

RESOLUTION _____

**ENTITLED: "A RESOLUTION AUTHORIZING THE PARTICIPATION IN THE
EMERGENCY RENTAL ASSISTANCE PROGRAM UNDER THE WYOMING
DEPARTMENT OF FAMILY SERVICES, THE PROPOSED AWARD AMOUNT FOR
LARAMIE COUNTY IS \$288,434."**

WHEREAS, Laramie County desires to participate in the Wyoming Department of Family Services Emergency Rental Assistance Program for the purpose of aiding eligible Laramie County residents with rental and utility assistance" and;

WHEREAS, the Wyoming Department of Family Services has provided the attached application and FFATA for consideration by the Laramie County Commission;

**THEREFORE, THE GOVERNING BODY OF LARAMIE COUNTY, WYOMING
RESOLVES**

To authorize the acceptance by its Chairman on behalf of Laramie County of the application and forthcoming Agreement with the Wyoming Department of Family Services for the estimated amount of \$288,434;

To appoint Sandra Newland, or her successor in the position of Laramie County Grants Manager, as agent of the Laramie County Board of Commissioners to execute and submit certifications and reports which may be necessary for this grant agreement.

PRESENTED, READ AND ADOPTED THIS 20th DAY OF APRIL 2021.


ATTEST:

Gunnar Malm, Chairman

Debra Lee, Laramie County Clerk

Date

Received And Approved As To Form Only By:



Laramie County Attorney's Office

4/14/2021

Date



WYOMING DEPARTMENT OF FAMILY SERVICES

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EMERGENCY RENTAL ASSISTANCE PROGRAM, APPLICATION ASSISTANCE GRANTS

Background

Section 501 of subtitle A of title V of Division N of the Consolidated Appropriations Act of 2021 (the “Act”) makes available \$25 billion in federal funds to assist eligible households that are unable to pay rent or utilities due to the COVID-19 pandemic. As defined by the Act, eligible households are renter households that 1) have a household income equal to or less than eighty percent (80%) of area median income, 2) experienced a reduction in income or other financial hardship due, directly or indirectly, to COVID-19, and 3) demonstrate a risk of homelessness or housing instability. Wyoming received the minimum grant amount of \$200 million. Ninety percent (90%) of the award, or \$180 million, is available for payment of rent, rental arrears, utilities, and utilities arrears, and associated administrative expenses. Ten percent (10%) of the grant award, or \$20 million, is available for housing stability services and associated administrative expenses. \$2,000,000 has been set aside by the Department of Family Services (DFS) for community-based application assistance.

Purpose

DFS is procuring a web-based, self-service application software to intake and process applications for assistance through the ERAP, however DFS anticipates that a subset of applicants will require in-person assistance to understand program eligibility requirements, gather necessary documentation, complete applications, and respond to requests for additional information or application renewals. In addition, these funds may also be used to provide additional case management to ensure applicants remain stably housed. The goals of this grant opportunity are to:

- a. Provide eligible households with every opportunity for success in accessing the program;
- b. Support communities to maintain and build capacity to assist eligible households; and,
- c. Keep eligible households safely and stably housed.

**EMERGENCY RENTAL ASSISTANCE PROGRAM,
APPLICATION ASSISTANCE GRANTS**

1. Use of funds

- a. The Grantee hereby understands and agrees that the funds disbursed to community-based organizations under this award may only be used to provide application assistance and case management for clients applying for assistance through the State of Wyoming's Emergency Rental Assistance Program (ERAP) managed by the Department of Family Services (DFS).
- b. The Grantee further understands and agrees that funds disbursed under this award may not be used for direct assistance payments on behalf of clients for any goods, services, or cash assistance.
- c. Allowable expenses
 - i. Salary and benefits to hire additional staff.
 - ii. Necessary information technology equipment, such as computers, phones, and software.
 - iii. Indirect administrative costs are allowable and shall not exceed five percent (5%) of the total grant award.
- d. Required services: The below required services must be provided through December 31, 2021.
 - i. In-person and over-the phone assistance at a physical location in the Grantee's service area.
 - ii. In-person and over-the phone assistance to clients who do not have access to the internet or a computer.
 - iii. In-person and over-the phone assistance to clients with unresponsive landlords.

2. Availability of funding

- a. \$ 288,434 is available for in-person and over-the phone application assistance to the ERAP.
- b. Federal funds are available under CFDA number 21.023.
- c. Funding is available through December 31, 2021.
- d. The Grantee shall submit a completed and signed Federal Funding Accountability and Transparency Act [FFATA] Certification to the State.
- e. Payment will be made upon execution of this award letter.

3. Repayment of funds

- a. The Grantee shall repay to the State any funds not properly distributed. Among any other appropriate method of seeking repayment, the State may recover any improperly used funds by withholding monies that would otherwise be paid to the Grantee.

4. Reporting requirements

- a. The Grantee agrees to report to DFS immediately as community-based organizations are selected. Reports shall include the name and contact information for each community-based organization, the total award amount, and the start date for services. Reports shall be made via email to the ERAP Project Manager, Mirandie Peterson, at mirandie.peterson@wyo.gov.
- b. The Grantee agrees to comply with all federal reporting requirements.
- c. The Grantee understands and acknowledges that federal reporting requirements may change as further guidance is issued by the U.S. Treasury.
- d. The State is responsible for monitoring U.S. Treasury reporting requirements, communicating any changes to the Grantee, and providing an updated report template, if necessary.
- e. The Grantee agrees to provide monthly reports to the ERAP Project Manager using the reporting template provided by DFS. Reports shall be submitted via email no later than the tenth day of each month. DFS anticipates reporting via an Excel spreadsheet including, but not limited to, the following data elements: monthly expenditures, a list of community-based organizations, the number of clients served, and the number of hours of service provided in the previous month.

5. Maintenance of and access to records

- a. The Grantee shall ensure that community-based organizations ensure the privacy and confidentiality of all client information for clients served using these grant funds.
- b. The Grantee understands that records it submits to DFS are subject to the Wyoming Public Records Act and that the total amount of funds distributed to the Grantee under this Grant shall be publicly available on WyOpen.org.
- c. Grantees shall be responsible for responding to any Public Records Request received relating to the expenditure of funds under this Grant, according to the applicable law, which includes the Wyoming Public Records Act.
- d. All records and financial documents to support compliance with this agreement shall be maintained by the Grantee for a period of five (5) years after all funds

received by the State have been expended or returned to the Treasury. All records may be subject to federal or state audit.

6. Participation in required training:

- a. Grantees shall participate in the following required training:
 - i. Training on required monthly reporting, (to be provided by the State).
- b. Grantees shall ensure that selected community-based organizations participate in the following required training.
 - i. Monthly calls with the state to exchange information on observed levels of need, obstacles to assistance, and general performance of the ERAP.
 - ii. Training on ERAP eligibility, the application system, and the call center, to be provided by the State. The purpose of this training is to familiarize community-based organization with the application process in order to better assist clients as they navigate the process.
 - 1. Training is anticipated to start the week of April 19, 2021.

Grantee Name & Address

Grantee Name: Laramie County, Wyoming
Mailing Address: 310 W. 19th St
Suite 300
City/State/Zip: Cheyenne, WY 82001

Grantee Primary Contact

Contact Name: Sandra Newland
Contact Phone Number: 307-633-4201
Contact Email: snewland@laramiecounty.com

WOLFS VC Number: VC # 86730

Grantee hereby agrees, as a condition to receiving a grant to provide community-based application assistance, to the terms attached hereto.

Authorized Representative Signature

Date

Gunnar Malm
Authorized Representative Printed

Community-Based Organizations

If known, please provide the following information for the selected community-based organization(s) and the physical location and phone number for in-person and over-the phone application assistance.

Community-Based Organization #1

Undetermined at
this time.

Entity Name: _____
Point of Contact: _____
Phone: _____
Email: _____
Address: _____
City/State/Zip: _____

Application Assistance

Physical Address: _____
City/State/Zip: _____
Phone number: _____

Community-Based Organization #2

Entity Name: _____
Point of Contact: _____
Phone: _____
Email: _____
Address: _____
City/State/Zip: _____

Application Assistance

Physical Address: _____
City/State/Zip: _____
Phone number: _____

Community-Based Organization #3

Entity Name: _____

Point of Contact: _____

Phone: _____

Email: _____

Address: _____

City/State/Zip: _____

Application Assistance

Physical Address: _____

City/State/Zip: _____

Phone number: _____

Community-Based Organization #4

Entity Name: _____

Point of Contact: _____

Phone: _____

Email: _____

Address: _____

City/State/Zip: _____

Application Assistance

Physical Address: _____

City/State/Zip: _____

Phone number: _____

WYOMING DEPARTMENT OF FAMILY SERVICES

Federal Funding Accountability and Transparency Act (FFATA)

(FFATA) Certification

The certifications enumerated below represent material facts upon which the Wyoming Department of Family Services relies when reporting information to the federal government required under federal law. If the Department later determines that the Contractor knowingly rendered an erroneous certification, DFS may pursue all available remedies in accordance with Wyoming and U.S. law. Signor further agrees that it will provide immediate written notice to DFS if at any time Signor learns that any of the certifications provided for below were erroneous when submitted or have since become erroneous by reason of changed circumstances. **If the Signor cannot certify all of the statements contained in this section, Signor must provide written notice to DFS detailing which of the below statements it cannot certify and why.**

Legal Name of Contractor: Laramie County, Wyoming	FFATA Contact # 1 Name, Email and Phone Number: Sandra Newland-Grants Manager 307-633-4201 snewland@laramiecounty.com
Primary Address of Contractor: 310 W. 19th Street, Suite 300 Cheyenne, WY 82001	FFATA Contact #2 Name, Email and Phone Number: Chairman Gunnar Malm commissioners@laramiecounty.com 307-633-4260
ZIP Code: 9-digits Required www.usps.com <div>82001-4449</div>	DUNS Number: 9-digits Required www.sam.gov <div>197732709</div>
Principal Place of Performance: City: Cheyenne State: Wyoming Country: United States Zip Code (9-digits required): 82001-4449 Congressional District: WY-01	

WYOMING DEPARTMENT OF FAMILY SERVICES

As the duly authorized representative (Signor) of the Contractor, I hereby certify that the statements made by me in this certification form are true, complete and correct to the best of my knowledge.

Did your organization have a gross income, from all sources, of less than \$300,000 in your previous tax year? ☐ Yes ☒ No

If your answer is "Yes", skip questions "A", "B", and "C" and finish the certification.

If your answer is "No", answer questions "A" and "B".

A. Certification Regarding % of Annual Gross from Federal Awards.

Did your organization receive 80% or more of its annual gross revenue from federal awards during the preceding fiscal year? ☐ Yes ☐ No

B. Certification Regarding Amount of Annual Gross from Federal Awards.

Did your organization receive \$25 million or more in annual gross revenues from federal awards in the preceding fiscal year? ☐ Yes ☐ No

If your answer is "Yes" to both question "A" and "B", you must answer question "C".

If your answer is "No" to either question "A" or "B", skip question "C" and finish the certification.

C. Certification Regarding Public Access to Compensation Information.

Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m (a), 78o (d)) or section 6104 of the Internal Revenue Code of 1986? ☐ Yes ☐ No

If your answer is "Yes" to this question, where can this information be accessed?

If your answer is "No" to this question, you must provide the names and total compensation of the top five highly compensated officers below.

For example:

*John Blum:500000;Mary Redd:50000;Eric Gant:400000;Todd Platt:300000;
Sally Tom:300000*

Provide compensation information here:

Printed Name of Authorized Representative Gunnar Malm	Signature of Authorized Representative
Title of Authorized Representative Chairman	Date

For Wyoming Department of Family Services Use Only	
Federal Grant:	Amount of Subaward:
Subaward Obligation/Action Date:	Date of Report Submission:
Description of Subaward:	



WYOMING DEPARTMENT OF FAMILY SERVICES

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Table 1. Proposed Award Amounts by County - DRAFT

County	Proposed Award Amount
Albany County	\$255,510
Big Horn County	\$45,097
Campbell County	\$122,142
Carbon County	\$49,386
Converse County	\$44,707
Crook County	\$36,518
Fremont County	\$91,224
Goshen County	\$50,222
Hot Springs County	\$38,133
Johnson County	\$43,370
Laramie County	\$288,434
Lincoln County	\$47,826
Natrona County	\$236,848
Niobrara County	\$34,735
Park County	\$74,010
Platte County	\$46,267
Sheridan County	\$105,764
Sublette County	\$36,072
Sweetwater County	\$110,945
Teton County	\$90,945
Uinta County	\$65,876
Washakie County	\$43,314
Weston County	\$41,364
TOTAL	\$1,998,719

Proposed award amounts consist of 1) a base payment of \$30,000 per county, and 2) a percentage of the remaining funds determined by each county's share of the state population of cost-burdened and severely cost-burdened renters (those paying more than thirty percent (30%) and fifty percent (50%), respectively, of their household income on housing), using HUD CHAS data.