay Contractor in accordance with Section 4 above;
- B. Instruct Contractor on eligibility for TANF funding;
- C. Monitor quarterly invoices and performance reports for accuracy and to ensure they meet the requirements of TANF and this Contract; and
- D. 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 Contract related work.
- G. **Nondiscrimination.** The Contractor shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Contract.

Federal law requires the Contractor to include all relevant special provisions of this Contract in every subcontract awarded over ten thousand dollars (\$10,000.00) so that such provisions are binding on each subcontractor.

- H. No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract, shall be paid by either party.
- I. Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Contractor and related to the services and work to be performed under this Contract, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- J. Suspension and Debarment.** By signing this Contract, Contractor certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Contract suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Contractor agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Contract.
- K. Administration of Federal Funds.** 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.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. Copyright License and Patent Rights.** 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 Contract, 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 by all parties to this Contract.
- B. **Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Contract as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. **Assignment Prohibited and Contract Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Contractor shall not use this Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.
- D. **Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Contractor which are pertinent to this Contract. The Contractor shall immediately, upon receiving written instruction from the Agency, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Contractor which are pertinent to this Contract. The Contractor shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Agency.
- E. **Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated

for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Contract, the Contract may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Contractor at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.

- F. Award of Related Contracts.** The Agency may award supplemental or successor contracts for work related to this Contract or may award contracts to other contractors for work related to this Contract. The Contractor shall cooperate fully with other contractors and the Agency in all such cases.
- G. Certificate of Good Standing.** The Contractor shall provide to the Agency a Certificate of Good Standing from the Wyoming Secretary of State, or other proof that Contractor is authorized to conduct business in the State of Wyoming, if required, before performing work under this Contract. Contractor shall ensure that annual filings and corporate taxes due and owing to the Secretary of State's office are up-to-date before signing this Contract.
- 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.** Except where disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Contractor in the performance of this Contract shall be kept confidential by the Contractor unless written permission is granted by the Agency for its release. If and when Contractor receives a request for information subject to this Contract, Contractor shall notify Agency within ten (10) days of such request and shall not release such information to a third party unless directed to do so by Agency.
- J. Entirety of Contract.** This Contract, consisting of ten (10) pages; Attachment A, Program Description, consisting of fifty nine (59) pages; and Attachment B, TANF CPI Quarterly Report and Invoice, consisting of nine (9) pages, represent the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Contract and the language of any attachment or document incorporated by reference, the language of this Contract shall control.
- 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.** 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.
- N. Indemnification.** Each party to this Contract shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- 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 or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on behalf of the State of Wyoming or the Agency. The Contractor agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to State of Wyoming employees will inure to the benefit of the Contractor or the Contractor's agents or employees as a result of this Contract.
- 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 addresses provided under this Contract.
- Q. Ownership and Destruction of Documents and 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 and documents to the Agency in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers. Upon Agency's verified receipt of such information, Contractor agrees to physically and electronically destroy any

residual Agency-owned data, regardless of format, and any other storage media or areas containing such information. Contractor agrees to provide written notice to Agency confirming the destruction of any such residual Agency-owned data.

- R. **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 infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.
- S. **Prior Approval.** This Contract shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Contract has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).
- T. **Insurance Requirements.** Contractor is protected by the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, et seq., and certifies that it is a member of the Wyoming Association of Risk Management (WARM) pool or the Local Government Liability Pool (LGLP), Wyo. Stat. § 1-42-201, et seq., and shall provide a letter verifying its participation in the WARM or LGLP to the Agency.
- U. **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.
- V. **Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Contract and the Contractor expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, et seq., and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.
- W. **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.
- X. **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.

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

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

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

AGENCY:

Wyoming Department of Family Services

Thomas O. Forslund, Director

Date

Korin A. Schmidt, Interim Senior Administrator

Date

CONTRACTOR:

Laramie County Commissioners

Buck Holmes, County Commissioner Chair

Date

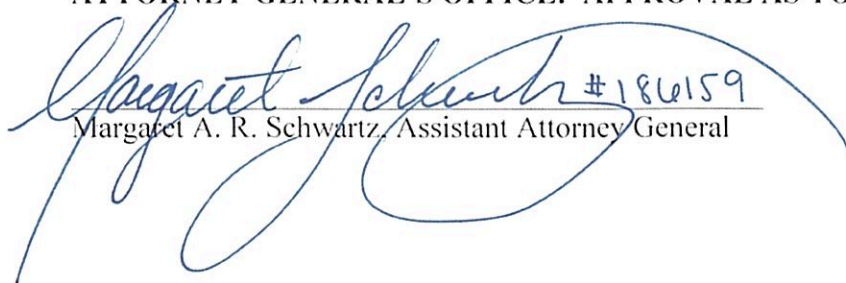
ATTEST:

Laramie County Clerk

Debra Lee, County Clerk

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

 #186159
Margaret A. R. Schwartz, Assistant Attorney General

Aug. 14, 2018
Date