

## Public Notice

The Laramie County Commissioners are seeking public input and public comments on a Wyoming Department of Family Services FFY 2020 Temporary Assistance for Needy Families Community Partnership Initiative grant application. Applications will be due to Sandra Newland, Laramie County Grants Manager, on Tuesday April 23, 2019 by 2:00pm.

Possible Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI) applications may be considered provided they support at least one of the following objectives:

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

The Wyoming Department of Family Services administers the TANF/CPI grant and lists the available funding with the program rules on their website at <http://dfsweb.state.wy.us>

A Public Hearing to take public testimony and solicit public opinion on this matter will be held on Tuesday, April 2, 2019 at 3:30pm, or as soon thereafter as possible, in the County Commissioners Board Room at 310 W. 19<sup>th</sup> Street in Cheyenne, Wyoming. Accommodations will be made for handicapped and non-English speaking minority individuals who attend the public hearing, upon notice of need no later than Monday, April 1, 2019 at 11:00am.

All written comments must be received no later than 5:00pm, on Monday, April 1, 2019. The Laramie County Board of Commissioners will take all comments made at the public hearing and written comments submitted on or before the deadline into consideration before considering a resolution in support of submitting an application for a Wyoming Department of Family Services Temporary Assistance for Needy Families Community Partnership Initiative application due on April 26, 2019. Citizens please submit written comments to:

Sandra Newland  
Laramie County Grants Manager  
310 W. 19<sup>th</sup> Street, Suite 140  
Cheyenne, WY 82001  
[snewland@laramiecounty.com](mailto:snewland@laramiecounty.com)

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



Publish (March 26, 2019, April 2, 2019)

## Sandra Newland

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**From:** Georgia Auch <georgia.auch1@wyo.gov>  
**Sent:** Monday, March 18, 2019 11:14 AM  
**To:** ckanwischer@plattecountywyoming.com; Cindy Kenyon; clerk@johnsoncowy.us; clerk@sheridancounty.com; commissioners@fremontcountywy.gov; commissioners@johnsoncowy.us; Commissioners; Colleen Renner; Debra Lee; felix.carrizales@bighorncounty.com; Gwynn Bartlett; jfulkerson@parkcounty.us; jgonzales@co.albany.wy.us; julie.freese@fremontcountywy.gov; jwagner@lcwy.org; Kent Connelly; kdennis@crookcounty.wy.gov; lori.smallwood@bighorncountywy.gov; lucile.taylor@conversecountywy.gov; Nfsupply59@gmail.com; ninaw@hscounty.com; niocc@qwestoffice.net; rhendry@natronacounty-wy.gov; robert.short@conversecountywy.gov; RPB01@ccgov.net; rvitto@natronacounty-wy.gov; sfs02@ccgov.net; sshockley@plattecountywyoming.com; tjones@co.albany.wy.us; tom.ryan@hscounty.com; tringley@sheridancounty.com; waynenothstien@carbonwy.com; wwolski@goshencounty.org; Mary Lankford; david.burnett@sublettewyo.com; vhill@e-shoshone.com; Tessa Redman  
**Cc:** Becky Enos; Albany County Grants; Bailey Quick; Bethany L. Raab; Brenda Eickhoff; Corey Roberts; County Commissioners; Krisena Marchal; Lincoln County Commissioners; Marie McDougall; Marilyn DymondWagner; Park County Commissioners; Renee Obermueller; Robin Clover; S Garcia; Sandra Newland; Sheila Newcomb; Sheri Gunderson; Sherry Daigle; Steve Hamaker; Susan Kohn; Tai L. Wright  
**Subject:** FFY 2020 TANF CPI  
**Attachments:** TANFCPIgrantappFFY2020.docx

Good morning,

The Department of Family Services (DFS) is pleased to announce the continuation of funding through the Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI) for FFY 2020. You are receiving this email if you are a County Commissioner, a County Clerk, or the primary contact person for the current TANF CPI contract. The application is attached to this email. Only electronic copies are being sent this year.

The primary goals of the TANF CPI grant are to:

- Ensure community wide collaboration in planning and implementation efforts;
- Award TANF funding based on data-driven, community based decision making;
- Implement and evaluate effective, research based programs and strategies;
- Provide services that will assist families in moving toward self-sufficiency; and
- Enhance sustainability of community efforts beyond the funding period.

TANF CPI money shall be used for one (1) or more of the following:

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

Key participant outcomes to be achieved from this effort include, but are not limited to:

- increase employment and wages of TANF eligible parents;
- increase in children cared for in their own home or in the homes of relatives;
- reduced out-of-wedlock pregnancies; increase in formation and maintenance of two (2) parent families;
- decrease in the dependence on government benefits or services;
- improved progress in children's educational and social-emotional development; and
- increase in knowledge and skills regarding healthy relationships, strong and stable environments, communication and healthy behaviors.

County Commissioners shall accept applications from any entity. Faith based organizations are eligible to submit proposals for evaluation. All proposals shall be evaluated using the same criteria.

The deadline for submitting the application is 5:00 p.m. on April 26th, 2019. The application shall be submitted through the County Commissioners and electronic format is preferred.

Please note, if the amount you are awarded is different than the amount you requested in your proposal, you will be asked to adjust your proposal and resubmit it before the contract will be issued.

The Department would like to encourage all counties to take a look at what has worked well in the past for them and what can be improved. Our ultimate goal is to serve our TANF eligible population in the most effective way possible in order to aid them in reaching self-sufficiency.

If you have any questions, please let me know.

Thank you,

*Georgia Auch*

TANF Program Manager  
Wyoming Department of Family Services  
247 Grinnell St. Suite 100  
Sheridan, WY 82801  
Phone: 307-675-5440

*"It is amazing what you can accomplish if you do not care who gets the credit" -- Harry Truman*

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# **State of Wyoming**

## **Department of Family Services**

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

**PROPOSALS DUE: April 26, 2019**  
**Proposal Issue Date: March 18, 2019**  
Proposal Contacts: Georgia Auch  
E-mail: [georgia.auch1@wyo.gov](mailto:georgia.auch1@wyo.gov)

## **Part 1. APPLICATION GUIDANCE DOCUMENT**

### **1. GENERAL**

#### **1.1 PURPOSE**

The Temporary Assistance for Needy Families Community Partnership (TANF CPI) Grant is patterned after the 21<sup>st</sup> Century State Incentive Grants and intended to broaden the use of TANF funding within the state using a community based, collaborative process. The primary goals of the TANF CPI grant are to:

- Ensure community wide collaboration in planning and implementation efforts;
- Award TANF funding based on data-driven, community based decision making;
- Implement and evaluate effective, research based programs and strategies;
- Provide services that will assist families in moving toward self-sufficiency; and
- Enhance sustainability of community efforts beyond the funding period.

Under federal law, TANF grants shall be used only for programs addressing one (1) or more of the following:

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

Programs can include, but are not limited to: support for work activities, education and training, subsidized employment, mental health/substance abuse, domestic violence services, developmental and learning disabilities, mentoring, afterschool programming, education supports, family formation and pregnancy prevention, access and visitation, early childhood services and community development.

Implementation goals of the TANF CPI include:

- Community ownership and decision making through collaboration;
- Data driven priorities for families;
- Science-based approaches;
- Outcome-based planning; and
- Comprehensive community plans to meet TANF goals.

#### **1.2 ELIGIBLE PROPOSERS**

County Commissioners shall accept applications from any entity. Faith based organizations are eligible to submit proposals for evaluation. All proposals shall be evaluated using the same criteria. Proposals from faith based organizations shall also comply with [federal Charitable Choice rules](#). The Department and County shall ensure fairness in bidding and contracting procedures with small businesses, women's business enterprises, and minority-owned firms, pursuant to Federal law.

#### **1.3 SOURCE OF FUNDS**

All funds awarded through this Proposal are federal funds, CFDA #93.558.



#### 1.4 GOALS:

The County shall accept applications from entities who:

- Provide services to TANF eligible individuals and families. TANF families shall:
  - Have at least one (1) dependent child. Having a dependent child(ren) is defined as a custodial parent, a non-custodial parent with financial responsibility or a guardian who is related to the child(ren).
  - Be a Wyoming resident.
  - Be a US citizen or legal permanent resident.
  - Meet income standards. The family income cannot exceed 185% of the Federal Poverty Level, and all income of household members in the assistance unit must be counted. Participant need shall be established by verifying gross family income for the previous month.

2018/2019 Federal Poverty Level (FPL) Guidelines at 185%:

Comment [g1]: Double check if current

	185% FPL	185% FPL
Household Size	Potential TANF eligible Monthly Income	Potential TANF eligible Yearly Income
1	1,871	22,459
2	2,537	30,451
3	3,203	38,443
4	3,869	46,435
5	4,535	54,427
6	5,201	62,419
7	5,867	70,411
8	6,533	78,403

For families/households with more than eight (8) persons, add \$7,992 / year for each additional person.

- Alleviate poverty and prevent hardship among children and families.
- Create effective pathways to economic opportunity, including access to mainstream education and training and individualized services for those with barriers to employment.
- Programs or services to keep children in their homes or in the homes of relatives.
- Provide employment, job preparation, or training services.
- Provide prevention of out-of-wedlock pregnancies programs.
- Provide programs and services for youth such as counseling, mentoring, teen pregnancy prevention campaigns, and after-school programs that provide supervision when school is not in session.
- Provide parenting skills training, premarital and marriage counseling, and mediation services.
- Activities to promote parental access and visitation.
- Provide job placement and training services for noncustodial parents.
- Initiatives to promote responsible fatherhood and increase the capacity of fathers to provide emotional and financial support for their children.

- Provide crisis or intervention services.
- Provide substance abuse and mental health treatment for families and children.

#### 1.5 SERVICE AREA

The County shall identify what services are being provided in their specific community.

#### 1.6 AVAILABILITY

Successful Counties shall enter into a contract with the Department. Contracts shall be fully negotiated no later than September 30, 2019. Counties shall have their commissioners and legal and fiscal advisors prepared to meet this deadline.

#### 1.7 COST REIMBURSEMENT OR FEE FOR SERVICE

Programs shall be operated on a cost reimbursement basis only.

#### 1.8 ADMINISTRATIVE COSTS LIMITATION

Administrative costs for this proposal are limited to 10% of an organization's program costs or non-administrative costs awarded under the Contract. Program costs are costs associated with the delivery of the service. Proposers shall present their analysis of total administrative costs in their proposed budget. The analysis shall contain their allocation methodology to account for these administrative costs during the proposed contract period. This information shall be included in the budget portion of the application. More information on administrative costs can be found at the following website: <http://www.ecfr.gov/cgi-bin/text-idx?SID=1767474f0df3434d5f0b55e7d3187041&node=45:2.1.1.1.17.0.1.1&rgn=div8>

#### 1.9 MATCHING FUNDS REQUIREMENT

No matching funds are required; however, the Department encourages collaborative funding.

#### 1.10 PERFORMANCE MEASURES REQUIRED

All Proposers shall address how performance measures, data collection and quality assurance will occur to validate the program success. The following performance measures are examples of what is expected:

- Show progress each quarter toward the final goal of the individuals enrolled in the program successfully completing the program;
- Show progress each quarter toward the final goal of the individuals who completed the program are earning higher wages than when they entered the program;
- Families who successfully complete the program should show a decrease in the dependence on government benefits or services;
- Show collaboration with other entities to allow for access to education, training, and individualized services to address barriers to employment;
- Show an increase in the number of children reunified and placed with their family;
- Show improved outcomes for children in communication, conflict resolution, and behaviors;
- Show improved progress in children's educational development;
- Show improved progress in children's social-emotional growth as a foundation for learning, including children with challenging behaviors;
- Show increased knowledge and skills regarding healthy relationships, strong and stable environments, communication and healthy behaviors;

- Show increased knowledge for pre-employment skills; or
- Show progress in parent education and parental empowerment to decrease familial conflict.
- Use the outcomes chart included in the proposal, starting on page 12, when submitting quarterly reports to ensure on track.

#### 1.11 REPORTING REQUIREMENTS

Each report is due 30 days after the end of the quarter.

- Quarterly program performance reports that address participant tracking, program outcomes, performance measures, progress, successes, and challenges. Counties will be required to use the Quarterly Report attached to this proposal. See Part 4, page 19-22, for the format of the required report.
- Monthly fiscal reports. Counties will be required to use the Quarterly Invoice attached to this proposal. See Part 4, page 22, for the format of the required invoice.

## 2. PAYMENT

- 2.1 The Department agrees to pay the Contractor for services, herein specified, according to the terms of the Contract. No claims for services, not specified in the Contract rendered by the Contractor, shall be allowed unless the parties hereto modify, alter or vary the terms of the Contract in written agreement.
- 2.2 When the Contractor is working at a location outside of the home office area, which requires an overnight stay, the Contractor may be paid a per diem allowance not to exceed the allowances specified in Wyo. Stat. § 9-3-102; and when required to travel on behalf of the State, the Contractor may be reimbursed at a rate not to exceed the rates specified in Wyo. Stat. § 9-3-103.
- 2.3 If the Contractor's yearly total of contracted dollars exceeds Seven Hundred Fifty Thousand Dollars (\$750,000.00) of federal funds, regardless of the source, the Contractor is required to have a single or program-specific audit conducted in accordance with the Office of Management and Budget (OMB) Circular A-133 for non-profit organizations and Circular A-87 for all other organizations. The Contractor shall furnish the Department a copy of the final audit, along with the Contractor's responses to the audit within thirty (30) days of receipt of such audit when funding from this program is involved. Failure to comply with this provision will impact payment for services and may impact future contracts.
- 2.4 Each payment obligation of the Department is conditioned upon the availability of government funds, which are appropriated or allocated for the payment of this obligation. If funds are not allocated and available for the continuance of the services performed by the Contractor, the Contract may be terminated by the Department at the end of the period for which the funds are available. The Department 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 Department in the event this provision is exercised, and the Department shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section. This provision shall not be construed to permit the Department to terminate the Contract in order to acquire similar services from another party.
- 2.5 Contracts awarded as a result of this proposal are on a cost reimbursement method for services. No funds shall be paid to programs without a signed, executed Contract. Grant funds shall not be obligated prior to start date nor after termination date unless an extension has been approved. Funds shall be disbursed quarterly based upon receipt of an invoice explaining costs incurred and a program effectiveness report. All payments to the Contractor shall be paid as quarterly



reimbursement based on actual expenditures paid by the Contractor. Proposals shall not be submitted that cannot operate on a quarterly reimbursement.

- 2.6 Prior approval shall be obtained from the Department for all budget changes which deviate from the submitted budget.
- 2.7 Funds shall not be used to purchase non-tangible assets or to purchase or lease equipment. Leased equipment includes the rental of equipment for any period of time.
- 2.8 Funds shall not be used to provide individuals served by the projects with cash or check(s), cash equivalents or cash redeemable cards payable directly to the individual. All budget submissions under this proposal shall detail the use of any and all compensation to employees, contractors, sub-contractors and participants.

### 3. BACKGROUND

- 3.1 Funding can be used to provide programs that meet any of the purposes of the program set forth in paragraph 1.1.
- 3.2 The Contractor shall work with the Department's Financial Services Division regarding accounting procedures to provide necessary financial reports.
- 3.3 The funding program year runs from October 1<sup>st</sup> through September 30<sup>th</sup>.

### 4. SCOPE OF WORK - GENERAL

- 4.1 The Scope of Work to be performed under the Contract shall be subject to modification and supplementation upon the written agreement of the duly authorized representatives of the contracting parties.
- 4.2 The Contractor shall furnish all trained personnel, equipment, supplies and administrative services, which are necessary to complete the Contract.

### 5. CONTRACTOR REQUIREMENTS - SPECIFIC

- 5.1 Contractor shall comply with the following:
  - A. Regulatory. Comply with all applicable laws, ordinances, codes and regulations of local, state and federal governments.
  - B. Allowable Expenses. Contractor shall spend no more funds than allocated in the Contract. All expenditures shall be in accordance with this proposal and State of Wyoming Accounting Policies and Procedures.
  - C. Area Served. Proposers shall identify what services are being provided in their specific County.
  - D. Audits. Contractor shall submit an independent audit to the Department. The audit shall conform to the requirements of W.S. § 16-4-102 (a)(ix) and W.S. § 16-4-122 through 16-4-123, generally accepted auditing standards established by the American Institute of Certified Public Accountants; and OMB Circular A-133 (Non-Profits).

- E. **Certificate of Good Standing.** Contractor shall provide Certificate of Good Standing verifying compliance with the unemployment insurance and workers' compensation programs prior to performing work under the Contract.
- F. **Department Monitoring.** The intent of monitoring and evaluation of Contractor's activities is to identify training and assistance needs and to assure programs are in full compliance with all applicable and specific program requirements, rules and regulations.  
  
Contractor shall give the Department, through their authorized representatives, access to, the right to examine, and the right to photocopy any or all pertinent records, files, books, or other written materials relating to the Contract and maintained by Contractor or any subcontractor.  
  
Contractor shall maintain records, documents and other evidence, which sufficiently reflects all expenditures under the Contract for a period of at least three (3) years beyond the termination of the Contract. Such records shall be available to the Department.
- G. **Excess Payments.** Contractor shall be liable to the Department for any amount paid to Contractor for which the Department determines it was not liable under the Contract. In the event the Department makes payments to Contractor in excess of the Department's liability, Contractor shall, on termination of the Contract, promptly repay the Department the amount of the excess payments.
- H. **Financial Obligation/Prompt Reports.** Contractor shall maintain an auditable financial accounting and records system including programmatic records pursuant to the contract.
- I. **Collaboration.** Successful bidders will show collaboration in program planning, operation, outreach, intake and referral and funding through a needs assessment. These funds should not be the main source of funding. Bidders are encouraged to seek partnerships reflecting a commitment, financially and non-financially to the success of the proposed program.

## 6. PROPOSAL REQUIREMENTS

- 6.1 Proposers shall submit a completed and signed application, which is attached to this proposal.
- 6.2 The Department reserves the right to reject any application received if it is determined the proposal does not meet the specifications outlined in the application.
- 6.3 The Department reserves the right to reject any application received if funds should be limited for any reason.

## 7. APPLICATION REVIEW AND SELECTION PROCESS

- 7.1 A technical review process shall evaluate completed proposals. Final funding decisions shall be based on the rating of bids as a result of the review process and availability of funds.
- 7.2 Prior to final selection of a proposal, Proposers may be asked to submit additional information in order to clarify their proposals. Additional information may be requested of the Proposer selected.
- 7.3 Each proposal received shall be evaluated by the Department.
- 7.4 Selection of the awards shall be made by the Department. An award is not final unless approvals are given at each level and no funds may be expended prior to final approval.

**8. RIGHT TO AWARD, REJECT OR NEGOTIATE**

- 8.1** The Department retains the right to negotiate reasonable adjustments with Proposers or reject any and all proposals. The successful award(s) shall meet the intent of funding and be the most advantageous to the goals of the Department.
- 8.2** The successful Proposer shall demonstrate the ability to document, coordinate and integrate project activities with direct project costs and expected outcomes that best meet the intent of the funding.
- 8.3** The Department shall require performance based contracts. An example of a performance requirement is that the successful Proposer shall meet all performance standards addressed in their proposal.

## **Part 2. APPLICATION**

### **Instructions**

Complete all forms accurately. This application will be used to evaluate compliance with the proposal and TANF CPI if funds are granted.

**Please use the following grant application format and use only the space provided for responses and submit in MS Word.**

**Data generated internally must meet the requirements for compliance with research-based, data-driven design. Reports may be attached or grant readers may request additional data or reports to verify information.**

### **PROPOSAL DUE DATE**

Applications shall be received on or before **April 26, 2018 at 5:00 p.m.**

#### **Electronic Submission:**

An electronic submission of the application is preferred. An electronic submission will be considered "submitted" only after it is successfully downloaded. All signature pages can be scanned and emailed. Submissions shall be in Microsoft Word or Google Doc formats.

Email to: Georgia Auch at [georgia.auch1@wyo.gov](mailto:georgia.auch1@wyo.gov).  
Wyoming TANF Program Manager

#### **Technical Assistance:**

For technical assistance or questions regarding this proposal, please contact:  
Georgia Auch at [georgia.auch1@wyo.gov](mailto:georgia.auch1@wyo.gov), 307-675-5440



**COVER PAGE**

1. County/Tribe: \_\_\_\_\_
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: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

4. Program Name: \_\_\_\_\_
5. Requested Amount: \_\_\_\_\_

6. Authorized Representative: \_\_\_\_\_  
County Commissioner Chair

Date: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## **PROPOSAL**

### **A. Summary of Proposed Program**

1. Please provide a synopsis of the program you propose.
2. Is this program different than previous programs operated with TANF funds in the past?  
Yes ☐ No ☐ If so, how is it different?
3. Area(s) served.
4. Population served.
5. Beginning and end date of program.
6. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

### **B. Statement of Need**

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

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.
2. What is the resource gap(s) that is being addressed by your program?
3. Describe what research based programs and strategies will be utilized to make the program successful.

### **C. Community Partnerships**

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

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

#### **D. Project Goals and Outcomes**

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


3. Describe your data collection methods to be used.
4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

**G. TANF Recruitment**

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?
2. What is the projected number of TANF eligible individuals that will be served by this program?
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.



## **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.
3. 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.
4. 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*)
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.

**Amount Requested from Proposal:**

	Program Costs	Admin Costs	Summary and Justification for Budget Expense
<b>Salaries</b> <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Employer Paid Benefits</b> <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Employer Payroll Taxes</b> <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Supplies</b> <u>Admin:</u> Supplies and expenses needed to manage the grant. <u>Program:</u> Supplies needed for instructor use.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Recruiting and Marketing</b> Cannot include promotional items.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Travel</b> Travel necessary to serve participants.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Rent and utilities</b> <u>Admin:</u> Rent and utilities for time spent managing the grant. <u>Program:</u> Rent and utilities for space provided to direct services for participants.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Participant Tuition and Class Fees</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Participant Class Supplies and Materials</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Participant License and Certification Fees</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Participant Drug and Aptitude Screening</b> Can include other types of assessments.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Work Support Services and Clothing</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Participant Wages</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.

<b>Participant Fringe Benefits</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Participant Incentives</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Other Student Needs:</b> Description -	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Sub-Total</b>	Click here to enter text.	Click here to enter text.	Total Administrative Costs cannot exceed 10% of your total <i>Program Costs</i>
<b>TOTAL BUDGET (Program + Admin)</b>	Click here to enter text.		
Number of TANF Participants Planning to Serve	Click here to enter text.		
Cost Per TANF Participants	Click here to enter text.		

### **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: \_\_\_\_\_

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)

#### **Part 4. Quarterly Report and Invoice**

*NOTE: Completion of this report and invoice will be mandatory to awardees*



**Temporary Assistance for Needy Families**  
**Wyoming Department of Family Services**

## **TANF CPI**

### **FFY 20 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.**

[illegible]

**Evaluation of Outcomes:**

Outcome	Performance Measure	Activities/Collaborations Conducted to Meet Outcome	Evaluation
<i>Will be added from proposal response.</i>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<i>Will be added from proposal response.</i>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<i>Will be added from proposal response.</i>	Click here to enter text.	Click here to enter text.	Click here to enter text.

**Successes and Challenges:**

Please share quarterly successes and challenges.



<b>Quarterly Invoice: County Commissioners</b>
--

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

Expenditures for the Month and Year of: \_\_\_\_\_  
Submitted on \_\_\_\_\_

	Program Costs	Admin. Costs	YTD Program	YTD Admin	Program Budget	Admin Budget
Salaries						
<Insert rows and Agency names for each category>						
Employer Paid Benefits						
Employer Payroll Taxes						
Supplies						
Recruiting and Marketing						
Travel						
Rent and Utilities						
Participant Tuition and Class Fees						
Participant Class Supplies and Materials						
Participant License and Certification Fees						
Participant Drug and Aptitude Screening						
Work Support Services and Clothing						
Participant Wages						
Participant Fringe Benefits						
Participant Incentives & Expenses						
Other Participant Needs						
Sub-Totals	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL (Program + Admin)</b>						
Number of TANF Participants Served						
Cost Per TANF Participant						