

AGENDA

CAMPBELL COUNTY BOARD OF COMMISSIONERS

DG REARDON, Chairman
RUSTY BELL
BOB MAUL
DEL SHELSTAD
COLLEEN FABER

APRIL 21, 2020

Due to the COVID-19 Pandemic crisis, the Board of Commissioners meeting will be conducted telephonically. To listen to the proceedings, visit the Agenda Center at <https://www.ccgov.net/AgendaCenter/Board-of-Commissioners-Business-Meeting--2/> and click on the Media icon next to the April 21, 2020 Agenda, or tune in to GPA Channel 192.

09:00 MEETING CALLED TO ORDER PLEDGE OF ALLEGIANCE

CONSENT AGENDA

- A. [Consent Agenda](#)
-

PUBLIC COMMENT

- B. 9:05 For the Good of the County*

Individuals wishing to provide public comment are asked to submit comments via email to boc@ccgov.net by Noon on April 20th.

OPEN GOVERNMENT

- C. 9:10 County Information

REGULAR BUSINESS

- | | |
|--|----------------------------|
| D. 9:15 Funding Request, Gillette American Legion Post 42 Baseball | Steve Laasko |
| E. 9:20 Memorandum of Understanding for School Resource Officers | Sheriff Matheny |
| F. 9:25 Public Facilities Agreement, AML Project No. 75 | Kevin King |
| G. 9:30 District Support Grant, Graceland | Kevin King |
| H. District Support Grant, Rozet Ranchettes | |
| I. District Support Grant, Stonegate | |
| J. 9:40 Tyler Project Update | Susan Saunders/Beth Kirsch |
| K. 9:45 Compensation Committee Recommendation FY20-21 | Brandy Elder |
| L. 9:50 TANF/CPI Grant Application | Carol Seeger |
| M. 9:55 County Facility Closure Review | Carol Seeger |

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ADJOURN

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Consent Agenda

MINUTES

Board of Commissioners Regular Meeting, April 7, 2020

MONTHLY REPORTS

Clerk of District Court – March 2020

County Clerk – March 2020

Sheriff's Office – March 2020

Sheriff's Office, Detention – March 2020

Treasurer's Office – March 2020

PAYROLL PAYMENTS

March 31, 2020

April 4, 2020

CANCELLATION/REBATE OF TAXES

#4099

CAPITAL REQUESTS

Circuit Court – To pay the shipping charge for the approved six (6) record storage racks in the amount of \$355.45 from Capital Contingency.

ITS – To purchase a Fluke Media Tester in the amount not to exceed \$21,000 from account 860.7211.

Public Works, Facilities Maintenance – To reallocate the amount budgeted for the Parking Garage Elevator Structure Repairs for Sewer Repairs; transfer \$150,000 from the Capital Account 083.7277.25 to Building Maintenance Account 481.6777.

EMERGENCY SICK LEAVE BANK (ESLB) DONATION

Request transfer of 20 hours from Employee #568481 to ESLB Donation

Request transfer of 100 hours from Employee #103018 to ESLB Donation

Request transfer of 100 hours from Employee #552761 to ESLB Donation

EMERGENCY SICK LEAVE BANK (ESLB) REQUESTS

Request transfer of 29.5 hours from ESLB to Employee #674013

Request transfer of 8.48 hours from ESLB to Employee #673862

Request transfer of 40 hours from ESLB to Employee #676238

Correction Change the following ESLB Donations to ESLB Requests:

Request transfer of 80 hours from ESLB to Employee #677521

Request transfer of 52.23 hours from ESLB to Employee #594911

Request transfer of 100 hours from ESLB to Employee #224418

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LINE ITEM TRANSFERS

Extension Office

Transfer \$82.62 from 106.6281 Automobile to 106.7488 Misc Program Support
Transfer \$571.49 from 106.6283 Meals and Lodging to 106.7488 Misc Program Support
Transfer \$428.51 from 106.6283 Meals and Lodging to 106.6517.3 Conference/Seminar
Transfer \$71.83 from 106.6517.4 Travel & Transportation to 106.7488 Misc Program Support
Transfer \$100.00 from 104.6281 Automobile to 104.7488 Program Support
Transfer \$62.41 from 104.6517.3 Conference/Seminar to 104.7488 Program Support
Transfer \$38.43 from 104.6517.5 Meals and Lodging to 104.7488 Program Support
Transfer \$497.50 from 103.6517.3 Conference/Seminar to 103.6517.4 Travel & Transportation
Transfer \$750.00 from 102.6282 Airplane, Train, Bus to 102.7342 4-H Program Support
Transfer \$500.00 from 101.6092 Advertising to 101.6762 Office Furniture
Transfer \$400.00 from 101.6517.5 Meals and Lodging to 101.6762 Office Furniture
Transfer \$330.00 from 101.6517.4 Travel & Transportation to 101.6762 Office Furniture
Transfer \$200.00 from 101.6517.2 Staff Development to 101.6762 Office Furniture
Transfer \$500.00 from 101.6321 Contract Labor to 101.6762 Office Furniture
Transfer \$150.00 from 101.6281 Automobile to 101.6762 Office Furniture

Public Works

Transfer \$3,626.00 from 020.7085 District Support Grants to 020.7085.53 Fox Ridge I&S District
Transfer \$2,875.00 from 020.7085 District Support Grants to 020.7085.20 Central Campbell County I&S District
Transfer \$4,075.00 from 020.7085 District Support Grants to 020.7085.20 Central Campbell County I&S District
Transfer \$1,800.00 from 020.7085 District Support Grants to 020.7085.23 Prairieview/Champion I&S District
Transfer \$2,975.00 from 020.7085 District Support Grants to 020.7085.50 Means, Carter & N. Hannum I&S District
Transfer \$2,683.00 from 020.7085 District Support Grants to 020.7085.26 Eight Mile I&S District
Transfer \$1,700.00 from 020.7085 District Support Grants to 020.7085.47 Bennor Estates I&S District
Transfer \$2,411.00 from 020.7085 District Support Grants to 020.7085.52 Box N Ranch Rd I&S District

OATH OF OFFICE

Richard Weisheimer – Full-Time Assistant Public Defenders for Sixth Judicial District
Appointment by Governor Mark Gordon

POSITION VACANCY JUSTIFICATIONS

Airport – Airport Operations Technician I or II

SOCIAL MEDIA REQUEST

Clerk's Office – Charity Stewart, Elections Coordinator

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HAND WARRANTS

Campbell County Clerk Tax Account	\$20,465.40
	AMOUNT
Campbell County Treasurer – FLX/HSA	3,787.49
Campco Federal Credit Union	950.00
Great West Trust Company	2,605.00
Campbell County Clerk Tax Account	302,949.60
Campbell County Park & Recreation Activity Fund	31.00
Campbell County Treasurer – FLX/HSA	46,905.42
Campco Federal Credit Union	276.01
Circuit Court of Campbell County	587.50
Great West Trust Company	36,711.66
Wyoming Child Support	1,688.38
IRS – Department of Treasury	433.00
State of Wyoming – Department of Revenue & Taxation	47.92
Campbell County Fire Department	840,080.81

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The following page(s) contain the backup material for Agenda Item: [Consent Agenda](#)

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Office of County Commissioners
April 7, 2020
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, April 7, 2020. Chairman Reardon called the meeting to order at 9:00 AM. Commissioner Shelstad led in prayer and Chairman Reardon led the Pledge of Allegiance.

Present, via teleconference, were DG Reardon, Rusty Bell, Bob Maul, Collen Faber, Commissioners, and Jenny Staeben, Deputy County Attorney. Present, in Chambers, were Susan Saunders, County Clerk and Carol Seeger, Commissioners Administrative Director.

The following consent agenda was presented:

MINUTES:

Board of Commissioners Public Land Board Meeting, March 12, 2020
Board of Commissioners Directors Workshop, March 16, 2020
Board of Commissioners Executive Session, March 16, 2020
Board of Commissioners Regular Meeting, March 17, 2020
Board of Commissioners Public Health Board Meeting, March 19, 2020
Board of Commissioners Special Meeting, March 23, 2020
Board of Commissioners Special Meeting, March 31, 2020

MONTHLY REPORTS:

Clerk of District Court – February 2020
Sheriff's Office – February 2020

PAYROLL PAYMENTS:

March 7, 2020
March 21, 2020

CANCELLATION/REBATE OF TAXES:

#4092 – 4098

CAPITAL REQUEST:

Circuit Court – To purchase six record storage racks in the amount of \$1,265 from the Capital Contingency account

EMERGENCY SICK LEAVE BANK (ESLB) DONATIONS:

Transfer 80 hours from Employee #677521 to ESLB Donation
Transfer 52.23 hours from Employee #594911 to ESLB Donation
Transfer 100 hours from Employee #134332 to ESLB Donation
Transfer 10 hours from Employee #224418 to ESLB Donation
Transfer 80 hours from Employee #314430 to ESLB Donation
Transfer 80 hours from Employee #411475 to ESLB Donation
Transfer 100 hours from Employee #103827 to ESLB Donation
Transfer 80 hours from Employee #537529 to ESLB Donation
Transfer 100 hours from Employee #171230 to ESLB Donation
Transfer 100 hours from Employee #174449 to ESLB Donation

LINE ITEM TRANSFERS:

Public Works - Transfer \$41,800 from 083.7173.5 Parks Cap. Const. Bicentennial Park to 083.7271.16 Parks Cap. Const. Pool Flooring

Sheriff's Office - Transfer \$200 from 051.6517.4 S.O. Trng Travel to 051.6281 S.O. Non-Trng Travel; transfer \$10,000 from 052.6117 Utilities to 052.6777 Bldg Maintenance

POSITION VACANCY JUSTIFICATIONS:

- Library Board – Youth Services Specialist
- Public Works – Administrative Assistant I, II Part-Time
- Public Works – Maintenance Technician II, III
- Sheriff's Office – Administrative Assistant I, II, III (3 Positions)

HAND WARRANTS:

Wyoming Attorney General – Criminal Investigation	\$39.00
Clerk of District Court – Campbell County	40.00
Campbell County Sheriff – Civil Account	50.00
Campbell County Clerk Tax Account	305,485.93
Campbell County Parks & Recreation Activity Fund	33.00
Campbell County Treasurer – FLX/HSA	43,754.98
Campco Federal Credit Union	276.01
Circuit Court of Campbell County	592.71
Great West Trust Company	36,866.66
Wyoming Child Support	1,688.38
State of Wyoming – Department of Revenue & Taxation	77.84
Campbell County Clerk Tax Account	304,439.90
Campbell County Parks & Recreation Activity Fund	33.00
Campbell County Treasurer – FLX/HSA	47,409.98
Campco Federal Credit Union	276.01
Circuit Court of Campbell County	594.45
Great West Trust Company	36,666.66
Wyoming Child Support	1,688.38
CCCBT	212,946.73
CCEHBTA – Dental	43,161.20
Delta Dental Plan of Wyoming	2,123.80
CCEHBTA – Health	782,705.07

Commissioner Bell moved to approve all items on the Consent Agenda as presented.

Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the vouchers as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

A I Distributors	Landfill	\$2,442.19
ABDO	CCPL-Main Branch	1,605.90
Acord, Darcy A.	Library-General Administration	41.76
Action Lock and Key	Sheriff-Jail Facility	36.66
AdBay Com	Various Departments	35.00
Air Tech Heating	Publ Work Capital Construction	9,043.00
Aircraft Bluebook	County Assessor	158.45
Albertsons Emer Mgmt	Emergency Management	207.27
Alignment Pros	County Sheriff	60.00
Alsco	Various Departments	1,449.13

Alternative Propane	Various Departments	1,246.04
Amazon Courthouse	Various Departments	418.23
Amazon Library	Various Departments	783.05
American Airport Exe	Northeast Wyoming Regional	275.00
American Family Life	Campbell County General Fund	103.02
American Millennium	Commissioner's-Gen Cnty Costs	51.40
American Red Cross	P & R-Recreational Division	300.00
Animal Medical Cntr	County Sheriff	428.12
Arbuckle Lodge	Rockpile Museum - Gen Admin	79.00
Architectural Spec	Maintenance/Custodial	500.01
Arete Design Group	Various Departments	4,294.34
Armacost Trane Serv	Maintenance/Custodial	188.61
Arrow Printing Grap	Various Departments	2,418.70
Associated Glass	Various Departments	342.51
Atlas Office Prod	District Court	31.82
ATT Airport	Northeast Wyoming Regional	209.14
ATT Assessor	County Assessor	101.43
ATT Children's Devel	Children's Dev Svc-Spec Ed	189.49
ATT Emergency Mgmt	Emergency Management	84.89
ATT Library	CCPL-Main Branch	36.99
ATT Park Recreation	Various Departments	98.46
AutoZone	County Sheriff	44.00
AVA Community Arts	1% Optional Sales Tax Fund	112.00
Avis Rent A Car Chic	County Sheriff	336.91
Axis Forensic Tox	County Coroner	1,268.00
Baker Taylor Cont	Various Departments	142.61
Barney Graham	Commissioner's-Gen Cnty Costs	450.00
Basin Radio Network	Various Departments	1,029.75
Bears Naturally	Sheriff-Jail Facility	60.92
Bighorn Hydraulics	Various Departments	203.95
Bighorn Mtn Radio	Various Departments	45.00
Black Hills Enrg Gas	Various Departments	48,504.06
Black Hills Pioneer	Various Departments	716.50
Blackstone Audio	CCPL-Main Branch	1,225.37
BMC Software	Information Technology Service	1,331.94
BMI Music	P & R-Ice Skating	364.00
Bob Barker Company	Various Departments	2,248.67
Bobcat of Gillette	Northeast Wyoming Regional	1,588.17
Bomgaars	Various Departments	745.76
Boot Barn	Human Resources	414.97
Border States Elec	Various Departments	1,727.43
Bowman, Jennifer L.	Various Departments	31.05
Boys Girls Club CC	1% Optional Sales Tax Fund	5,522.06
Brodart Company	Library-General Administration	1,120.00
Buffalo Bulletin	Various Departments	384.00
Buffalo Porta Potty	Road & Bridge	125.00

Burns McDonnell Eng	Various Departments	38,086.95
C B Operations	Northeast Wyoming Regional	51.91
C F Repair	Fleet Sales Tax Funds	700.00
Caplin Drysdale	Commissioner's-Gen Cnty Costs	26,189.69
Car Knack	Fleet Sales Tax Funds	370.00
Carrot Top Industrie	Northeast Wyoming Regional	929.71
Cash WA Distributing	Sheriff-Jail Facility	470.33
CBH Co Op	Various Departments	98.33
CC Coor Benefit Trst	Human Resources	2,216.04
CC Dist Crt Rev Wit	State & Fed Mandated Costs	2,581.87
CC Health Misc	Various Departments	1,161.00
CC Public Health	Human Resources	56.00
CC Public Land Brd	1% Municipal Sales Tax Fund	439,517.41
CC School Dist Coop	Sheriff-Jail Facility	3,040.76
CC Senior Center	1% Optional Sales Tax Fund	34,833.00
CC Treas Mus CC	Rockpile Museum - Gen Admin	140.48
CCMH Patient Acct	County Attorney	4,350.00
CDW Government	Various Departments	31,574.28
CEM Sales & Service	Maintenance/Custodial	814.00
Center Point Large	Library-General Administration	266.64
CenturyLink Phone	Various Departments	15,921.09
Certified Folder	Rockpile Museum - Gen Admin	2,103.98
Charter Comm Cable	Various Departments	1,710.99
Chatfield, Todd	Northeast Wyoming Regional	15.08
Children's Home Soc	County Sheriff	150.00
Chitwood, Cheryl E.	State & Fed Mandated Costs	17.92
Choi Berger, Kyouhee	CCPL-Main Branch	41.96
Chris Supply Co	County Sheriff	157.00
City Gillette Misc	Various Departments	3,005.00
City Gillette Util	Various Departments	73,793.56
Clear Creek Counsel	City of Gillette A Drug Court	425.00
Cody, Justin	County Sheriff	45.00
Collection Prof	Children's Dev Svc-Gen Admin	189.73
Collins Commun	Various Departments	1,341.40
Comfort IS Chey	Library-General Administration	96.00
Comfort IS Riverton	Fair-General Admin	178.00
Comfort Systems Heat	Maintenance/Custodial	210.00
Community Playthings	Children's Dev Svc-Spec Ed	190.00
Concordance Health	County Health Nurse	63.15
Contractors Supply	Various Departments	5,846.25
Cotton, Darla J	Commissioner's-Gen Cnty Costs	57.27
Council Community Svc	Various Departments	92,807.71
Counseling Connect	Various Departments	2,105.00
Cowboy Country Anim	County Attorney	2,600.00
Cowboy State Rebuild	Road & Bridge	389.00
CPS Distributors	P & R-Parks	1,115.00

Craig Distributing	Library-General Administration	232.90
Crain Caton James	Commissioner's-Gen Cnty Costs	293.50
Crescent Electric	Various Departments	33,219.68
Crum Electric Supply	Various Departments	2,856.25
CSS	Sheriff-24/7	3,565.38
Cummins Sales Svc	Road & Bridge	3,310.59
Custom Graphix Signs	Fleet Sales Tax Funds	1,200.00
Dads Truck and Auto	County Sheriff	137.00
Damian, Nicole L.	Various Departments	100.06
Davis, Charles A.	Road & Bridge	2,724.00
Del City	Fleet Sales Tax Funds	192.30
Dell Marketing LP	Various Departments	11,923.25
Demco	Library-General Administration	768.75
Dermatec Direct	Sheriff-Jail Facility	894.49
Discount School	Children's Dev Svc-Preschool	5,024.40
Douglas Budget	Various Departments	520.00
DRM	Publ Work Capital Construction	44,789.87
Dru Consulting	Commissioner's-Gen Cnty Costs	11,293.62
Duluth Trading Co	County Sheriff	149.00
Ecolab Pest Elimination	CCPL-Wright Branch	121.14
Ekstrom, Brooke L.	County Health Nurse	53.48
EMB Golf Carts	P & R-Bell Nob Golf Course	375.00
Employment Testing	Sheriff-Jail Facility	38.00
Energy Addicts	1% Optional Sales Tax Fund	1,500.00
Energy Cap Econ Dev	1% Optional Sales Tax Fund	5,000.00
Equitable Life	Campbell County General Fund	37.25
Ewing, Dianna H.	State & Fed Mandated Costs	208.00
Espresso Lube	County Sheriff	607.61
Family Health	Sheriff-Jail Facility	6,894.00
Farmer Bros Co	Various Departments	1,460.12
Fastenal Company	Various Departments	104.66
Federal Express Corp	Various Departments	138.71
FIB Mstrcrd Airport	Northeast Wyoming Regional	672.76
FIB Mstrcrd Library	Various Departments	4,840.28
FIB Mstrcrd Park Rec	Various Departments	4,703.56
Firemaster	Sheriff-Jail Facility	100.00
First Natl Bnk Gil	Publ Work Capital Construction	7,378.28
First Natl Bnk Visa	Various Departments	26,507.03
Fleetpride	Landfill	2,509.95
Floyds Truck Center	Road & Bridge	1,845.05
Force America Dist	Road & Bridge	3,630.57
Forecast	Commissioner's-Gen Cnty Costs	5,500.00
Freeland, Theresa M.	Children's Dev Svc-Preschool	50.00
Fry, Kimberly D.	Various Departments	294.18
Furman, Craig M.	County Sheriff	50.00
Gale Cengage Learn	Various Departments	1,632.22

Gaylord Bros	Rockpile Museum - Gen Admin	467.97
Geotech Industrial	Road & Bridge	5,679.50
Gillette Abuse Refug	Various Departments	10,699.98
Gillette Amer Lgn Bb	1% Optional Sales Tax Fund	3,000.00
Gillette College	Road & Bridge	255.00
Gillette Printing	Road & Bridge	1,597.95
Gillette Reprod Hlth	Various Departments	7,823.00
Gillette Steel	Various Departments	355.00
Gillette Winsupply	Various Departments	17,238.47
Glaxosmithkline Phar	Various Departments	6,538.76
Golden West Tech	Various Departments	6,678.80
Govens Farm Ranch	Various Departments	689.30
Grease Kings	Maintenance/Custodial	850.00
Gregs Welding	P & R-Bell Nob Golf Course	840.00
Grimms Pump Industrl	Various Departments	772.71
Grossenburg Implemnt	Road & Bridge	202.29
Grubb, Amber L.	Maternal Child Health (B.B.)	192.63
Haggertys Music	Various Departments	54,911.15
Hakert, Richard J.	Road & Bridge	604.80
Harris Public Health	County Health Nurse	295.00
Hawkins	Various Departments	5,604.57
Heartland Paper	Sheriff-Jail Facility	3,230.33
Heartland Tanning	P & R-Recreational Division	2,846.00
Henning, Robert A.	Rockpile Museum - Gen Admin	13.80
High Glass Window	Maintenance/Custodial	1,593.00
Hileman, Jamie M.	Library-General Administration	47.15
Hoggatt, Meredith P.	Extension Dept-Horticulture	149.52
Holiday Inn Ex Chey	Commissioner's Executive	288.00
Holland, Karen L.	County Sheriff	51.50
Homax Oil Sales	Various Departments	112,426.94
Home Depot Emer Man	Emergency Management	13.76
Home Depot Maint	Maintenance/Custodial	559.00
Home Depot Museum	Various Departments	110.40
Home Depot Parks Rec	Various Departments	959.53
Home Depot Sheriff	Sheriff-Jail Facility	130.01
Honnen Equipment	Road & Bridge	124.34
Horning Horning McG	State & Fed Mandated Costs	125.00
Howard, Johnathan W	County Attorney	30.00
Hubbard, Kelly S.	County Health Nurse	12.08
IBM	Information Technology Service	17,800.45
Inkowl.Com	Rockpile Museum - Gen Admin	367.00
Inland Truck Parts	Various Departments	2,493.62
Interstate Batt Rc	Various Departments	700.50
Intoximeters	Sheriff-24/7	1,062.50
James Tire Service	Public Works	10.00
Jims Heating AC Ref	Landfill	1,950.00

Jones, Lori Jane	Human Resources	83.99
Kanopy	CCPL-Main Branch	165.00
Karens Delivery Co	Road & Bridge	17.00
Keyhole Broadcasting	Various Departments	178.00
Kimball Midwest	Road & Bridge	858.16
KSLT KLMP KTPT	Various Departments	300.00
KYDT Radio	Various Departments	290.00
La Quinta Inn	Commissioner's-Gen Cnty Costs	130.00
Lawson Products	Landfill	706.66
Leonards Home Imprv	Publ Work Capital Construction	2,400.00
Lesley, Douglas	State & Fed Mandated Costs	3,537.50
Lesley, Terri L.	Library-General Administration	246.94
Liberty Mutual	Human Resources	1,293.68
Library Foundation	Various Departments	394.89
Light O Rama	P & R-Parks	4,652.83
Lightning Lube	Various Departments	100.00
Lindblom Reba	Various Departments	16.68
LivingWorks Educat	Prevention Management Org	6,542.82
Love, Brooke D.	Library-General Administration	48.30
Lowe Roofing	Publ Work Capital Construction	214,155.00
Lynns Auto Repair	County Sheriff	316.16
M B Companies	Northeast Wyoming Regional	2,687.00
Macias, Belinda	Children's Dev Svc-Spec Ed	275.00
Mad Transportation	Various Departments	279.50
Magnolia Journal	CCPL-Main Branch	20.00
McKesson Med Surgic	Sheriff-Jail Facility	1,195.89
McMahon, Pamela K.	State & Fed Mandated Costs	2,086.50
McRae, Ashley D.	Prevention Management Org	48.88
Meadow Gold Dairy	Children's Dev Svc-Preschool	272.52
Means First Ext WS	Road & Bridge	137.65
Medical Arts Lab	Sheriff-Jail Facility	5,492.00
Medicap Pharmacy	County Health Nurse	151.25
Menards Airport	Northeast Wyoming Regional	68.83
Menards Fleet	Fleet Department	66.28
Menards Landfill	Landfill	127.05
Menards Maintenance	Various Departments	408.08
Menards Park Rec	Various Departments	646.08
Menards Road Bridge	Road & Bridge	208.14
Menards Sheriff	Sheriff-Jail Facility	12.99
Merck Sharp Dohme	Various Departments	9,012.50
Midwest Tapes	Various Departments	1,562.01
Miller Welding	Road & Bridge	17,960.00
Miners News	Various Departments	175.00
Moore, Irene	Various Departments	110.49
Morgan, Tobey J.	County Sheriff	200.00
Motorola Solutions	Commissioner's-Gen Cnty Costs	3,582.11

NADA Appraisal Guide	CCPL-Wright Branch	189.00
Naramore, James J MD	Sheriff-Jail Facility	1,000.00
National Bus Furn	Bioterrorism	6,305.10
National Entert Tec	P & R-Recreational Division	480.00
National Wasp WWII	Rockpile Museum - Gen Admin	639.76
Nelson Auto Glass	Various Departments	562.97
New Vision Auto Body	Fleet Sales Tax Funds	709.97
News Record	Various Departments	4,394.32
Nichols, Crystal A.	Human Resources	133.40
Norchem Drug Test	Various Departments	3,596.55
Norco	Various Departments	27,398.37
North Star Lighting	Fleet Sales Tax Funds	3,400.00
Novus Auto Glass	County Sheriff	340.00
OAG Flightview	Various Departments	433.46
Octane Garage	Public Works	1,595.88
Office Depot	Various Departments	6,783.27
OpSec Security	County Treasurer	475.00
Optum Bank	Human Resources	1,687.50
OReilly Auto Parts	Various Departments	140.41
Oriental Trading Co	CCPL-Main Branch	123.70
Outliers Creative	Prevention Management Org	500.00
Overdrive	Various Departments	7,292.35
Overhead Door Co	Various Departments	123.20
Pacific Steel Recyc	Road & Bridge	460.24
Paintbrush Services	Various Departments	775.00
Papa Johns Pizza	Various Departments	558.19
Paraclete Videos	Various Departments	103.92
PB Dist Court	District Court	396.90
PB Global Airprt	Northeast Wyoming Regional	156.00
PB Global Attorney	County Attorney	173.04
PB Global Dist Crt	District Court	540.87
PB Global Sheriff	County Sheriff	173.04
Pearson Oil Co.	Commissioner's-Gen Cnty Costs	13,144.55
Penworthy Company	CCPL-Main Branch	497.57
Peregrine Global	Human Resources	10,800.00
Personal Frontiers	Various Departments	11,047.50
Pete Lien Sons	Road & Bridge	473.25
PharmChem	Sheriff-24/7	2,489.75
Pineview IS District	1% Optional Sales Tax Fund	193.75
Pizza Hut	Landfill	141.70
Plains Tire Battery	County Sheriff	772.54
Plainsman Printing	Various Departments	2,424.85
Playaway Library	Various Departments	403.92
PMCH	Payments In Lieu of Taxes Fund	5,968.28
Porter, Kent	County Attorney	30.00
Postge Phone Airprt	Northeast Wyoming Regional	500.00

Powder River Ener Utl	Various Departments	22,037.52
Powder River Exam	Various Departments	120.00
Powder River Heating	Maintenance/Custodial	964.24
Powder River Worksaf	Human Resources	710.00
Prestige Flag	P & R-Bell Nob Golf Course	992.80
Price Chopper Wrist	P & R-Recreational Division	92.99
Proforce Law Enforc	County Sheriff	1,892.20
Purvis Industries	Various Departments	1,700.29
Qdoba Mexican Grill	Commissioner's Executive	155.00
Quadient	Library-General Administration	236.52
Quill Corporation	County Assessor	608.91
R B Tire	P & R-Parks	80.82
R R Products	Maintenance/Custodial	118.84
Rain Locker Car Wash	Various Departments	259.65
Ram Computer Supply	Various Departments	1,243.54
Rapid Fire Protect	Maintenance/Custodial	1,305.00
Razor City Locksmith	Maintenance/Custodial	4.50
Razor City Rental	Road & Bridge	26.81
RCN Technologies	Capital Outlay-Emergency Mgnt	3,034.96
Really Good Stuff	CCPL-Main Branch	143.77
Record Supply	Various Departments	3,897.82
Recreation Supply	Maintenance/Custodial	584.98
Redwood Tox Product	Various Departments	1,733.95
Reinhart Foodservice	Northeast Wyoming Regional	233.88
Retractable Tech	County Health Nurse	749.60
Rhode Island Novelty	CCPL-Main Branch	750.15
Ricardos Cleaning	P & R-Recreational Division	1,140.00
Roberts, Emily V.	Children's Dev Svc-Gen Admin	31.62
Robertson Recreation	Publ Work Capital Construction	4,656.00
Rocky Mtn Business	Various Departments	7,330.95
Rocky Mtn Discount	County Sheriff	35.94
S S Builders	Publ Work Capital Construction	66,404.49
Sanofi Pasteur	Various Departments	3,188.93
Scarbrough, Kimberly	County Attorney	30.00
Schlekeway, Genevieve V.	Library-General Administration	30.00
Scholastic Library	CCPL-Main Branch	1,510.89
School Outfitters	Children's Dev Svc-Spec Ed	472.60
Schurtz, Jessica R.	Various Departments	69.58
Schutz Foss Archit	Publ Work Capital Construction	61,572.00
Second Chance Minist	1% Optional Sales Tax Fund	1,126.23
Selbys	Public Works	1,015.47
Sentinel Offender	Various Departments	513.00
Servall Uniform	Road & Bridge	1,009.85
Sheridan Press	CCPL-Main Branch	234.00
Sherwin Williams	Various Departments	227.23
Sign Boss	P & R-Bell Nob Golf Course	409.41

Simpsons Printing	Library-General Administration	112.00
Sir Speedy	Rockpile Museum - Gen Admin	208.13
Sitech Wyoming	Landfill	532.14
Skaggs Companies	County Sheriff	97.85
Smart Start	Various Departments	400.00
Smith, Pamela	Library-General Administration	404.38
Society Human Res	CCPL-Main Branch	219.00
Source Office Tech	Various Departments	3,158.79
Sowada, Felix	State & Fed Mandated Costs	412.50
Spencer Fluid Power	Landfill	33.96
Staben, Jenny C.	County Attorney	179.98
Stotz Equipment	P & R-Parks	121.17
Strawn, Megan	County Attorney	35.75
Structural Dynamics	Publ Work Capital Construction	39,656.94
Stulken Law	Various Departments	1,337.50
Sulzer Ems	P & R-Bell Nob Golf Course	495.00
Summit Companies	Sheriff-Jail Facility	269.00
Summit Food Services	Sheriff-Jail Facility	41,459.92
Sundial Heating	Sheriff-Jail Facility	353.67
Sunshine Custom Pain	Human Resources	16,413.74
Sylvestri Custom	Prevention Management Org	4,800.00
Sysco Food Services	Children's Dev Svc-Preschool	6,013.53
Teaching Strategies	Children's Dev Svc-Preschool	2,109.60
Technical Explicat	Information Technology Service	1,000.00
The Grease Barrel	Various Departments	183.95
The Range	P & R-Gen Adm	50.55
The Sales Group	Capital Outlay-Emergency Mgnt	8,764.00
Thomas Y Pickett	County Assessor	14,300.00
Thomson Reuters West	County Attorney	711.01
Three D Equipment	Road & Bridge	700.00
Three D Specialties	Road & Bridge	344.90
Thunder Basin Ford	County Sheriff	226.00
Titan Machinery	Landfill	840.94
Top Office Products	Various Departments	3,648.30
Total Construction	Road & Bridge	204.00
True West Publishing	Rockpile Museum - Gen Admin	550.00
Tyler Tech	Payments In Lieu of Taxes Fund	84,296.37
U S Post Extension	Extension Department	940.00
Ultra Tuff	Publ Work Capital Construction	20,900.00
Unique Management	Library-General Administration	98.45
United Parcel Serv	Various Departments	89.47
Universal Athletic	Various Departments	6,104.15
Upholstery LaDonna	Northeast Wyoming Regional	664.00
Urbin Law Office	State & Fed Mandated Costs	9,968.50
Vassar, Harold E.	County Sheriff	11.52
Verizon Adlt Drg Crt	Adult Drug Court	104.36

Verizon Attorney	County Attorney	32.09
Verizon Emergency Mgmt	Emergency Management	38.52
Verizon Juv Prob	Various Departments	208.72
Verizon Public Hlth	County Health Nurse	271.78
Verizon Public Works	Various Departments	658.78
Verizon Sheriff	Various Departments	4,923.85
Veto Enterprises	Fleet Sales Tax Funds	8,384.48
Visionary Broadband	Various Departments	6,261.40
Visitation Advocacy	1% Optional Sales Tax Fund	7,411.18
Vista Leasing Co	Various Departments	3,451.80
Vital Records Cont	County Attorney	147.35
Walmart Children Dev	Various Departments	318.73
Walmart Clerk	County Clerk	53.08
Walmart Extension	Various Departments	550.44
Walmart ITS	Information Technology Service	30.21
Walmart Landfill	Landfill	39.96
Walmart Library	Various Departments	230.80
Walmart Museum	Various Departments	111.26
Walmart Park Rec	Various Departments	616.93
Walmart Public Hlth	County Health Nurse	118.80
Walmart Public Works	Public Works	20.76
Walmart Sheriff	Various Departments	69.68
Walmart Treasurer	County Treasurer	117.93
Warne Chem Equip	P & R-Parks	70.00
Waste Connections	Various Departments	2,569.66
Waypoints Wyoming	Commissioner's-Gen Cnty Costs	10,141.48
Western Plains Bus	County Assessor	517.50
Western Stationers	Various Departments	415.72
Western Waste Sol	Various Departments	920.92
Weston Co Gazette	Various Departments	60.00
Westwood Pharmacy	Sheriff-Jail Facility	5,270.24
WEX	Fleet Department	657.19
Whites Energy Motors	Fleet Sales Tax Funds	84,354.00
Windshield Paramedic	Human Resources	300.00
Winland Car Wash	Fleet Department	9.00
Work Warehouse	Human Resources	150.00
Wright Community	1% Optional Sales Tax Fund	858.94
Wright Water Sewer	Various Departments	414.50
WY Dept Health Prev	Sheriff-Jail Facility	518.00
WY Enterprise Tech	County Treasurer	42.09
WY Law Enf Acad Bsic	Various Departments	1,576.80
WY Public Defender	State & Fed Mandated Costs	218,005.39
WY Retirement Life	Campbell County General Fund	592.00
WY Retirement System	Campbell County General Fund	434,921.20
WY Secretary State	Library-General Administration	60.00
WY State Library	Various Departments	27,712.69

WY State Vet Lab	County Health Officer	25.71
Wyo Co Treasur Assn	County Treasurer	200.00
Wyo Sheriffs Assn	Sheriff-Jail Facility	687.00
Wyoming Library Assn	Library-General Administration	1,524.83
Wyoming Machinery	Various Departments	257,552.02
Wyoming Medical Soc	Prevention Management Org	785.71
Wyoming State Fair	Fair-General Admin	801.80
Wyoming Water Sol	Various Departments	919.94
Youth Emergency Serv	Various Departments	29,690.80
Zoll Medical	Human Resources	2,124.72

The following are the claims for Part-Time Employees summarized by department for March 2020: Commissioners, \$415; Clerk, 3,631.39; Sheriff, 9,684.01; Coroner, 2,060; Extension, 1,542.75; District Clerk of Court, 997.14; Public Works-Landfill, 1,020; Museum, 99; Public Health, 7,416.15; Public Works-Custodians, 3,048; Children's Center, 12,446.37; Library, 54,316.06; Fair, 1,017.25; Parks & Recreation, 53,727.89; Adult Drug Court Program, 4,000

Chairman Reardon thanked the citizens of Campbell County for their efforts while dealing with COVID-19. Commissioner Shelstad announced the creation of a taskforce to address how the business community will work together to recover from the current economic crisis created by COVID-19. Commissioner Faber shared the public service announcement that The Food Bank of the Rockies will be making a delivery in Gillette on April 18. Logistical details are still being worked out.

Commissioner Faber moved to adopt Resolution Number 2033, regulating the storage of fireworks from June 1, 2020 to May 31, 2021, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to adopt Resolution Number 2034, governing the sale and use of fireworks for 2020, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the Collins Communications Inc. Tower and Building Space Lease Agreement Third Addendum between Collins Communications Inc. and the Campbell County Sheriff's Office to extend the lease for an additional four years for the period of January 1, 2020 to December 31, 2024, as presented. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the Declaration of Election Results and Organizational Resolution for the Little Thunder Improvement and Service District, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to award the Road and Bridge Facility Renovations to S&S Builders, LLC for the West Shop Renovation Project, in the amount not to exceed \$545,925 and Michaels Construction for the East Shop Renovation Project, in the amount not to exceed

\$333,058 and authorize the execution of all documents to complete the projects, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the District Support Grant Application for the Fox Ridge Subdivision Improvement and Service District in an amount not to exceed \$3,626 from the Optional One Percent Sales Tax fund for 4" crushed concrete surfacing on Fox Ridge Avenue and 4" scoria surfacing on Artic Avenue, Gravel Road Priority 6, as recommended by the Campbell County Department of Public Works. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the District Support Grant Application for the Central Campbell County Improvement and Service District in an amount not to exceed \$2,875 from the Optional One Percent Sales Tax fund for street sweeping in the Sleepy Hollow Subdivision, Hard Street Sweeping Priority 8, as recommended by the Campbell County Department of Public Works. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the District Support Grant Application for the Central Campbell County Improvement and Service District in an amount not to exceed \$4,075 from the Optional One Percent Sales Tax fund for jetting of main sewer lines in the district to clean and diagnose potential problems, Water and Sewer Priority 4, as recommended by the Campbell County Department of Public Works. Commissioner Bell seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the District Support Grant Application for the Means, Carter, North Hannum Improvement and Service District in an amount not to exceed \$2,975 from the Optional One Percent Sales Tax fund for distributing 14,000 gallons of mag chloride on approximately three miles of road for dust control, Gravel Road Priority 6, as recommended by the Campbell County Department of Public Works. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the District Support Grant Application for the Prairieview Champion Ventures Improvement and Service District in an amount not to exceed \$1,800 from the Optional One Percent Sales Tax fund for sweeping their paved roads, Hard Street Sweeping Priority 8, as recommended by the Campbell County Department of Public Works. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the District Support Grant Application for the Eight Mile Improvement and Service District in an amount not to exceed \$2,683 from the Optional One Percent Sales Tax fund for distributing 10,000 gallons of mag chloride on approximately 1.25 miles of road for dust control, Gravel Road Priority 6, as recommended by the Campbell County Department of Public Works. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the District Support Grant Application for the Bennor Estates Improvement and Service District in an amount not to exceed \$1,700 from the Optional One Percent Sales Tax fund for distributing 8,000 gallons of mag chloride on their district road

for dust control, Gravel Road Priority 6, as recommended by the Campbell County Department of Public Works. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the District Support Grant Application for the Box N Ranch Road Improvement and Service District in an amount not to exceed \$2,411 from the Optional One Percent Sales Tax fund for the application of 320 tons of Limestone J-Base to 800' of Box N Ranch Road, grading the road, and application of water if moisture in the surfacing is not sufficient, Gravel Road Priority 6, as recommended by the Campbell County Department of Public Works. Commissioner Bell seconded the motion. Commissioner Bell - Aye, Chairman Reardon - Aye, Commissioner Maul - Aye, Commissioner Shelstad - Aye. Commissioner Faber - Nay. Carried.

Commissioner Shelstad moved to approve the pay grades and job titling for Campbell County employees as prepared and recommended by Segal Waters through its compensation study dated September 30, 2019, as presented and recommended by the Department of Human Services and Risk Management effective June 28, 2020. Commissioner Bell seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the implementation of the step pay program for the Campbell County Fire Department recommended by the Department of Human Resources and Risk Management at the rates which place the Fire Department at 98% of the minimum industry placement as presented and recommended by the Department of Human Resources and Risk Management effective June 28, 2020, subject to final budget approval. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the Interagency Agreement between the State of Wyoming, Office of the Secretary of State and Campbell County for the purchase, testing, acceptance, safekeeping and ongoing maintenance of voting systems, equipment and software required and funded by the State, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

There being no further business to come before the Board of Commissioners, the meeting was adjourned at 11:00 AM. The next regular meeting of the Commissioners will be held Tuesday, April 21, 2020, at 9:00 AM in the Commissioners Chambers in the Courthouse.

Susan F. Saunders, Clerk
Board of County Commissioners

DG Reardon, Chairman
Board of County Commissioners

In accordance with W.S. 18-3-516(f) the required County Notices of Publication are available on the County's Website at: www.ccgov.net

Clerk of District Court
Monthly Statement
March 2020

Approved by the Board of County
Commissioners this..... day of
.....A.D. 20.....
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The State of Wyoming } ss.
County of Campbell

This instrument was filed
on the ____ day of _____
20____.

County Clerk

By _____
Deputy

MONTHLY STATEMENT

Statement of the Earnings or Collections of Cheryl Chitwood as Clerk of District Court within and for the County of Campbell, State of Wyoming, for the month ending March, 2020, and reported to the Board of District Court within and for the County of Campbell, State of Wyoming, Cheyenne, WY.

CLERK, DISTRICT COURT,

Civil Fees	4-040-0000	\$	5,950.00
Probate Fees	4-041-0000	\$	1,370.00
Fines	5-001-0000	\$	7,753.73
Jury Fees	4-044-0000	\$	1,800.00
Miscellaneous Fees	4-043-0000	\$	4,318.60

Total Earnings \$ 21,192.33

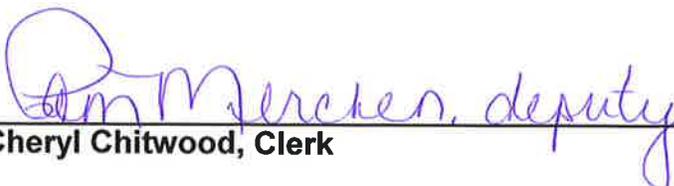
STATE OF WYOMING)

) ss

County of Campbell)

I hereby certify that the above is a true and correct statement of the earnings of my office, or of moneys collected by me as such officer during the month above mentioned, and that the same has been by me paid into the County Treasury.

WITNESS my hand and seal this 7th day of April, 2020.


Cheryl Chitwood, Clerk

County Clerk
Monthly Statement
March 2020

Approved by the Board of County
Commissioners this..... day of
.....A.D. 20.....
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.....
.....

The State of Wyoming } ss.
County of Campbell }

This instrument was filed
on the ____ day of _____
20_____.

County Clerk

By _____
Deputy

COUNTY CLERK'S MONTHLY STATEMENT

Statement of the collections of Susan F. Saunders as Campbell County Clerk within and for the County of Campbell, State of Wyoming, for the month ending MARCH 31, 2020 and filed with the County Clerk for presentation to the Board of County Commissioners of said County as required by Wyoming Statute 18-3-814.

Recording Fees	\$21,075.00
Marriage Licenses.....	\$ 540.00
Chattel Mortgages.....	\$12,084.00
Certificates of Titles.....	\$21,960.00
Miscellaneous Receipts.....	\$ 3,804.70
Interest.....	\$ 2.23
Refunds.....	\$ 866.50
TOTAL	\$60,332.43

Info for Treasurer's Office

WY Titles	1464	@ \$15.00	=	\$21,960	
SO Vins	87	@ \$10.00	=	\$ 870	
PD Vins	173	@ \$10.00	=	\$ 1,730	
GF Vins	9	@ \$10.00	=	\$ 90	
HP Vins		@ \$10.00	=		
WC Vins		@ \$10.00	=		

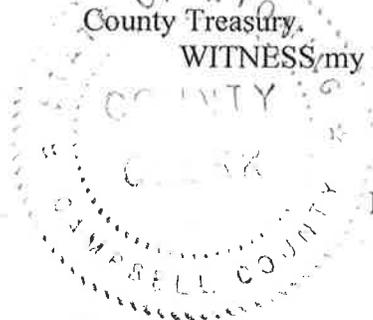
STATE OF WYOMING)
)ss.
 COUNTY OF CAMPBELL)

I hereby certify that the above is a true and correct statement of the monies collected by me as such officer during the month above mentioned, and that the same has been paid into the County Treasury.

WITNESS my hand and seal the 1ST day of APRIL, 2020

Susan F. Saunders, Campbell County Clerk

BY: *Dax Smith*, Deputy



SHERIFF'S OFFICE
MONTHLY STATEMENT
MARCH 2020

Approved by the Board of County
Commissioners this..... day of
.....A.D. 20.....

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.....
.....
.....
.....

The State of Wyoming }
County of Campbell } ss.

This instrument was filed
on the ____ day of _____
20_____.

County Clerk

By _____
Deputy

MONTHLY SHERIFF'S STATEMENT

Statement of the collections of **Scott Matheny** as Sheriff within and for the County of Campbell, State of Wyoming, for the month ending **March 2020** and filed with the County Clerk for presentation of the Board of County Commissioners of said County as required by Wyoming State Statute 18-3-814.

	Service Fees	9,450.00
	Fingerprint Fees	365.00
	Background Fees	69.00
	Copy Fees	73.00
	Notary Fees	6.00
	Sheriff's Sale & Sheriff's Certificate Fees	132.50
	Executions	0.00
COUNTY SHERIFF	Concealed Firearm Permit Fees	370.00
	Sex Offender Registration Fees	477.50
	Salvage Vehicle Sales	0.00
	Towing Fees	125.00
	Foreclosure Sales	101,401.00
	Misc. Refund	5.00
	General Fund	2.51
	E911	0.00
	Town of Wright Reimbursement	0.00
	Town of Wright 911	0.00
	Campbell County Fire Department 911	0.00
	Campbell County Health 911	0.00
	WASCOP Grant	6,919.79
		\$119,396.30

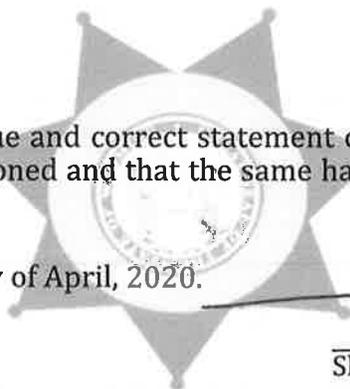
STATE OF WYOMING

§

COUNTY OF CAMPBELL

I hereby certify that the above is a true and correct statement of the monies collected by me as such officer during the month above mentioned and that the same has been paid into the County Treasury, the appropriate court or entity.

WITNESS my hand and seal this 1st day of April, 2020.





 Sheriff of Campbell County

Sheriff's Dept
Detention
Monthly Statement
March 2020

Approved by the Board of County
Commissioners this..... day of
.....A.D. 20.....
.....
.....
.....
.....
.....

The State of Wyoming } ss.
County of Campbell }

This instrument was filed
on the ____ day of _____
20_____.

County Clerk

By _____
Deputy



MONTHLY SHERIFF'S STATEMENT-*DETENTION CENTER*

Statement of the collection of **Scott D. Matheny** as Sheriff within and for the County of Campbell, State of Wyoming, for the month ending **March 2020** and filed with the County Clerk for presentation of the Board of County Commissioners of said County as required by Wyoming State Statute 18-3-814.

COUNTY SHERIFF

Blood/UA Test Reimbursement	\$770.00
Split Sentence	\$4,500.00
Split Sentence Medical	\$17.64
Parolee	\$1,040.00
Juvenile Housing	\$750.00
City of Gillette Housing	\$3,525.00
CCCF Housing	\$1,620.00
Probation Sanction	\$780.00
Medical Reimbursement	\$3,032.42
Restitution	\$242.50
DOP Restitution	\$10.58
Town of Wright Housing	\$85.00
U.S. Marshal Housing	\$4,095.00
Juvenile Housing	\$1,275.00
24/7 Program	\$6,905.25
Bureau of Prisons Housing	\$780.00
TOTAL	\$29,428.39

*****Direct Deposit*****

STATE OF WYOMING
 COUNTY OF CAMPBELL

I hereby certify that the above is a true and correct statement of the monies collected by me as such officer during the month above mentioned and that the same has been paid into the County Treasury, the appropriate court, or entity.

Date: 4-6-2020

Scott D. Matheny
 Campbell County Sheriff

FISCAL YEAR 2019-2020

March 31, 2020

FIB	353153976	64,404.03
FNB	007-8	17,797,304.10
ACH	308-5	1,250.00
FNB CCSD	086-8	2,281,209.95
FNB Flex	568-1	10,635.08
FNB Flex Interest	568-1	4.02
FNB Health Benefits	315-8	727,411.20
FNB Special Escrow	74-4	7,658,981.87
FNB Airport PFC Account	133-3	215,095.05
FNB Library Credit Card Fees	862-1	1,130.40
FNB Museum Credit Card Fees	11092301	196.40
FNB North Landfill Credit Card Fees	864-8	7,956.82
FNB Narcotics Federal Forfeitures	107-4	0.00
FNB Recreation Credit Card Fees	139-2	14,395.93
FNB State Drug Forfeiture Funds	132-5	14,313.95
FNB Taxes Paid in Protest	2075305	840,740.91
FNB-CDSCC-Region 13 Preschool Service	24-8	476,386.34
FNB-CDSCC-Early Head Start	91-4	29,876.05
NSF Checks		2,306.79
Long & Short-Treasurer		2,100.00
Clerk-Dist Crt-Sheriff-Engineer-Landfill-Public Health-Parks & Rec		8,639.50
Cash & Currency		6,150.00
TOTAL CASH ACCOUNTS	30,160,488.39	
TOTAL TDOA'S	226,787,945.27	
Premium & Discounts		22,538.91
WGIF-Building Maintenance		38,787,802.59
WGIF-Campus Maintenance		4,073,383.93
Premium & Discounts		2,528,694.89
WGIF-Capital Replacement Reserve		93,280,710.73
WGIF-Fleet Management		7,226,229.73
WGIF-Fleet Mgmt-PLB -City		702,086.51
WGIF-Gillette College Activity & Education Center		18,612.89
WGIF-Gillette College Rodeo		21,577.83
WGIF-Jt Powers Rec Maint Fund		8,771,087.74
WGIF-Road Equipment		2,886,049.67
WGIF-Short Term Future Cap Const		15,324,210.56
WYOSTAR-1% Municipalities		2,308,947.74
WYOSTAR-1% Optional		7,975,580.24
WYOSTAR-Cap Fac Excess		69,139.80
WYOSTAR-CCSD Dist Fund		0.00
WYOSTAR-Enhanced 911		313,785.44
WYOSTAR-Fleet Management		0.00
WYOSTAR-General		23,712,049.82
WYOSTAR-General Held Revenues		2,331,498.49
WYOSTAR-Health Benefits		4,072,006.10
WYOSTAR-PILT		3,679,470.21
WYOSTAR-Pronghorn Center Main Reserve		1,318,904.09
WYOSTAR-SCFM		4,071,523.29
WYOSTAR-Town of Wright Rec Maintenance		1,656,863.67
WYOSTAR-Wyoming Lottery/Off Track Betting		1,657,729.31
TOTAL		256,970,972.57

173,620,447.07

51,509,768.89

Approved by the Board of County Commissioners this 21 day of April, 2020.

THE STATE OF WYOMING

ss.

County of Campbell

I, Rachael Knust, being first duly sworn according to law, on my oath do depose and say that I am County Treasurer within and for the County of Campbell in the State aforesaid; that the within and foregoing represents a true and correct Trial Balance of my records at the close of business 4/10 to March 31, 2020; that my statement of Cash is just, true and correct, so help me God.

Yvonne Wagner, Deputy
County Treasurer

Subscribed and sworn to be before this 10 day of April, 2020.

David Saunders
County Clerk

3/31/2020		
Airport	0.00	0.00
American Road	0.00	0.00
Antelope Valley	0.00	0.00
Bennor Estates	1,578.06	1,578.06
BOCHES	34,021.45	34,021.45
Bond Disclosure	4,500.00	4,500.00
Box N Ranch Rd	0.00	0.00
Brunsen	0.00	0.00
Buckskin	0.00	0.00
Car Company Tax	0.00	0.00
Cash Reserve	15,000,000.00	15,000,000.00
Cemetary	62,774.98	62,774.98
Central Campbell County	1,976.63	1,976.63
Certificates of Purchase	(267.88)	(267.88)
City of Gillette	53,085.56	53,085.56
Collins Heights	0.00	0.00
Cottonwood I&S	300.00	300.00
County Sales Tax	0.00	0.00
Country Living Acres	100.00	100.00
Countryside I&S	0.00	0.00
Crestview I & S	0.00	0.00
Donkey Creek	300.00	300.00
Eight Mile I&S	2,243.80	2,243.80
Fair	0.00	0.00
Fire	0.00	0.00
Foundation	816,515.00	816,515.00
Fox Park	0.00	0.00
Fox Ridge	766.77	766.77
Freedom Hills	5,334.26	5,334.26
General County	24,078,842.27	24,078,842.27
Graceland	240.00	240.00
Green Valley Estates	0.00	0.00
Health Benefits Trust	4,751,016.65	4,751,016.65
Heritage Village	932.07	932.07
High Country Estates	0.00	0.00
Highway VIN Fees	0.00	0.00
Hospital	204,128.82	204,128.82
Hospital Bond	40.43	40.43
Hospital Bond Interest	5.02	5.02
Interstate Industrial	0.00	0.00
Investments-1% Muni Jt Powers	2,308,947.74	2,308,947.74
Investments-1% Optional	7,955,580.24	7,955,580.24
Investments-Building Maintenance	38,787,802.59	38,787,802.59
Investments-Campus Maintenance	4,073,383.93	4,073,383.93
Investments-Campus Tech Center- Fund 004/027	2,528,694.89	2,528,694.89
Investments-Cap Fac Excess	69,139.80	69,139.80
Investments-Capital Replace Reserve	93,280,710.73	93,280,710.73
Investments-Enhanced 911 Fees	329,094.32	329,094.32
Investments-Fleet Management	10,908,477.54	10,908,477.54
Investments-Gillette College	13,314.84	13,314.84
Investments-JI Powers Rec Maintenance - Fund 028	8,778,844.84	8,778,844.84
Investments-PILT	3,455,242.30	3,455,242.30
Investments-Pronghorn Center Main Reserve	1,318,904.09	1,318,904.09
Investments-SCFM County Road Funds	4,131,234.02	4,131,234.02
Investments-Short Term Future Capital Construction-Fund 696	15,342,626.29	15,342,626.29
Investments-Town of Wright Rec Maintenance-Fund 695	1,656,863.67	1,656,863.67
Investments-Wyoming Lottery/Off Track Betting	1,657,729.31	1,657,729.31
Library	0.00	0.00
Lodging Tax	(0.00)	0.00
Los Caballos	540.00	540.00
McKenny	413.22	413.22
Meadow Springs I&S	0.00	0.00
Means	1,660.97	1,660.97
Means,Carter,N Hannum	700.00	700.00
Moon Ridge	0.00	0.00
Motor Vehicle County Fees	3,644,594.77	3,644,594.77
Motor Vehicle State Fees	34,630.33	34,630.33
Motor Vehicle Non Apportioned Fees	0.00	0.00
Motor Vehicle Temp Sticker/paper Fee	0.00	0.00
Mobile Machinery County Fees	13,442.75	13,442.75
Mobile Machinery Pro-Rate	1,111.33	1,111.33
Motor Vehicle Pro-Rate	29,496.69	29,496.69
Motor Vehicle In Transit Permit	120.00	120.00
Motor Vehicle Temp Worker Decals	0.00	0.00
Museum	0.00	0.00
North Rangeland	679.21	679.21
Organ Donor Donations	12.00	12.00
Oriva Hills	1,848.92	1,848.92
Overbrook I&S	0.00	0.00
Peoples	314.50	314.50
Pineview	476.00	476.00
Pinnacle Heights	309.03	309.03
Prairieview	65,270.79	65,270.79
Predatory	0.00	0.00
Premium & Discounts	22,538.91	22,538.91
Rafter D	0.00	0.00
Recreation	0.00	0.00
Rock Road I&S	537.50	537.50
Rocky Point	0.00	0.00
Rustic Hills	0.00	0.00
Sales & Use Tax	619,815.18	619,815.18

School--1 Mill Optional	0.00	0.00
School--6 Mill County Wide	408,257.50	408,257.50
School--25 Mill Special School	1,701,073.70	1,701,073.70
School--BOCES	0.00	0.00
School--Cap Main	0.00	0.00
School--General School	116,658.48	116,658.48
School--Rec Mill	68,043.04	68,043.04
School Bond Redemption	0.00	0.00
School Bond Redemption Interest	0.00	0.00
Small Buttes	0.00	0.00
South Douglas Hwy	13,708.06	13,708.06
Southern Industrial	0.00	0.00
Southfork Estates	0.00	0.00
Southside	0.00	0.00
Special Escrow	7,654,481.87	7,654,481.87
Stonegate Estates	1,278.00	1,278.00
Sundog	0.00	0.00
Taxes-Transportable Homes	1,760.68	1,760.68
Taxes-2019	0.00	0.00
Taxes-Interest 2019	0.00	0.00
Taxes-2018	(0.00)	0.00
Taxes-Interest 2018	(0.00)	0.00
Taxes-2017	0.00	0.00
Taxes-Interest 2017	0.00	0.00
Taxes-2016	0.00	0.00
Taxes-Interest 2016	0.00	0.00
Taxes-2015	0.00	0.00
Taxes-Interest 2015	0.00	0.00
Taxes-2014	0.00	0.00
Taxes-Interest 2014	0.00	0.00
Taxes-2013	0.00	0.00
Taxes-Interest 2013	0.00	0.00
Taxes-2012	0.00	0.00
Taxes-Interest 2012	0.00	0.00
Taxes-2011	0.00	0.00
Taxes-Interest 2011	0.00	0.00
Taxes-2010	0.00	0.00
Taxes-Interest 2010	0.00	0.00
Taxes-2009	0.00	0.00
Taxes-Interest 2009	0.00	0.00
Taxes-2008	0.00	0.00
Taxes-Interest 2008	0.00	0.00
Taxes-2007	0.00	0.00
Taxes-Interest 2007	0.00	0.00
Taxes-2006	0.00	0.00
Taxes-Interest 2006	0.00	0.00
Taxes-2005	0.00	0.00
Taxes-Interest 2005	0.00	0.00
Taxes-2004	0.00	0.00
Taxes-Interest 2004	0.00	0.00
Taxes-2003	0.00	0.00
Taxes-Interest 2003	0.00	0.00
Taxes-2002	0.00	0.00
Taxes-Interest 2002	0.00	0.00
Taxes-2001	0.00	0.00
Taxes-Interest 2001	0.00	0.00
Taxes-2000	0.00	0.00
Taxes-Interest 2000	0.00	0.00
Taxes-1999	0.00	0.00
Taxes-Interest 1999	0.00	0.00
Taxes-1998	0.00	0.00
Taxes-Interest 1998	0.00	0.00
Taxes-1997	0.00	0.00
Taxes-Interest 1997	0.00	0.00
Taxes-1996	0.00	0.00
Taxes-Interest 1996	0.00	0.00
Taxes-1995	0.00	0.00
Taxes-Interest 1995	0.00	0.00
Taxes-1994	0.00	0.00
Taxes-Interest 1994	0.00	0.00
Taxes-1993	0.00	0.00
Taxes-Interest 1993	0.00	0.00
Taxes-1992	0.00	0.00
Taxes-Interest 1992	0.00	0.00
Taxes-1991	0.00	0.00
Taxes-Interest 1991	0.00	0.00
Taxes-1990	0.00	0.00
Taxes-Interest 1990	0.00	0.00
Taxes Paid in Protest	935,084.80	935,084.80
Town of Wright	824.80	824.80
Veterans Exemptions	0.00	0.00
Watercraft VIN Fees	0.00	0.00
Weed & Pest	15,397.43	15,397.43
Wessex Impr & Service	0.00	0.00
Wild Horse Creek I&S	0.00	0.00
Wright Water & Sewer	867.08	867.08
	256,970,972.57	256,970,972.57
	256,970,972.57	Balance on Daily Receipts
	256,970,972.57	Balance on Trial Balance
	(0.00)	

SUMMARY

COUNTY TREASURER
of
Campbell County

3/31/2020

THE STATE OF WYOMING

ss.

County of Campbell

I, Rachael Knust, being first duly sworn according to law, on my oath do
depose and say that I am County Treasurer within and for the County of Campbell in the
State aforesaid; that the within and foregoing represents a true and correct Summary of
all my Receipts and Disbursements by me as such Treasurer, during the time herein
designated, so help me God.

Yvonne Wagner Deputy
County Treasurer

Subscribed and sworn to before me this 10 day of April, A.D. 2020.

Tyquant Saunders

County Clerk

Filed in the office of the County Clerk

, A.D. 2020

County Clerk.

Approved by the Board of County
Commissioners this 21st day of April 2020

PAYROLL PAYMENT

FOR THE PAY PERIOD (s) ENDING

March 31, 2020

April 4, 2020

We do hereby approve the County Payroll as presented this 21st day of April, 2020

Member

Member

Member

Member

Chairman

PETITION FOR REBATE/CANCELLATION OF TAXES

4-1-20
date processed

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 4099

NAME: THREE FORKS RESOURCES LLC

NOTICE ISSUED FOR:

NOVC# 2020-0174

OTHER:

- PARTIAL
- REBATE
- CANCELLATION

YEAR 2017

TAX NOTICE NO. 5402

DISTRICT NO. 100

ASSESSED VALUATION: 561

AMOUNT:\$ 33.36

Froy A. Clements COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS 21st DAY OF April, 20 20

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 _____

COUNTY CLERK

Circuit Court of the Sixth Judicial District Campbell County, State of Wyoming

Wendy M. Bartlett
Circuit Court Judge

Paul S. Phillips
Circuit Court Judge

Joseph Bolton
Clerk of Court



500 South Gillette Ave
Suite 2200
Gillette, WY 82716

(307) 682-2190
(307) 687-6214 fax

April 8, 2020

Campbell County Commissioners
500 S. Gillette Avenue, Suite 1100
Gillette, WY 82716

Dear Commissioners:

Thank you for approving the storage shelving. The request of March 13, 2020 did not include the cost of shipping. We are requesting you approve the shipping expense of \$355.45. The amended total expense for six shelves and shipping is \$1,620.45.



Paul S. Phillips

Sincerely,



Wendy M. Bartlett

APR 8 2020



1-800-295-5510
 uline.com
 customer.service@uline.com

**PRICING
 REQUEST**

REQUEST # WB122410927-3

Thank you for your interest in Uline!

PROVIDED TO: CAMPBELL COUNTY OF
 500 S GILLETTE AVE STE 1400
 GILLETTE WY 82716-4259

SHIP TO: CAMPBELL COUNTY OF
 500 S GILLETTE AVE STE 1400
 GILLETTE WY 82716-4259

CUSTOMER NUMBER			SHIP VIA	REQUEST DATE	
12436794			MOTOR FREIGHT - OLD DOMINION	04/07/20	
QUANTITY	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXT. PRICE
1	PK	H-6689	RECORD STORAGE RACK - 42 X 15 X 84"	165.00	165.00
5	EA	H-5377	RECORD STORAGE RACK - 69 X 15 X 84"	220.00	1,100.00

SUB-TOTAL 1,265.00	SALES TAX .00	SHIPPING/HANDLING 355.45	TOTAL 1,620.45
-----------------------	------------------	-----------------------------	-------------------

NOTE:

ATTENTION: SANDRA BEEMAN

Circuit Court of the Sixth Judicial District

Campbell County, State of Wyoming

Wendy M. Bartlett
Circuit Court Judge

Paul S. Phillips
Circuit Court Judge

Joseph Bolton
Clerk of Court



500 South Gillette Ave
Suite 2200
Gillette, WY 82716

(307) 682-2190
(307) 687-6214 fax

March 13, 2020

Chairman, Campbell County Commissioners
500 S. Gillette Avenue, Suite 1100
Gillette, WY 82716

Dear Commissioners:

Pursuant to §W.S. 5-9-124 the Campbell County Circuit Court is requesting the County purchase of record storage racks (Exhibit A). Campbell County is one of the busiest circuit courts in the state. Our file storage space is limited. The retention schedule requires that we keep records up to fifteen years. The court is in the process of re-organizing and purging what files we can pursuant to the records retention schedules, however, it is obvious that in order to make the best use of the allocated file storage space additional shelving is required.

The court is requesting:

2-69 x 15 x 84" racks for the file storage room (\$220.00 each = \$440.00)
3-69 x 15 x 84" racks for the judges storage rooms (\$220.00 each = \$660.00)
1-42 x 15 x 84" rack for the hall (\$165.00)

Total purchase: \$1,265.00

Both of us would be happy to answer any questions that you might have, or please feel free to call Joseph Bolton, chief clerk, who will be best able to answer your questions.

Thank you for your attention to this matter.

Paul S. Phillips

Wendy M. Bartlett



RECORD STORAGE RACKS

Specifically designed for storage boxes.

- Quick, easy boltless assembly. Shelves snap into place and adjust in 1 1/2" increments.
- 4 shelf supports and smooth, solid 5/8" particle boards included.
- 15" Deep Storage Rack - Store one row of boxes.
- 30" Deep Storage Rack - Store two rows of boxes.
- [Storage File Boxes](#) available.

RECORD STORAGE RACKS

MODEL NO.	DIMENSIONS W x D x H	FILE BOX CAPACITY	SHELF CAP. (LBS.)	WT. (LBS.)	PRICE EACH		ADD TO CART	
					1	2+	1	ADD
H-6689	42 x 15 x 84"	24	1,500	108	\$165	\$155	1	ADD
■ H-6692	42 x 30 x 84"	48		162	210	200	1	ADD
■ H-5377	69 x 15 x 84"	40	1,200	158	230	220	1	ADD
■ H-5378	69 x 30 x 84"	80		245	290	280	1	ADD

■ SHIPS UNASSEMBLED VIA MOTOR FREIGHT

CAMPBELL COUNTY
Request for Change of Capital Purchase

Agency Requesting Change: ITS

Description of Original Purchase Item: Parks and Rec Server

Description of New Purchase Item: Fluke media tester (Not to exceed \$21,000)

Account Number: 860.7211

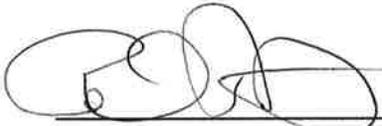
Reason for Change:

Technology changes have allowed us to move the server for Parks and Recreation from their location to the data center at the Sheriff's Office. This has allowed us to save money by reducing hardware and licensing needs.

Our current media tester is 15 years old and is failing intermittently. In addition, it cannot test newer communications standards such as Category 6 ethernet. This device is crucial for troubleshooting and certifying a variety of different media including computer ethernet cabling and fiber optics.

Do you intend to purchase the original capital item later this fiscal year? ___ yes no

If yes, how do you plan to fund the purchase? _____



Signature of Department Head

4-17-20

Date

Approved _____ Disapproved _____

County Commissioner

Date

Reason for Disapproval _____

ROUTING:

Originating Department: Complete and submit to Commissioners

Commissioners Office: Review and return to original to requesting Department; Copy to Budget Officer; Copy to File

CAMPBELL COUNTY
Request for Change of Capital Purchase

Agency Requesting Change: Department of Public Works – Facilities Maintenance

Description of Original Purchase Item: Parking garage elevator structure repairs

Description of New Purchase Item: sewer repairs

Reason for Change: The problems with the parking garage elevator are substantial such that the repairs originally proposed are ill advised and more comprehensive work will be required to rectify the problem. In the meantime, the sewer at the north end of the Courthouse has been backing up monthly because of roots, collapsed pipe and broken sections. With the current closure of the courthouse to the public, it is an opportune time to fix the sewer pipe.

Do you intend to purchase the original capital item later this fiscal year? ___ yes X no

If yes, how do you plan to fund the purchase? I do not plan to fund the elevator issues this fiscal year. I am requesting to transfer the \$150,000 budgeted for this item from capital acct. no. 083.7277.25 to the building maintenance account no. 481.6777.



Signature of Department Head

14 APR 2020

Date

Approved _____ Disapproved _____

County Commissioner

Date

Reason for Disapproval _____

ROUTING:

Originating Department: Complete and submit to Commissioners

Commissioners Office: Review and return to original to requesting Department; Copy to Budget Officer; Copy to File

MEMORANDUM

TO: Board of Commissioners

FROM: Bill Beastrom, Public Works

DATE: 11 April 2020

SUBJECT: Contingency Transfer Request

The Commissioners had approved a project this year to refurbish the elevator in the Parking Garage. The amount approved was \$150,000 and we had planned this project for this spring. We have just received our structure report and recommendations for repair on the Parking Garage. This report says there needs to be substantial repairs done on the structure and we feel we should postpone this project until we finish the repairs on the structure.

The sewer in the Courthouse north end has been backing up on a monthly basis. The Facilities Division has located the problem area but was not aware of the extent of the problems until we ran a camera down. We discovered roots, collapsed pipe, and broken sections from the IT office down the hallway to the alley. We currently are snaking this pipe every two weeks in order to prevent the sewer backing into the basement.

I propose we transfer the \$150,000 into my maintenance account to do repairs on the Courthouse sewer. We received an estimate of repairs for around \$70,000, but it is just an estimate and there are a lot of unknowns. The Courthouse is currently shut down for COV-D to the public and now would be the most ideal time to shut down all the restrooms on the North half of the building. We have included this in the 20-21 fiscal year budget as Capital Project #13, which we could remove if this transfer is approved.



OFFICE

500 South Gillette Avenue
 Suite 1100
 Gillette, Wyoming 82716
 (307) 682-7283
 (307) 687-6325 FAX
 www.ccgov.net

TO: Board of Commissioners
FROM: Wendy Balo
DATE: 04/14/2020
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$150,000	083.7277.25	Parking Garage - Elevator	481.6777	Building Maintenance

Explanation: Required parking garage structure repairs as well as unplanned sewer repairs – see attached memo from Bill Beastrom

Emergency Sick Leave Bank Donation

TO: Campbell County Board of Commissioners

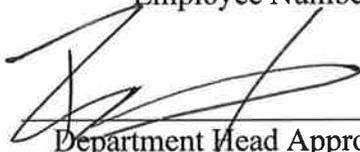
Donating Department: HR

DATE: 4.02.2020

Please consider this request to transfer up to 20 hours of accrued sick leave. No single donation should exceed 100 hrs.

From: 568481
Employee Number

To: ESLB


Department Head Approval


Director of Human Resources

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Donating Department: Complete & print form, obtain applicable signatures then forward to HR; HR Department: Review & approve, create copy for file and donating department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner meeting action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Donating Department: Check outcome from Commissioners meeting minutes.

For Payroll/HR Only:

Date Used: _____

Employee Number (Donating employee): _____

Hours Utilized: _____

Emergency Sick Leave Bank Donation

TO: Campbell County Board of Commissioners

Donating Department: CCPR

DATE: 4-9-2020

Please consider this request to transfer up to 100 hours of accrued sick leave. No single donation should exceed 100 hrs.

From: 103018
Employee Number

To: ESLB

Rich Mauer
Department Head Approval

SAM for Bone
Director of Human Resources

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Donating Department: Complete & print form, obtain applicable signatures then forward to HR; HR Department: Review & approve, create copy for file and donating department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner meeting action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Donating Department: Check outcome from Commissioners meeting minutes.

For Payroll/HR Only:

Date Used: _____

Employee Number (Donating employee): _____

Hours Utilized: _____

Emergency Sick Leave Bank Donation

TO: Campbell County Board of Commissioners

Donating Department: Sheriff's Office

DATE: 4/1/2020

Please consider this request to transfer up to 100 hours of accrued sick leave. No single donation should exceed 100 hrs.

From: 552761
Employee Number

To: ESLB


Department Head Approval


Director of Human Resources

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Donating Department: Complete & print form, obtain applicable signatures then forward to HR; HR Department: Review & approve, create copy for file and donating department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner meeting action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Donating Department: Check outcome from Commissioners meeting minutes.

For Payroll/HR Only:

Date Used: _____

Employee Number (Donating employee): _____

Hours Utilized: _____

Emergency Sick Leave Bank Request

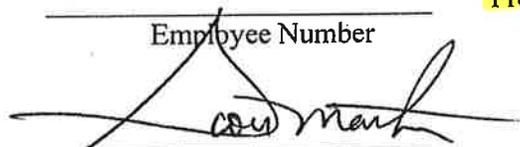
TO: Campbell County Board of Commissioners

Requesting Department: Sheriff's Office

DATE: 4/1/2020

Please consider this request to transfer up to 40 hours of accrued sick leave. No single donation should exceed 100 hrs.

To: 676238 Employee Number From: ESLB


Department Head Approval


Director of Human Resources

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Requesting Department: Complete & print form, obtain applicable signatures then forward to HR; HR Department: Review & approve, create copy for file and requesting department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner meeting action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Requesting Department: Check outcome from Commissioners meeting minutes.

For Payroll/HR Only:

Date Used: _____

Employee Number (Requesting employee): _____

Hours Utilized: _____

Emergency Sick Leave Bank Request

TO: Campbell County Board of Commissioners

Requesting Department: Public Works- Custodial

DATE: 4/1/2020 80 hrs

Please consider this request to transfer up to 29.5 hours of accrued sick leave. No single donation should exceed 100 hrs.

beg $\frac{4.05}{29.5} = 34.15$
end $\frac{9.25}{29.5} = 38.75$

To: 674013
Employee Number

From: ESLB

KCK
Department Head Approval

[Signature]
Director of Human Resources

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Requesting Department: Complete & print form, obtain applicable signatures then forward to HR; HR Department: Review & approve, create copy for file and requesting department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner meeting action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Requesting Department: Check outcome from Commissioners meeting minutes.

For Payroll/HR Only:

Date Used: 4/9/20

Employee Number (Requesting employee): 674013

Hours Utilized: 29.5

RECEIVED

APR 06 2020

CAMPBELL CO. CLERK

Emergency Sick Leave Bank Request

TO: Campbell County Board of Commissioners

Requesting Department: Public Works - Custodial

DATE: 4/1/2020

Please consider this request to transfer up to 8.48 hours of accrued sick leave. No single donation should exceed 100 hrs.

To: 673862 Employee Number From: ESLB

[Signature]
Department Head Approval

[Signature]
Director of Human Resources

Bfg 3.7
8.48
12.18

pal 7.00
8.48
15.48

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Requesting Department: Complete & print form, obtain applicable signatures then forward to HR; HR Department: Review & approve, create copy for file and requesting department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner meeting action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Requesting Department: Check outcome from Commissioners meeting minutes.

For Payroll/HR Only:

Date Used: 4/1/20

Employee Number (Requesting employee): 673862

Hours Utilized: 8.48

RECEIVED
APR 06 2020
CAMPBELL CO. CLERK



OFFICE

500 South Gillette Avenue
 Suite 1100
 Gillette, Wyoming 82716
 (307) 682-7283
 (307) 687-6325 FAX
 www.ccgov.net

TO: Board of Commissioners
FROM: Extension Office
DATE: 04/13/2020
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
82.62	106.6281	Automobile	106.7488	Misc Program Support
571.49	106.6283	Meals and Lodging	106.7488	Misc Program Support
428.51	106.6283	Meals and Lodging	106.6517.3	Conference/Seminar
71.83	106.6517.4	Travel & Transportation	106.7488	Misc Program Support
100.00	104.6281	Automobile	104.7488	Program Support
62.41	104.6517.3	Conference/Seminar	104.7488	Program Support
38.43	104.6517.5	Meals and Lodging	104.7488	Program Support
497.50	103.6517.3	Conference/Seminar	103.6517.4	Travel & Transportation
750.00	102.6282	Airplane, Train, Bus	102.7342	4-H Program Support
500.00	101.6092	Advertising	101.6762	Office Furniture
400.00	101.6517.5	Meals and Lodging	101.6762	Office Furniture
330.00	101.6517.4	Travel & Transportation	101.6762	Office Furniture
200.00	101.6517.2	Staff Development	101.6762	Office Furniture
500.00	101.6321	Contract Labor	101.6762	Office Furniture
150.00	101.6281	Automobile	101.6762	Office Furniture

Explanation: Transfer funds to Conference Seminar and Program Support. ~ Michelle Pierce
 Transfer travel funds to Program Support. ~ Meredith Hoggatt
 Transfer Conference Seminar funds to Travel & Transportation. ~ Celeste Robinson
 Transfer Airplane, Train, Bus to Program Support. ~ Kim Fry
 Transfer funds to Office furniture and Equipment. ~ Mandy Reynolds



OFFICE

500 South Gillette Avenue
 Suite 1100
 Gillette, Wyoming 82716
 (307) 682-7283
 (307) 687-6325 FAX
 www.ccgov.net

TO: Board of Commissioners
FROM: Wendy Balo
DATE: 4/10/2020
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$3,626.00	020.7085	District Support Grants	020.7085.53	Fox Ridge I&S District

Explanation: 4" crushed concrete on Fox Ridge Avenue and 4" scoria surfacing on Arctic Ave



OFFICE
 500 South Gillette Avenue
 Suite 1100
 Gillette, Wyoming 82716
 (307) 682-7283
 (307) 687-6325 FAX
 www.ccgov.net

TO: Board of Commissioners
FROM: Wendy Balo
DATE: 4/10/2020
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$2,875.00	020.7085	District Support Grants	020.7085.20	Central Campbell County I&S District

Explanation: Annual Street Sweeping



OFFICE

500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

TO: Board of Commissioners
FROM: Wendy Balo
DATE: 4/10/2020
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$4,075.00	020.7085	District Support Grants	020.7085.20	Central Campbell County I&S District

Explanation: Jetting Sewer Mains



OFFICE

500 South Gillette Avenue
 Suite 1100
 Gillette, Wyoming 82716
 (307) 682-7283
 (307) 687-6325 FAX
 www.ccgov.net

TO: Board of Commissioners
FROM: Wendy Balo
DATE: 4/10/2020
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$1,800.00	020.7085	District Support Grants	020.7085.23	Prairieview/Champion I&S District

Explanation: Street Sweeping



OFFICE
 500 South Gillette Avenue
 Suite 1100
 Gillette, Wyoming 82716
 (307) 682-7283
 (307) 687-6325 FAX
 www.ccgov.net

TO: Board of Commissioners
FROM: Wendy Balo
DATE: 4/10/2020
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$2,975.00	020.7085	District Support Grants	020.7085.50	Means, Carter & N. Hannum I&S District

Explanation: Dust Control



OFFICE
 500 South Gillette Avenue
 Suite 1100
 Gillette, Wyoming 82716
 (307) 682-7283
 (307) 687-6325 FAX
 www.ccgov.net

TO: Board of Commissioners
FROM: Wendy Balo
DATE: 4/10/2020
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$2,683.00	020.7085	District Support Grants	020.7085.26	Eight Mile I&S District

Explanation: Dust Control



OFFICE

500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

TO: Board of Commissioners
FROM: Wendy Balo
DATE: 4/10/2020
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$1,700.00	020.7085	District Support Grants	020.7085.47	Bennor Estates I&S District

Explanation: Dust Control



OFFICE

500 South Gillette Avenue
 Suite 1100
 Gillette, Wyoming 82716
 (307) 682-7283
 (307) 687-6325 FAX
 www.ccgov.net

TO: Board of Commissioners
FROM: Wendy Balo
DATE: 4/10/2020
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$2,411.00	020.7085	District Support Grants	020.7085.52	Box N Ranch Rd I&S District

Explanation: Applying 320 tons of J-Base to 800' of Box N Ranch Rd



March 12, 2020

Mr. Richard Weisheimer
311 E. Walnut Apt. A
Gillette, WY 82718

Dear Rick,

I am pleased to appoint you, effective the 1st day of March, 2020, as a full-time Assistant Public Defender for Campbell County, Sixth Judicial District. You will serve an indefinite term at the pleasure of the State Public Defender. I hope you will find your tenure in the position both challenging and rewarding.

In order for you to be officially qualified to assume the duties of this position you are required by law to execute the enclosed Oath of Office before a notary public and return it to the Office of the State Public Defender.

Sincerely,

Mark Gordon
Governor

MG:gl

Encl.

cc: Governor's Office/Appointments
Secretary of State
State Public Defender
Honorable Michael Deegan
Honorable John R. Perry
Honorable Thomas W. Rumpke
Chairman Bell – Campbell County Commissioner ✓
Chairman Dennis – Crook County Commissioner
Chairman Wagoner – Weston County Commissioner



OATH OF OFFICE

STATE OF WYOMING

COUNTY OF CAMPBELL

I, Richard D. Weisheimer having been duly appointed as an Assistant Public Defender for the 6th Judicial District, do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States, and the Constitution of this State, and that I will discharge the duties of my office with fidelity; that I have not paid or contributed, or promised to pay or contribute, either directly or indirectly, any money or other valuable thing to procure my appointment, except for necessary and proper expenses expressly authorized by law; that I have not knowingly violated any election law of the State, or procured it to be done by others on my behalf; and that I will not knowingly receive, directly or indirectly, any money or other valuable thing for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law.


RICHARD WEISHEIMER

Subscribed in my presence and sworn to before me this 30th day of March, 2020.




Notary Public

My commission expires: 3.1.2021

2020-026,027,028

POSITION VACANCY JUSTIFICATION

Department:	Airport	Date:	04/01/2020		
Position Title: Airport Operations Technician I, or II					
Classification Band:	46/21; 52/23	Current Salary:	\$ 48,734.40		
Salary Range:					
Minimum:	\$ 16.52	Mid-Point:	\$ 23.43	Maximum:	\$ 27.34
Position Justification: Add three Operations Tech. I, or II positions and eliminate three Air Traffic Controller positions					
Termed incumbent:					
Position Originated:					
Funding Source for Position:	County	X		State	WIC Program
	Federal			Other	(Please explain)
Classification:	Full Time	X	Part Time		Number of Hours
	Exempt		Non-Exempt		
Reason for Vacancy:	Replacing Termination		Eliminating 3 ATC positions	New Position	Add 3 Tech. I or II's
Existing Budgeted Position:	Yes	X	No		If No, Please explain:
Benefit Eligible:	Yes	X	No		Please explain:
Department Head Signature:	<i>Jay D. Lundell</i> , Airport Executive Director				
Commissioner Approval:					

Routing: Original: HR for review; HR forward to Commissioners' for approval & signature; return to HR; HR file and make copy to send to requesting department.

PL
4/15/2020

CAMPBELL COUNTY SOCIAL MEDIA AND NETWORKING APPROVAL & AGREEMENT FORM

Name: Charity Stewart

Title: Elections Coordinator

Employee #:

Department: Clerk's Office

Justification:

Assist with public information duties related to the COVID-19 pandemic

Authorized to access the following County websites, social media pages, and social networking sites:
Facebook, Instagram, Twitter, and YouTube

I have received the Social Media Use Guideline, and I agree to use the County websites, County-approved social media pages and engage in social networking activities for County business only as appropriate and in compliance with this Guideline. I understand that I must have approval from my Department Director and the Office of the Commissioners to use County websites, social media pages, or engage in social networking on behalf of the County. I also understand I am responsible for all posting made by me on County websites, social media pages, or in the social networking activities including those made in the comments sections. I further understand that this guideline also applies to County-related postings made by me via personal (non-County) websites, social media pages, and social networking activities, and I agree to adhere to the guidelines in this guideline when so doing.

I acknowledge that all content on County websites, County-approved social media pages, or in social networking activities are considered to be County property and will be monitored by a designated official of the County. I understand that employees do not have privacy rights in the use of County websites, social media pages, or in social networking activities, and the postings, data, access to, or distribution of such materials is subject to all applicable laws.

I agree to abide by all procedures as set forth by the Social Media Use Guideline when accessing, posting, or publishing content on County websites, County-approved social media pages, or social networking activities. I acknowledge that any violation of the responsibilities, or guidelines outlined in this policy, or in any future modified policies, can be grounds for disciplinary action, up to and including termination of my employment.

Charity Stewart

Printed Name

Charity Stewart 4/14/20
(Signature) (Date)

Approved by Department Director:

Isabel Saunders 4/14/2020
(Signature) (Date)

Public Information Coordinator Recommendation: Approve

Deny

[Signature] 4/14/20
(Signature) (Date)

Approved by Commissioners: _____

(Signature)

(Date)

Route director approved copy to Public Information Coordinator. PIC will route to Commissioners.

The following page(s) contain the backup material for Agenda Item: [9:15 Funding Request, Gillette American Legion Post 42 Baseball](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

County Commissioners
500 S. Gillette Ave Ste. 1100
Gillette, WY 82716

Dear Commissioners,

Gillette American Legion Post 42 Baseball would like to attend the next County Commissioners meeting, in regard to asking for a grant of \$10,000.00.

Post 42 Baseball plans to use the funds to host the Northwest Regional Baseball tournament, facility improvements and operational expenses. In August of 2020 we will be hosting the Northwest Regional Tournament bringing 8 teams from Wyoming, Montana, Idaho, Oregon, Washington and Alaska. This is the first time since the mid 1990's that Gillette will have the honor of hosting this tournament. There are only 8 regionals in the country, and we are one of them. The winner advances on an all-expense paid trip to Shelby NC for the World Series. The tournament will bring in fans, but also, we expect a great deal of scouts both collegiate and professional to be in attendance. This will really solidify our program and facilities as one of the tops in the region with hosting this tournament. What an excellent opportunity it will be for our program, players and community. With the current economic hit our community is taking, this could offer a boost to our local hotels, stores and restaurants. Bringing in the tournament we bid \$15,000 (minimal bid allowed), which is owed at the end of the tournament. We will be responsible for the transportation to and from the airport (most are flying into Billings) as well as their transportation while in Gillette. Some field requirements and improvements were needed as well. Those include building a new practice infield and batting cage, expanding/updating the current crows-nest for radio stations, leveling and resurfacing the coaches/players parking lot and purchasing a turf groomer for our current field. Our Operational expenses are typically covered by our players sponsorships and registration fees but include; travel expenses (hotels and meals) for teams, equipment, umpire and coaching costs. Each team does host at least one tournament a season which brings 5 to 8 teams and their families to Gillette for a weekend. Our expenses have increased over the years as we now have 5 teams with players ages ranging from 13-18 which offer excellent opportunities for Gillette youth.

We thank you for your time and consideration for a grant for our American Legion Post 42 Baseball Program as we continue to work hard to provide an excellent opportunity to our youth in Gillette. To date this program has allowed 54 players since 2006 to move on to a higher education with a scholarship. With your support, we can continue these opportunities as well as bring in a premier tournament for our fans and players.

*At the time of this letter March 25, 2020, the National American Legion Headquarters believe the summer season and tournaments will be played.

Sincerely,



Steve Laakso
2020 American Legion Post 42 Baseball President

The following page(s) contain the backup material for Agenda Item: [9:20 Memorandum of Understanding for School Resource Officers](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CAMPBELL COUNTY SHERIFF’S OFFICE AND THE CAMPBELL
COUNTY SCHOOL DISTRICT
FOR SCHOOL RESOURCE OFFICERS**

1. **Parties.** This Memorandum of Understanding (“MOU”) is made and entered into by and between the Campbell County School District, hereinafter referred to as the “DISTRICT” whose address is 1000 W. 8th Street, Gillette, WY 82716 and the Campbell County Sheriff’s Office, hereinafter referred to as “SHERIFF” whose address is 600 W. Boxelder, Gillette WY 82718.

2. **Purpose.** The purpose of this MOU is to delineate the terms under which SHERIFF will provide services in the form of School Resources Officers to DISTRICT under the School Resource Officer Program (SRO). The purpose of the program is the reduction, prevention and responsiveness to school related violence and crime. The program creates and maintains a safe, secure and crime-free learning environment for students, educators and the DISTRICT. In addition, the SRO program is designed to develop and enhance rapport between youth, parents, the surrounding community, law enforcement, school leaders and staff.

3. **Term.** This MOU shall commence upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and shall remain in full force and effect until terminated. This MOU shall effectively terminate and replace the MOU entered in September of 2015.

4. **Payment.** The DISTRICT agrees to pay SHERIFF for the services described herein as follows:
 - A. Seventy percent (70%) of the salary and benefits for two (2) of four (4) SRO’s provided by SHERIFF in the amount of \$174,323 and \$156,700 for equipment costs for two (2) of four (4) SRO’s for a total cost of \$331,023 for the first year of the agreement.

For each subsequent year, seventy percent (70%) of the salary and benefits for two (2) of the four (4) SRO’s provided by SHERIFF in the amount of \$174,323 and \$10,350 toward equipment costs for a total of \$184,673.

 - B. Further, the DISTRICT shall reimburse SHERIFF for one hundred percent (100%) of any agreed upon costs in addition to the salary and equipment costs, including but not limited to overtime (Additional Costs), payment for Additional Costs shall be made upon submission of an invoice pursuant to W.S. §16-6-602.

Prior to requesting funds under this provision, SHERIFF will exhaust funds from the Enforcing Underage Drinking Laws Block Grant administered by the Wyoming Association of Sheriff's and Chiefs of Police, or other similar grant programs intended for such expenses.

5. **Responsibilities of District.**

- A. Following execution of this MOU, and each subsequent year this MOU is in effect, DISTRICT agrees to pay SHERIFF the salary and equipment costs contained in Section 4 or as may be amended or changed pursuant to the terms of this MOU on or before the commencement of each Academic Year.
- B. DISTRICT agrees that all equipment purchased under the terms of this MOU shall be the property of SHERIFF.
- C. DISTRICT agrees that SRO attendance at events occurring outside of normal school hours or outside of the Academic Year shall constitute Additional Costs above and beyond those contained in Attachments A and B.
- D. DISTRICT agrees that SRO attendance at events occurring outside of normal school hours or outside of the Academic Year are at the mutual agreement of DISTRICT and SHERIFF.
- E. DISTRICT shall reimburse Additional Costs of overtime at a rate of \$53.18 for the SRO supervisor and \$50.61 for SRO.
- F. DISTRICT shall designate and provide SHERIFF with contact information for a DISTRICT point of contact responsible for coordinating the SRO program.
- G. DISTRICT agrees to coordinate with SHERIFF and share information in accordance with the Public Records Act, W.S. 16-4-201 through W.S. 16-4-205.
- H. DISTRICT agrees that it is responsible for student discipline matters unless DISTRICT or public safety is at risk or reporting is required by law.
- I. DISTRICT agrees that it will not involve SRO in school discipline matters unless DISTRICT or public safety is at risk or reporting is required by law.

- J. DISTRICT agrees that DISTRICT principals or principal designees, absent emergency circumstances, will determine whether to involve SRO or SHERIFF in any matter.
- K. DISTRICT agrees that SRO or SHERIFF referrals may be made for the following:
 - (i) Assaults or battery;
 - (ii) Felony or violent criminal offenses, including but not limited to robbery, extortion, arson, or sexual assault;
 - (iii) Use or possession of dangerous weapons by a student, including but not limited to: knives, guns and explosive devices;
 - (iv) Sale, possession or use of illegal drugs, tobacco/nicotine product or alcohol;
 - (v) Threats of physical harm to school employees or the public; and
 - (vi) Any other information received or obtained by the DISTRICT that involves property rights.
- L. The DISTRICT agrees that SRO shall comply with SHERIFF policies and procedures. When SHERIFF policies and procedures conflict with DISTRICT policies and procedures, SRO shall defer to SHERIFF policies and procedures.
- M. Except in an emergency, urgent or preliminary public safety inquiry circumstances, SRO's shall follow these conditions when interviewing or searching students suspected of criminal activity:
 - (i) SRO's may question a student about subjects that may result in or identify a crime, threat or concern utilizing Campbell County School District Policy 5145,5145-R. Unless an emergency or urgent circumstance exists, any SRO desiring to question a student at school must notify the school principal or the principal's designee in advance so that permission for questioning may be obtained from a parent or guardian of the child.
 - (ii) Once notified that a parent or guardian asks that the student not be questioned until he/she or his/her designee arrives, the principal will advise the SRO and ask that the officer wait to question the student until the parent or guardian arrives.
 - (iii) If the parent or guardian cannot be reached, the student may be questioned by the officer with the principal or the principal's designee present. The principal or his/her designee must be present when any SRO interview of a child is conducted on school property.

- (iv) Pursuant to W.S. 14-6-206(c), after SHERIFF issues any citation to a child for a violation of a state or federal law or a municipal ordinance for which incarceration or a fine may be imposed, SHERIFF shall take reasonable actions to notify the child's parent, guardian or custodian.
- (v) If the parent or guardian is the subject of a potential abuse or neglect allegation, SHERIFF is not obligated to notify the parent, guardian or custodian. In such circumstances, the child shall be questioned with the principal or principal's designee present.
- (vi) If there are exigent or urgent circumstances that prevent prior parent notification:
 - (a) Parent or guardian shall be notified as soon as reasonably possible.
 - (b) School personnel will serve *in loco parentis*.
- (vii) Absent exigent or urgent circumstances, a principal or designee shall be consulted before SRO conducts questioning of a student or searches student's person, possessions or locker to allow time to express any concerns about reasonableness and to notify parent or guardian.
- (viii) When there is probable cause to believe the student has committed or is committing a felony offense or the offense at issue poses a threat of serious and immediate injury, the SRO may conduct questioning or search at school without notice to school personnel, parent or guardian.
- (ix) SRO's may not request that school officials conduct a search of the student's person, possession, or locker to evade the probable cause standard required of law enforcement.
- (x) Nothing herein shall prevent the SRO from engaging students in casual conversation about subjects other than inquiries related to suspected criminal activity.

N. DISTRICT agrees that SRO audio and/or video recordings constitute "peace officer recordings" under the Wyoming Public Records Act. *See*, W.S. 16-4-201(xi). As such, SRO peace officer recordings are the sole property of SHERIFF and may not be released by DISTRICT under any circumstances.

- O. DISTRICT will timely notify the SRO or SHERIFF of any student with disabilities that require special treatment and accommodation regarding any matter referred to the SRO by the DISTRICT.
- P. DISTRICT shall provide SRO a private and secure space at the appropriate school with access to technology support.
- Q. DISTRICT may provide SRO access to all security camera systems.
- R. DISTRICT shall provide SRO limited access to the Administrative Student Management system including student name, address, parent or guardian, contact information, in accordance with local, state and federal law.
- S. DISTRICT shall provide the SRO access to school facilities for the purposes of official duties.
- T. DISTRICT understands and agrees that SRO is an employee of SHERIFF and SHERIFF at its sole discretion may immediately recall SRO for public emergencies or other matters as deemed necessary by SHERIFF. The parties agree that SRO recall for public emergencies or other matters as deemed necessary by SHERIFF is not a material breach of this MOU and there is no penalty to SHERIFF.

6. **Responsibilities of SHERIFF**

- A. SHERIFF agrees to provide DISTRICT with four (4) SRO for each Academic Year provided payment has been made prior to the start of the Academic Year in accordance with this MOU beginning in the Academic Year 2020-2021.
- B. SHERIFF agrees that SRO duties are to respond to and investigate criminal acts on DISTRICT property and or DISTRICT events during normal school hours during the Academic Year.
- C. SHERIFF agrees that except for felony offenses or criminal offenses that pose a threat to the safety of the school or public (Serious Offenses), the SRO will notify and consult with the principal or the designee prior to questioning a student.
- D. SHERIFF agrees that except for Serious Offenses, the SRO will delay questioning a student until the parent or guardian arrives.

- E. SHERIFF agrees that except for Serious Offenses, the principal or designee shall be present for student interviews and searches on DISTRICT property.
- F. SHERIFF will take reasonable action to notify the parent or guardian of any student issued a citation. *See*, W.S. 14-6-206(c).
- G. SHERIFF agrees that SRO may not request that DISTRICT officials conduct a search of the student's person, possessions or locker to avoid probable cause standards.
- H. SHERIFF agrees that SRO may provide educational support, when applicable, for in-service training for DISTRICT staff and students on emergency preparedness, crisis intervention, crime trends, law enforcement policies and intervention methods.
- I. SHERIFF agrees that the DISTRICT may request assistance from SRO to conduct a search of a student's person, possessions or locker on behalf of DISTRICT when DISTRICT has a reasonable suspicion of a violation of DISTRICT policy or law by the student. Any search will be conducted at the sole discretion of the SRO.

7. **Special Provisions**

- A. SHERIFF agrees to solicit DISTRICT input on selection of SRO; however, selection of SRO is at the sole discretion of SHERIFF.
- B. SRO training specific to law enforcement duties shall be provided and paid for by SHERIFF. Training requests of DISTRICT may be made to SHERIFF.
- C. Annually, SHERIFF and DISTRICT will review and evaluate the SRO program.
- D. SHERIFF shall evaluate the effectiveness of each SRO. SHERIFF may seek input from DISTRICT for each evaluation.

8. **General Provisions**

- A. **Amendments.** Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon in writing by the parties to this MOU shall be incorporated by written instrument, executed by all parties to this MOU.
- B. **Applicable Law/Venue.** The construction, interpretation and enforcement of this

MOU shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over any action arising out of this MOU and the parties, and venue for any action shall be in the Sixth Judicial District, Campbell County, Wyoming.

- C. Availability of Funds.** Each payment obligation of either party is conditioned upon the availability of government funds that 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 either party, the MOU may be terminated by either party at the end of the period for which the funds are available. Each party shall notify the other party at the earliest possible time of the services that will or may be affected by a shortage of funds. No penalty shall accrue to either party in the event this provision is exercised, and neither party shall 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 either party to terminate this MOU to acquire similar services from another party.
- D. Entirety of Agreement.** This MOU, consisting of eight (8) pages, represents the entire and integrated agreement of the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.
- E. Governmental Immunity.** Neither party waives governmental immunity by entering this MOU and specifically retains all immunities and defenses available to them as a governmental entity pursuant to Wyo. Stat. §1-39-101, et seq., and all other applicable law. Designations of venue, choice of law, enforcement actions, and similar provisions should not be construed as a waiver of immunity. The parties agree that any ambiguity in this agreement 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.
- F. Indemnification.** Each party to this agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend or indemnify the other.
- G. Independent Contractor.** Nothing in this agreement shall be interpreted as authorizing either party or their agents and/or employees to act as an agent or representative for or on behalf of the other, or to incur any obligation of any kind on the other.
- H. Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of this MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

- I. **Termination of MOU.** This MOU may be terminated without cause, by either party upon thirty (30) days written notice. This MOU may be terminated immediately for cause if DISTRICT or SHERIFF fails to perform in accordance with the terms of this MOU.
 - J. **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 MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this agreement shall operate only between the parties to this MOU and shall inure solely to the benefit of the parties to this MOU. The provisions of this agreement are intended only to assist the parties in determining and performing their obligations under this MOU.
 - K. **Titles Not Controlling.** Titles of sections are for reference only and shall not be used to construe the language in this agreement.
 - L. **Waiver.** The waiver of any breach of any term or condition in this MOU shall not be deemed a waiver of any prior or subsequent breach.
9. **Signatures.** The parties to this MOU through their duly authorized representatives have executed this MOU on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

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

CAMPBELL COUNTY SHERIFF’S OFFICE

 Scott Matheny, Campbell County Sheriff

Dated:_____

CAMPBELL COUNTY SCHOOL DISTRICT

 Alex Ayers, Superintendent of Schools

Dated:_____

BOARD OF COUNTY COMMISSIONERS

D.G. Reardon, Chairman

Dated: _____

The following page(s) contain the backup material for Agenda Item: [9:25 Public Facilities Agreement, AML Project No. 75](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.



Department of Environmental Quality

To protect, conserve and enhance the quality of Wyoming's environment for the benefit of current and future generations.



Mark Gordon, Governor

Todd Parfitt, Director

April 8, 2020

Campbell County
Daniel G. Reardon, Chairman, Campbell County Commissioners
Southern Campbell County Arterial Road Reconstruction Project

Public Facilities Agreement Between Wyoming Department of Environmental Quality, Abandoned Mine Land Program and Campbell County

Attached for your execution is the Public Facilities Agreement between WDEQ/AML and Campbell County. Do not change any portion of this Agreement.

If you agree with the provisions of this Agreement please electronically sign the agreement and send it on. You will electronically receive your copy of the fully signed agreement once all signatures are received.

If you have questions regarding the content of this agreement please contact Mila Brown at (307) 335-6940.

Sincerely,

A handwritten signature in purple ink that reads "Jane Nuoci".

Jane Nuoci
AML Office Support Specialist

AML Project 75

**PUBLIC FACILITIES AGREEMENT BETWEEN
WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY,
ABANDONED MINE LAND DIVISION AND CAMPBELL COUNTY,
AML PROJECT 75, SOUTHERN CAMPBELL COUNTY ARTERIAL ROAD
RECONSTRUCTION PROJECT**

1. **Parties.** The parties to this Public Facilities Agreement (Agreement) are the Wyoming Department of Environmental Quality, Abandoned Mine Land Division (Agency), whose address is 200 W 17th Street, Suite 400, Cheyenne, WY 82002, and Campbell County (Recipient), whose address is 500 S. Gillette Ave., Suite 1100, Gillette, WY 82716.
2. **Purpose of Agreement.** The purpose of this Agreement is to set forth the terms by which the Agency shall reimburse the Recipient for reconstruction of the arterial road network serving an unincorporated area in Southern Campbell County, as defined in Appendix A, Scope of Work, which is attached to and incorporated into this Agreement by this reference.
3. **Term of Agreement.** This Agreement is effective when all parties have executed it (Effective Date). The term of this Agreement is from the Effective Date through December 31, 2022. All services shall be completed during this term. There is no right or expectation of extension and any extension will be determined at the discretion of the Agency.
4. **Reimbursement.** The Agency agrees to reimburse the Recipient for the eligible project costs described in Appendix A, Scope of Work.
 - A. The Total Project Cost under this Agreement shall not exceed one million, nine hundred ninety-seven thousand, seven hundred fifty dollars and no cents (\$1,997,750.00), unless modified by written amendment to this Agreement pursuant to Section 8(A), below.

This Agreement is funded in whole or in part through a grant from the U.S. Department of Interior, CFD #15.252 and/or in whole or in part with a grant from the U.S. Department of Interior, CFDA 15.236.

- B. The Agency shall reimburse the Recipient a total reimbursement amount not to exceed one million seven hundred ninety-seven thousand, seven hundred fifty dollars and no cents (\$1,797,750.00) or ninety percent (90%) of the Project Cost, whichever is less.
- C. Reimbursement shall be made within forty-five (45) days after receipt of a signed reimbursement request and approval of the AML Project Manager, pursuant to Wyo. Stat. § 16-6-602. No reimbursement shall be made for costs incurred before the Effective Date of this Agreement. Should the Recipient fail to perform in a manner consistent with the terms and conditions set forth in this Agreement, reimbursement under this Agreement may be withheld until such time as the Recipient performs its duties and responsibilities to the satisfaction of the Agency.

- D. Recipient shall submit reimbursement requests monthly to the assigned AML Project Manager. The Recipient shall verify all eligible costs with the AML Project Manager prior to submitting expenditures and billing. Recipient shall submit each reimbursement request within thirty (30) days of the close of each billing cycle. Recipient agrees to submit a final reimbursement request within thirty (30) days before the expiration of this Agreement.
 - E. Each reimbursement shall be conditioned upon the faithful performance of the project reporting described in in Appendix A, Scope of Work and Appendix B, Reimbursement Request Form. Each request for reimbursement shall include:
 - (i) A project progress report;
 - (ii) A completed Reimbursement Request Form, summarizing expenditures by task, provided in Appendix B, which is attached to and incorporated into this Agreement by this reference; and
 - (iii) Documentation supporting Recipient expenditures.
 - (iv) Each reimbursement request shall include a certification of the Recipient stating that all previous progress payments received on account of the Work have been applied to discharge in full all of the Recipient's obligations reflected in prior reimbursement requests.
 - F. The Recipient shall receive and accept these payments as full compensation for all Work and for all loss or damage arising out of the nature of the Work, the action of the elements, and for unforeseen contingencies or difficulties encountered in the prosecution of the Work.
 - G. Except as otherwise provided in this Agreement the Recipient shall pay all costs and expenses, including travel, incurred by Recipient or on its behalf in connection with Recipient's performance and compliance with all of Recipient's obligations under this Agreement.
5. **Responsibilities of Recipient.** The Recipient agrees to perform the services set forth in Appendix A, Scope of Work, Section 2.
6. **Responsibilities of Agency.** The Agency agrees to perform the services set forth in Appendix A, Scope of Work, Section 3.
7. **Special Provisions.**
- A. **Americans with Disabilities Act.** The Recipient shall not discriminate against a qualified individual with a disability and shall comply with the Americans with Disabilities Act, P.L. 101-336, 42 U.S.C. §§ 12101, *et seq.*, and any properly promulgated rules and regulations related thereto.

- B. Assumption of Risk.** The Recipient shall assume the risk of any loss of State or federal funding, either administrative or program dollars, due to Recipient's failure to comply with State or federal requirements. The Agency shall notify the Recipient of any state or federal determination of noncompliance.
- C. Civil Rights Obligations.** The Recipient agrees to comply with all applicable civil rights regulations, including but not limited to:
 - (i)** Title IX obligations, 40 C.F.R. Part 5; and
 - (ii)** Title VI, Section 504, Age Discrimination Act, and Section 13 obligations, 40 C.F.R. Part 7.

These regulations establish specific requirements, including maintaining compliance information, establishing grievance procedures, designating a Civil Rights Coordinator, and providing notices of non-discrimination.

- D. Contract Work Hours and Safety Standards Act.** Recipient agrees to comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) as supplemented by Department of Labor regulations (29 CFR part 5).
- E. Davis-Bacon Act.** When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5).
- F. Disclaimer.** The Work under this Agreement is financed in part by the United States Department of the Interior, Office of Surface Mining Reclamation and Enforcement, as authorized by the Surface Mining Control and Reclamation Act of 1977 (P.L. 95-87). The contents of this Agreement do not reflect the views and policies of the United States Department of the Interior, Office of Surface Mining Reclamation and Enforcement, nor does mention of trade names or commercial products constitute their endorsement or recommendation for use by the United States Government.
- G. Environmental Policy Acts.** Recipient agrees all activities under this Agreement 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.
- H. Equal Employment Opportunity.** The Recipient agrees to comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Chapter 60), as well as the Equal Employment Opportunity Act of 1972.

- I. Funding.** Funding for this project shall be provided by the State of Wyoming, the United States Government, or both. However, neither the United States nor any of its departments, agencies, or employees is party to this Agreement.
- J. Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Agreement may be terminated without penalty if a private entity that receives funds under this Agreement:
- (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 sub-awards under the award.
- K. Kickbacks.** Recipient certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Agreement. If Recipient breaches or violates this warranty, Agency may, at its discretion, terminate this Agreement 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.
- The Recipient shall comply with the Copeland Anti-Kickback Act (18 U.S.C. § 874) as supplemented in the Department of Labor Regulations (29 CFR, Part 3). This Act provides that the Recipient is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public works to give up any part of the compensation to which he or she is otherwise entitled.
- L. Limitations on Lobbying Activities.** By signing this Agreement, Recipient certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Recipient 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.
- M. Monitoring Activities.** The Agency shall have the right to monitor all activities related to this Agreement that are performed by Recipient 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 Agreement; and to observe personnel in every phase of performance of Agreement related work.
- N. Nondiscrimination.** The Recipient 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 Agreement. Federal law requires the Recipient to include all relevant special provisions of this Agreement in every subcontract awarded over ten thousand dollars (\$10,000.00) so that such provisions are binding on each subcontractor.

- O. No Finder's Fees.** No finder's fee, employment agency fee, or other such fee related to the procurement of this Agreement, shall be paid by either party.
- P. 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 Recipient, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval from the Agency.
- Q. Suspension and Debarment.** By signing this Agreement, Recipient 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 Agreement 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, Recipient 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 Agreement.
- R. Administration of Federal Funds.** Recipient 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.
- S. Copyright License and Patent Rights.** Recipient 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 Agreement; and (2) any rights of copyright to which Recipient purchases ownership using funds awarded under this Agreement. Recipient must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Agreement.
- T. Federal Audit Requirements.** Recipient 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. Recipient 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 Agreement, Recipient 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.

- U. **Non-Supplanting Certification.** Recipient 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. Recipient 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 Agreement.
- V. **Discontinuance of Work if Cultural Resources are Unearthed.** The Engineer, with the Agency's approval, shall notify the Recipient in writing to suspend work in a given area if cultural resources are unearthed. The Recipient shall immediately stop work in the area of concern and work shall not be resumed until notification in writing is given to the Recipient by the Engineer, with the Agency's approval. Such work delay shall not count against the project construction time.

8. **General Provisions.**

- A. **Amendments.** Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed by all parties to this Agreement.
- B. **Agency's Right to Perform.**
 - (i) If the Recipient defaults or fails to perform the Work in accordance with the Agreement and fails, within twenty (20) calendar days after receipt of written notice from the Agency, to commence or continue correction of such default or failure to perform with diligence and promptness, the Agency may stop work or make good such deficiencies. In such case, an appropriate Change Order shall be issued deducting from any payment(s) due the Recipient the cost of correcting all deficiencies.
 - (ii) If it becomes necessary for the Agency to take over the completion of any part of the Agreement, all of the amounts owing the Recipient, including the withheld percentage, shall first be applied toward the cost of completion of the Agreement, as provided in Wyo. Stat. §16-6-703, as amended. If the payments due the Recipient are not sufficient to cover such amount, the Recipient shall pay the difference to the Agency.
- C. **Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Agreement 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 Agreement as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.

D. Assignment Prohibited and Agreement 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 Agreement without the prior written consent of the other party. The Recipient shall not use this Agreement, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.

E. Audit and Access to Records.

- (i) The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Recipient which are pertinent to this Agreement. The Recipient 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 Recipient which are pertinent to this Agreement. The Recipient shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Agency.
- (ii) The Recipient shall maintain books, records, documents, pay request backup material, and other evidence directly related to performance on all activities under this Agreement in accordance with generally accepted accounting principles and practices. The Recipient shall keep copies of these records for at least three (3) years after final payment or settlement.
- (iii) The Recipient shall provide free access to any pertinent books, documents, papers, and records to the Agency or its agent(s), the Federal grantor agency, the Comptroller General of the United States, the United States Department of Labor, or any of their duly authorized representatives for the purposes of inspection, audit, and copying for a period of three (3) years following the final payment or settlement under this Agreement. The Recipient shall provide proper facilities for such access and inspection.

F. 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 the continued performance of the Agreement, the Agreement may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Recipient 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.

- G. Award of Related Agreements.** The Agency may award supplemental or successor contracts for work related to this Agreement or may award contracts to other contractors for work related to this Agreement. The Recipient shall cooperate fully with other contractors and the Agency in all such cases.
- H. Certificate of Good Standing.** The Recipient shall provide to the Agency a Certificate of Good Standing from the Wyoming Secretary of State, or other proof that Recipient is authorized to conduct business in the State of Wyoming, if required, before performing work under this Agreement. Recipient 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 Agreement.
- I. Compliance with Laws.** The Recipient 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 Agreement.
- J. Confidentiality of Information.** All documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Recipient in the performance of this Agreement shall be kept confidential by the Recipient unless written permission is granted by the Agency for its release. If and when Recipient receives a request for information subject to this Agreement, Recipient 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.
- K. Entirety of Agreement.** The original Agreement, consisting of fifteen (15) pages, Appendix A, Scope of Work, consisting of six (6) pages, Appendix B, Reimbursement Request Form, consisting of one (1) page, and Appendix C, Federal Funding Accountability and Transparency Act Recipient Disclosure (FFATA), consisting of one (1) page; represent the entire and integrated Agreement 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 Agreement and the language of any attachment or document incorporated by reference, the language of this Agreement shall control.
- L. Ethics.** Recipient 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 Recipient's profession.
- M. Extensions.** Nothing in this Agreement shall be interpreted or deemed to create an expectation that this Agreement will be extended beyond the term described herein. Any extension of this Agreement shall be initiated by the Agency and shall be accomplished through a written amendment between the parties entered into before the expiration of the original Agreement or any valid amendment thereto, and shall be effective only after it is reduced to writing and executed by all parties to the Agreement.

- N. Force Majeure.** Neither party shall be liable for failure to perform under this Agreement 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.
- O. Indemnification.** Each party to this Agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- P. Independent Contractor.** The Recipient shall function as an independent contractor for the purposes of this Agreement, and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Agreement, the Recipient shall be free from control or direction over the details of the performance of services under this Agreement. The Recipient shall assume sole responsibility for any debts or liabilities that may be incurred by the Recipient in fulfilling the terms of this Agreement and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Agreement. Nothing in this Agreement shall be interpreted as authorizing the Recipient 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 Recipient 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 Recipient or the Recipient's agents or employees as a result of this Agreement.
- Q. No Subcontractors without Prior Approval.** The Recipient shall notify Agency in writing of its intent to use subcontractors for any Work under this Agreement for approval from the Agency. If subcontractors are used, the Recipient must submit signed lien waivers with each pay request. Recipient shall provide copies of Bonds, Insurance and Subcontracts pertaining to Subcontractors by the date of the Pre-Commencement Meeting.
- R. Notices.** All notices arising out of, or from, the provisions of this Agreement shall be in writing either by regular mail, e-mail, or delivery in person at the addresses provided under this Agreement.
- S. Ownership and Return of Documents and Information.** Agency is the official custodian and owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Recipient in the performance of this Agreement. Upon termination of services, for any reason, Recipient 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.

T. Patent or Copyright Protection. The Recipient 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 Recipient or its subcontractors will violate any such restriction. The Recipient shall defend and indemnify the Agency for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.

U. Prior Approval. This Agreement 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 Agreement 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).

V. Insurance Requirements.

- (i)** During the term of this Agreement, the Recipient shall obtain and maintain, and ensure that each subcontractor obtains and maintains, each type of insurance coverage specified in Insurance Coverage, below.
- (ii)** All policies shall be primary over any insurance or self-insurance program carried by the Recipient or the State of Wyoming. All policies shall include clauses stating that each insurance carrier shall waive all rights of recovery under subrogation or otherwise against Recipient or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.
- (iii)** The Recipient shall provide Certificates of Insurance to the Agency verifying each type of coverage required herein. If the policy is a “claims made” policy instead of an “occurrence” policy, the information provided shall include, but is not limited to, retroactive dates and extended reporting periods or tails.
- (iv)** All policies shall be endorsed to provide at least thirty (30) days advance written notice of cancellation to the Agency. A copy of the policy endorsement shall be provided with the Certificate of Insurance.
- (v)** In case of a breach of any provision relating to Insurance Requirements or Insurance Coverage, the Agency may, at the Agency’s option, obtain and maintain, at the expense of the Recipient, such insurance in the name of the Recipient, or subcontractor, as the Agency may deem proper and may deduct the cost of obtaining and maintaining such insurance from any sums which may be due or become due to the Recipient under this Agreement.

- (vi) All policies required by this Agreement shall be issued by an insurance company with an A.M. Best rating of A-VIII or better.
- (vii) The Agency reserves the right to reject any policy issued by an insurance company that does not meet these requirements.

W. Insurance Coverage. The Recipient shall obtain and maintain the following insurance in accordance with the Insurance Requirements set forth above:

- (i) Commercial General Liability Insurance. Commercial general liability insurance (CGL) coverage, occurrence form, covering liability claims for bodily injury and property damage arising out of premises, operations, products and completed operations, and personal and advertising injury, with minimum limits as follows:
 - (a) \$1,000,000.00 each occurrence;
 - (b) \$1,000,000.00 personal injury and advertising injury;
 - (c) \$2,000,000.00 general aggregate; and
 - (d) \$2,000,000.00 products and completed operations.

The CGL policy shall include coverage for Explosion, Collapse and Underground property damage. This coverage may not be excluded by endorsement.

- (ii) Workers' Compensation and Employer's Liability Insurance. Employees hired in Wyoming to perform work under this Agreement shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program, if statutorily required. Employees brought into Wyoming from Recipient's home state to perform work under this Agreement shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program or other state or private workers' compensation insurance approved by the Wyoming Department of Workforce Services, if statutorily required.

The Recipient shall provide the Agency with a Certificate of Good Standing or other proof of workers' compensation coverage for all of its employees who are to perform work under this Agreement, if such coverage is required by law. If workers' compensation coverage is obtained by Recipient through the Wyoming Department of Workforce Services' workers' compensation program, Recipient shall also obtain Employer's Liability "Stop Gap" coverage through an endorsement to the CGL policy required by this Agreement, with minimum limits as follows:

- (a) Bodily Injury by Accident: \$1,000,000.00 each accident;
- (b) Bodily Injury by Disease: \$1,000,000.00 each employee; and
- (c) Bodily Injury by Disease: \$1,000,000.00 policy limit.

- (iii) Unemployment Insurance. The Recipient shall be duly registered with the Department of Workforce Services and obtain such unemployment insurance coverage as required. The Recipient shall supply Agency with a Certificate of Good Standing or other proof of unemployment insurance coverage.
- (iv) Automobile Liability Insurance. Automobile liability insurance covering any auto (including owned, hired, and non-owned) with minimum limits of \$1,000,000.00 each accident combined single limit.
- X. Severability.** Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- Y. 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 Agreement and the Recipient 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. The parties further acknowledge that there are constitutional and statutory limitations on the authority of the State of Wyoming and its agencies or instrumentalities to agree to certain terms and conditions supplied by the Recipient, including, but not limited to, the following: liability for damages; choice of law; conflicts of law; venue and forum-selection clauses; defense or control of litigation or settlement; liability for acts or omissions of third parties; payment of attorneys' fees or costs; additional insured provisions; dispute resolution, including, but not limited to, arbitration; indemnification of another party; and confidentiality. Any such provisions in the Agreement, or in any attachments or documents incorporated by reference, will not be binding on the State of Wyoming. 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 Agreement 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.
- Z. Successors.** This Agreement shall inure to the benefit of and be binding upon the legal representatives and successors of the Agency and the Recipient respectively.
- AA. Taxes.** The Recipient 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.
- BB. Termination of Agreement.** This Agreement may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Agreement may be

terminated by the Agency immediately for cause if the Recipient fails to perform in accordance with the terms of this Agreement.

- CC. 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 Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between the parties to this Agreement and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement.
- DD. Time is of the Essence.** Time is of the essence in all provisions of this Agreement.
- EE. Titles Not Controlling.** Titles of sections and subsections are for reference only, and shall not be used to construe the language in this Agreement.
- FF. Wage and Hour Provisions.** Pursuant to the Wyoming Prevailing Wage Act of 1967, Wyo. Stat. §27-4-401 - 413, as amended, not less than the prevailing hourly rate of wages for work under this Agreement shall be paid to all workers unless otherwise specified in writing by the State of Wyoming Procurement Administrator.

The Recipient shall comply with Wyo. Stat. §27-4-410, as amended, which requires contractors and all subcontractors to maintain accurate records of employees, including names, occupations, and wages paid to employees. These records shall be maintained by the Recipient and made available upon request to the Agency or its agents for inspection. Failure to comply with this section may result in the Agency suspending all further payments until compliance is achieved.

The Recipient shall comply with Wyo. Stat. §16-6-110, as amended, which requires that no worker shall be required to work more than eight (8) hours in one day or more than forty (40) hours in one week, unless the worker agrees and the worker is paid one and one half (1½) times the regular rate for all work over forty (40) hours in one week.

- GG. Wage Rates.** The prevailing wage rates for this project are the current Wyoming Department of Transportation (WYDOT) Wyoming Construction Prevailing Wages. The prevailing wage decisions are shown by WYDOT on their website. It should be noted that the Prevailing Wage Decisions are updated annually, and therefore may change during the term of this Agreement.
- HH. Waiver.** The waiver of any breach of any term or condition in this Agreement shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.

- II. Warranty.** The Recipient shall warrant that its work is free from defects and substandard workmanship for a period of one (1) year from date of acceptance of any portion of the Agreement, which acceptance shall be in writing by the Engineer.
- JJ. Wyoming Preference.** Unless otherwise provided in the Agreement, the Recipient shall provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation and other facilities and services necessary for the proper execution and completion of the Work, whether temporary or permanent. The Recipient shall comply with all resident and other preference requirements, pursuant to Wyoming Public Works and Contracts Act, §16-6-101 through 16-6-121 and Wyoming Preference Act of 1971, §16-6-201 through 16-6-206, including but not limited to those applicable to labor, materials, and subcontractors.
- KK. Counterparts.** This Agreement 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 Agreement. Delivery by the Recipient of an originally signed counterpart of this Agreement 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 Agreement, either personally or through their duly authorized representatives, have executed this Agreement on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement.

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

**WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY
ABANDONED MINE LAND DIVISION**

DocuSigned by:

 428FCA22D46642B...
 Alan Edwards, AML Administrator _____ 4/8/2020 _____
 Date

WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY

 Todd Parfitt, DEQ Director _____ Date

CAMPBELL COUNTY

 Daniel G. Reardon, Chairman, Campbell County Commissioners _____ Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Br:  # 201155 _____ 4/7/2020 _____
 Margaret A. R. Schwartz, Assistant Attorney General _____ Date

APPENDIX A - SCOPE OF WORK
AML PUBLIC FACILITIES PROJECT 75, CAMPBELL COUNTY
SOUTHERN CAMPBELL COUNTY ARTERIAL ROAD RECONSTRUCTION
PROJECT

1. **Objective of Work.** The overall Project consists of the following work:

Campbell County demonstrated a high level of need for reconstruction of the arterial road network serving a densely populated, unincorporated area in southern Campbell County. This project will address a road network that serves 400 residents within the project area, on publicly dedicated roads that are privately maintained to improve road surfaces and drainage that become impassable during wet conditions. This prevents all-season access for emergency services, residents, and heavy industry traffic. The project will reconstruct an arterial road network within existing rights-of-way and improve connectivity to State Highways 387 and 59. This will provide improved transportation to the local elementary and junior/senior high schools, Campbell County Fire Station #9, ambulance service, residential areas, and businesses. The project will involve a total of 2.2 miles of roadway, and include portions of Chad, Noonan, Duffy Roads, and the entire segment of Hicks Road. This application was determined to be eligible for AML funding due to the coal mining history in Campbell County.

2. **Responsibilities of Recipient.**

- A. The Recipient's Engineer shall function as the primary contact for Agency with respect to compliance with the terms of this Agreement.
- B. Obtain prior Agency approval of Contracts/Contractors that will be paid through this Agreement.
- C. Provide designs for Agency review prior to bidding the project.
- D. Provide to Agency a final report and as-built records, in accordance to the requested format, at the conclusion of the Agreement.
- E. Prior to the beginning of Project activities, the Recipient and the assigned Agency Project Manager shall meet and agree on the eligibility for each construction cost proposed for Agency reimbursement. All other costs incurred by the Recipient are not eligible for reimbursement by the Agency.
 - (i) Public Facility Eligible Project Costs. Applicants may seek funding for costs associated with the site evaluation, engineering and design, site preparation, construction, equipment purchase, furnishings, and improvement or replacement (i.e., maintenance), of essential public services.
 - (ii) Public Facility Ineligible Project Costs. The following project costs shall be ineligible for reimbursement from the Public Facilities Grant funds:

- (a) Costs for operating, administrative, or routine maintenance purposes;
- (b) Costs for new sidewalks for street projects which are not replacing pre-existing sidewalks;
- (c) Costs for tap fees, sewer and water fees, and plant investment fees;
- (d) Engineering fees (design, inspection and contract administration costs) over 20% of project cost, unless pre-approved by the Agency;
- (e) All non-cash costs except those defined as in-kind contributions or donations;
- (f) Costs for preparation or presentation of public facility application(s) to any source of funding;
- (g) Costs for transportation, meals and lodging incurred anywhere away from the site of the project and/or that exceed the current federal per diem reimbursement rate;
- (h) Costs for equipment and furnishings not permanently installed and solely dedicated to the operation of a facility;
- (i) Legal fees;
- (j) Costs related to issuance of bonds;
- (k) Costs for real property;
- (l) Costs for project or facility signage;
- (m) Costs to establish and form special districts or joint powers boards;
- (n) Costs incurred prior to public facility award, Governor Certification, and Office of Surface Mining and Reclamation Enforcement approval;
- (o) Costs for landscaping including, but not limited to, design and inspection, irrigation systems and materials, and additional costs for patterned, colored or other decorative sidewalks or concrete in excess of 6% of total project costs;
- (p) Costs for a contingency or extra work allowance;
- (q) Costs for stand-alone street chip and seal projects;
- (r) Costs in excess of the approved budget or cost overruns.
- (s) Markups by engineers/architects of subcontractor and other outside charges.

F. The Recipient will provide to Agency monthly progress reports which describe the work completed to date and the actual progress of the construction activities. The progress report will be included with each reimbursement request. This update shall also include:

- (i) A brief description of the overall Project work and Agency eligible work completed during the billing period.
- (ii) A liquidations (expenditure) summary table which shows:
 - (a) The current budget amount.

- (b) Percent of the budget expended.
- (c) Percent of contract time expended.
- (d) Total expenditure to date.
- (e) Percent of the work completed.

(iii) For each reimbursement request, if costs of vendor invoices are divided between Agency funding and other funding sources shall clearly indicate what is paid from other funding sources and what is paid by Agency.

G. Design Phase. Services provided by the Recipient for this phase include all engineering and architectural work necessary to develop plans and specifications.

- (i) The Recipient shall comply with Federal and State Program procurement requirements. All professional architectural, geological, engineering, and land surveying services procured by the Recipient shall be obtained in accordance with Wyo. Stat. §§9-2-1027 through 9-2-1033.
- (ii) The Recipient shall assure that any entity providing professional architectural, engineering or land surveying services under this Agreement has obtained a certificate of authorization as required by Wyo. Stat. § 33-29-602 (2013). All plans and specifications shall be certified as having been performed under the direction and supervision of a professional engineer registered in the State of Wyoming.
- (iii) Agreement Completion Report. Upon completion of the work described in this Agreement, the Recipient shall submit to Agency one hardcopy and one electronic copy of a Project Close-Out Report (Final Report) which includes, but is not limited to:
 - (a) A list of all equipment purchased, including purchase price, under this Agreement.
 - (b) A brief Summary of the Project accomplishments, including a summary of all changes in the scope of work and schedule, if any, and a description of the reasons causing the changes.
 - (c) A description of significant problems encountered and how such problems were resolved.
 - (d) A summary of the effectiveness of this Project.
 - (e) A tabulation of final costs broken down into construction costs and equipment. Agency eligible costs will be specifically outlined.
 - (f) Final as-built plans for the new facility.
 - (g) Other information as required by Agency.

H. Post Design Responsibilities.

- (i) The Recipient shall provide all services related to bidding the related construction work in accordance with Wyo. Stat. §§ 16-6-101-121.

- (ii) The Recipient shall provide Agency two (2) copies of the construction plans and specifications prior to the time of bidding.
- (iii) Partnering is strongly recommended between the Recipient, Agency, the engineer, the contractor and any necessary parties on projects under one million dollars and no cents (\$1,000,000.00). Projects over one million dollars and no cents (\$1,000,000.00) shall have partnering.

I. Construction Management/Inspection.

- (i) The Recipient shall provide all construction management services, including all inspection and construction testing, during construction activities.
- (ii) The Recipient will continue to provide and maintain competent and adequate engineering and architectural capabilities for construction oversight. To comply with Federal and State Program procurement requirements, all professional architectural, geological, engineering, and land surveying services procured by the Recipient shall be obtained in accordance with Wyo. Stat. §§ 9-2-1027 through 9-2-1033.

J. Construction.

- (i) The Recipient shall contract with qualified contractors and subcontractors to construct the Project.
- (ii) The Recipient shall comply with Wyo. Stat. §16-6-702 regarding retainage for construction contracts.
- (iii) For all competitive bids let for construction activities, the Recipient will provide a preference for resident contractors and resident labors, in accordance with the requirements of Wyo. Stat. §§ 16-6-101, et. seq.
- (iv) The Recipient shall require in its contracts that all construction contractors comply with the prevailing wage rate as established by the Wyoming Prevailing Wage Act, Wyo. Stat. § 27-4-401. The Recipient shall also require its contractors to conform with Wyo. Stat. § 27-4-401 for recording and reporting employee names, occupations and wages paid.
- (v) The Recipient shall require its construction contractors to comply with the notice requirements of Wyo. Stat. § 16-6-121.

K. Construction Submittals and Schedules.

- (i) The Recipient shall submit one hard copy and one electronic copy of the preliminary designs and one hard copy and one electronic cop of the final plans and specifications to Agency.
 - (ii) The Recipient shall provide a construction schedule and any updates and progress reports to Agency on a monthly basis.
- L. The Recipient shall be solely responsible and liable for any debts or liabilities that may be incurred by the Recipient in fulfilling the terms of this Agreement.
- M. The Recipient shall be responsible for the operation and for any repair and/or maintenance of all improvements resulting from this Project.
- N. The Recipient shall provide all reports or information required under this Agreement, or required by Agency to meet Agency's grant requirements. Said reports or information shall be provided within reasonable time by the Recipient, and shall not be subject to any confidentiality restrictions. In the event the Recipient refuses to provide any reports or information requested by Agency, Agency may terminate this Agreement pursuant to termination provisions in this Agreement.

3. Responsibilities of Agency.

- A. Agency will provide a Project Manager who will be responsible for the Agency obligations stated in this Agreement. The Agency Project Manager will be the primary point of contact for the Recipient on all matters concerning this Agreement.
- B. Agency will give prompt written notice to the Recipient whenever Agency becomes aware of any development or condition which may affect the fulfillment of these Agreement conditions.
- C. Agency will provide the Recipient with the format for reports and payment requests that must be submitted by the Recipient to fulfill the obligation of this Agreement.
- D. Agency shall review all reimbursement requests to verify eligibility of Agency reimbursements and reimburse the Recipient in accordance with Section 4 of the Agreement.
- E. Agency will conduct periodic progress inspections.
- F. Agency assumes no liability for any accident or injury that may occur to the Recipient, any third party injured by the Recipient, or the Recipient's personal property or any third party's personal property harmed by the Recipient during the course of the Recipient's duties associated with this Agreement.

- G.** Agency will conduct the surveys necessary to secure cultural and natural resource (e.g., threatened and endangered species) clearances, and will prepare the necessary Environmental Report.

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Campbell County			
Southern Campbell County Arterial Road Reconstruction			
AML Project No. 75			
ONLY PROVIDE INFORMATION IN YELLOW CELLS			
REIMBURSEMENT REQUEST NO.		[Example Form]	
Billing Period:		to	
Date of Request:			
DESIGN			
	AML Funds	Other Funds	Total Cost
			\$0.00
Accomplishments during this reimbursement period			
CONSTRUCTION MANAGEMENT			
	AML Funds	Other Funds	Total Cost
			\$0.00
Accomplishments during this reimbursement period			
CONSTRUCTION			
	AML Funds	Other Funds	Total Cost
			\$0.00
Accomplishments during this reimbursement period			
INELIGIBLE COSTS (for project tracking purposes only)			
Item Description	Quantity	Unit Cost	Total
Total Ineligible Costs			\$0.00
Reimbursement Request #1 Summary			
	AML Funds	Other Funds	Total
DESIGN			
CONSTRUCTION MGMT			
CONSTRUCTION MGMT			
INELIGIBLE COSTS	<i>n/a</i>		
TOTAL			

Department of Environmental Quality, AML

Under FFATA, all sub-recipients receive \$25,000 or more must provide the following information for federal reporting. Please fill out the following form accurately and completely. You must register with CCR to obtain a DUNS number. We can not process your contract or grant application without this information.

4-digit extension if applicable			
Sub-Recipient DUNS: _____ - _____			
Sub-Recipient Parent Company DUNS: _____ - _____			
Sub-Recipient Name:			
Sub-Recipient DBA Name:			
Sub-Recipient Address:			
City:	State:	Zip: _____ - _____	Congressional District:
Sub-Recipient Principal Place of Performance:			
City:	State:	Zip: _____ - _____	Congressional District:
CDA Contract Number(if known):	Contract/Project Amount:	Project Period: From _____ To _____	
Project Detail Description:			
<p>Sub-Recipient must provide names and total compensations of top 5 highly compensated officials to AML. Please answer the following two questions and follow the instructions:</p> <p>Q1. In your business or organization’s previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?</p> <p>Yes <input type="checkbox"/> If yes, must answer Q2 below.</p> <p>No <input type="checkbox"/> If no, you are not required to provide data.</p> <p>Q2. 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 Security Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue code of 1986?</p> <p>Yes <input type="checkbox"/> If yes, see link http://www.sec.gov/</p> <p>No <input type="checkbox"/> If no, you must provide the data. Please fill out the rest of this form.</p>			
Please provide names and total compensation of the top five officials:			
Name:			Amount:

The following page(s) contain the backup material for Agenda Item: [9:30 District Support Grant, Graceland](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.



Department of Public Works - Engineering Division

Kevin C. King, P.E., Director

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

DISTRICT SUPPORT GRANT MEMORANDUM

FROM: Kevin C. King, P.E., Public Works Executive Director
TO: Board of County Commissioners
SUBJECT: District Support Grant Application From: Graceland I&S
DATE: 4/14/2020
 Graceland I&S has submitted a District Support Grant application in the amount of \$9,227 for 4" of J-base limestone on 1540' of Coal Dust and 4" of J-base limestone on 1231' of Bull Riding

Grant Type and Priority	Gravel Road, Priority 6			
Costs and Eligibility				
Total Estimated Project Cost:				<u>\$36,906</u>
Total Number of District Lots:				61
Total allowable grant over a 5-yr period:	61	lots	@	\$1,500 \$ 91,500
Total amount of Grants approved over current 5-yr period:				\$ 29,598
Total amount not subject to \$1500/lot limitation				\$ 17,373
Remaining Grant eligibility this current 5-yr period:				\$ 79,275
Current Fiscal Year Awards				\$ - O.K.
Remaining Eligibility this Fiscal Year				\$ 50,000 O.K.

Compliance
 Graceland I&S District is in compliance with the elections office per a 3/19/2020 memo

Analysis Gravel Road, Priority 6
 (PR-6) 50% up to \$50,000 drainage, 33% up to \$50,000 connecting roads, 25% up to \$50,000 gravel

%	Total	Grant	Item
100		\$ -	
50	\$ -	\$ -	
33		\$ -	
25	\$ 36,906	\$ 9,227	
Totals	\$ 36,906	\$ 9,227	Matches Request

Quotes Received			Notes: Kuhbacher Trucking quoted \$23.46/ton (Earthworks was \$23.15/ton) and did not provide pricing for blading of the material. District requested bids from 6 contractors and received complete bids from only 2	
		Company		Total
	1	Earthwork Solutions		\$ 36,906
	2	Melgaard		\$ 44,325
	3			
4				

Recommendation I recommend the Board approve the District Support Grant request from Graceland I&S Improvement and Service District in an amount not to exceed \$ 9,227 for 4" of J-base limestone on 1540' of Coal Dust and 4" of J-base limestone on 1231' of Bull Riding	Funding History	
	5 year	\$29,598
	10 year	\$34,211
	Since 1996	\$34,916

Board Approval? \$ Date Approved



19.13



DISTRICT SUPPORT GRANT APPLICATION

District Name: Grace Land Impr. & Service District Requested Amount: \$9,227.00

Mailing Address: PO Box 2384, Gillette, WY 82717

Contact Person: Julie Fradette, Secretary/Treasurer

Day Time Phone: 608-606-9033

Application is requesting financial assistance to form a District? Yes No X

Applicant is requesting financial assistance for connection to regional water? Yes No X

Is the project anticipated to be complete in the next 18 months? Yes X No

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.) Add J-Base to the following:

On Coal Dust: From the Khadafy Skoal / Coal Dust intersection going west on the S-Curve approximately 1,540 feet

On Bull Riding: From the Barrel Racing and Bull Riding intersection, going east approximately 1,231 feet to the property fence.

Total project cost (estimated) (itemize on separate sheet): \$36,906.25

Projected start date: 5/01/20 Projected completion date: 08/31/20

Briefly describe why the project is needed:

These sections of roads need rock. Bids were requested from 6 contractors. Three contractors responded with bids.

Governing Board members: David Jozwiak, President / Bo Leonard, Vice President / Julie Fradette, Secretary/Treasurer

Acreage (approximate) of district or proposed district: 1,160

Date of district formation (if applicable) 2001

Number of lots: 61

Population of District: 183 +/-

Ratio of Developed and undeveloped land: 60 developed lots / 1 undeveloped lot

Is area legally platted? Yes

District boundary map included? Yes

Is District Zoned? Yes If so, what is it zoned? RR

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

FINANCIAL INFORMATION

Current Mill Levy for the Subdivision \$ 18,000 (Roads Assessment)
\$ 9,900 (Water Assessments)
\$ 27,900 Total 2019 Assessment

Current Assessed Valuation (County Assessor's Office) \$ 1,188,483.00

Current Indebtedness \$ 0.00

Current Income statement and balance sheet \$ 127,178.19 (bank balance total)

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)

For landowners on the District's water system, the rate is \$60 per month (includes 15,000 gallons of water) plus \$1.50 per 1,000 gallons of water over 15,000 gallons per month plus \$180 per lot assessment through the County Treasurer.

\$300 per lot for roads (assessed through the County Treasurer)

Will project generate user fees, charges, other revenues or income revenue? Yes No X

List and describe other potential funding sources:

None

Other pending applications for funding:

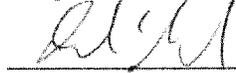
None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:

None

Respectfully submitted,

(SEAL)



Title: President

Attest:

Julie Fradette
Secretary

Grace Land ISD

Road Project Bids - March, 2020

Two locations - 1) Coal Dust: From Khadafy Skoal/Coal Dust intersection going west on the S-Curve approximately 1,540 feet & 2) Bull Riding: from the Barrel Racing and Bull Riding intersection, going east approximately 1,231 feet to the property fence.

	Coal Dust - 1,541 feet X 24 feet wide X 4 inches thick - J Base			Bull Riding - 1,231 feet X 24 feet wide X 4" thick - J Base			Crowning / Surfacing / Blading (Both roads combined)			Total Bid
	Tons	\$/Ton	Total	Tons	\$/Ton	Total	Hrs	\$/Hr	Total	
Earth Work Solutions	814	\$23.15	\$18,844.10	650	\$23.15	\$15,047.50	24	\$115.00	\$2,760.00	\$36,651.60
Earth Work Solutions	820	\$23.15	\$18,983.00	655	\$23.15	\$15,163.25	24	\$115.00	\$2,760.00	\$36,906.25
Kuhbacher Trucking *	647	\$23.46	\$15,178.62	517	\$23.46	\$12,128.82			\$0.00	\$0.00
Kuhbacher Trucking *	820	\$23.46	\$19,237.20	655	\$23.46	\$15,366.30			\$0.00	\$0.00
Meigaard Construction	820	\$27.00	\$22,140.00	655	\$27.00	\$17,685.00	15	\$300.00	\$4,500.00	\$44,325.00

Adjust to Melgaard Quantities
 * No bid for crowning/surfacing/blading
 Adjust to Melgaard Quantities

*Kuhbacher Trucking - Bid on rock only - no crowning/surfacing/blading

County Grant Calculation -

Earth Work Solutions	\$36,906
25% grant	\$9,227
DISTRICT END NET COST	\$27,680

Earth Work Solutions has the low bid based on the price per ton as well as amount for blading. The District would have to hire a blade operator separately with the Kuhbacher Trucking bid.

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION										
District	Grace Land Improvement & Service District							Submit one form for each road		
Road Name	Surfacing			Blading		Drainage/Ditch			Dust Control	
	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
Coal Dust	1541	24	4							

Contractor Name/Address: Earthwork Solutions

CONTRACTOR PRICING				
Check if Apply	Surfacing	Tons	\$/Ton *	Total \$
X	Limestone (J, W, L)	814	\$23.15	\$18,844.10
	Scoria (2" max)			
	Crushed Concrete			
	Crushed Asphalt			
	Other (Specify)			
Surfacing Subtotal				

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY.

Check if Apply	Blading	Hrs	\$/Hr *	Total \$
	Crowning/Surfacing	12	115	\$1,380
	Water Truck			
Blading Subtotal				\$1,380

* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

Check if Apply	Drainage	LF	\$/LF *	Total \$
	Install 12" culvert			
	Install 18" culvert			
	Install 24" culvert			
	Cut Ditches			
Drainage Subtotal				

* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

Check if Apply	Dust Control	Gallons	\$/Gallon *	Total \$
	Mag Chloride			
	Other (Specify)			
Dust Control Subtotal				
Total Cost Estimate				\$20,224

* Includes product and application of product to roadway

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION										
District	Grace Land Improvement & Service District							Submit one form for each road		
Road Name	Surfacing			Blading		Drainage/Ditch			Dust Control	
	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
Bull Riding	1231	24	4							

Contractor Name/Address:	Earth Work Solutions
CONTRACTOR PRICING	

Check if Apply	Surfacing	Tons	\$/Ton *	Total \$	* includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY
X	J Base Limestone (I, W, L)	650	\$23.15	\$15,047.50	
	Scoria (2" max)				
	Crushed Concrete				
	Crushed Asphalt				
	Other (Specify)				
Surfacing Subtotal					

Check if Apply	Blading	Hrs	\$/Hr *	Total \$	* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches
	Crowning/Surfacing	12	115	\$1,380	
	Water Truck				
Blading Subtotal					

Check if Apply	Drainage	LF	\$/LF *	Total \$	* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary
	Install 12" culvert				
	Install 18" culvert				
	Install 24" culvert				
	Cut Ditches				
Drainage Subtotal					

Check if Apply	Dust Control	Gallons	\$/Gallon *	Total \$	* includes product and application of product to roadway.
	Mag Chloride				
	Other (Specify)				
Dust Control Subtotal					
Total Cost Estimate				\$16,427.50	

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION										
District	Grace Land Improvement & Service District							Submit one form for each road		
Surfacing			Blading		Drainage/Ditch			Dust Control		
Road Name	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
Coal Dust	1541	24	4							

Contractor Name/Address:	KUHBACHER TRUCKING INC 4101 N GARNER LAKE RD GILLETTE WY 82716
---------------------------------	--

CONTRACTOR PRICING				
Check if Apply	Surfacing	Tons	\$/Ton *	Total \$
X	J Base Limestone (J, W, L)	647	\$23.46	\$15,178.62
	Scoria (2" max)			
	Crushed Concrete			
	Crushed Asphalt			
	Other (Specify)			
Surfacing Subtotal				\$15,178.62

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY

Check if Apply	Blading	Hrs	\$/Hr *	Total \$
	Crowning/Surfacing			
	Water Truck			
Blading Subtotal				

* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

Check if Apply	Drainage	LF	\$/LF *	Total \$
	Install 12" culvert			
	Install 18" culvert			
	Install 24" culvert			
	Cut Ditches			
Drainage Subtotal				

* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

Check if Apply	Dust Control	Gallons	\$/Gallon *	Total \$
	Mag Chloride			
	Other (Specify)			
Dust Control Subtotal				
Total Cost Estimate				\$15,178.62

* includes product and application of product to roadway

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION										
District:	Grace Land Improvement & Service District							Submit one form for each road		
Road Name	Surfacing			Blading		Drainage/Ditch			Dust Control	
	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
Bull Riding	1231	24	4							

Contractor Name/Address:	KUHBACHER TRUCKING INC 4101 N GARNER LAKE RD GILLETTE WY 82716
---------------------------------	--

CONTRACTOR PRICING				
Check if Apply	Surfacing	Tons	\$/Ton *	Total \$
X	J Base	517	\$23.46	\$12,128.82
	Limestone (J, W, L)			
	Scoria (2" max)			
	Crushed Concrete			
	Crushed Asphalt			
	Other (Specify)			
Surfacing Subtotal				12,128.82,

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY

Check if Apply	Blading	Hrs	\$/Hr *	Total \$
	Crowning/Surfacing			
	Water Truck			
Blading Subtotal				

* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

Check if Apply	Drainage	LF	\$/LF *	Total \$
	Install 12" culvert			
	Install 18" culvert			
	Install 24" culvert			
	Cut Ditches			
Drainage Subtotal				

* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

Check if Apply	Dust Control	Gallons	\$/Gallon *	Total \$
	Mag Chloride			
	Other (Specify)			
Dust Control Subtotal				
Total Cost Estimate				\$12,128.82

* includes product and application of product to roadway

3/4/2020

*Melpound Court
728
Sulphur WY 82118*

District Support Grant Roadway Cost Estimate Template

Curt Betts

ROADWAY PROJECT INFORMATION										
District	Grace Land Improvement & Service District							Submit one form for each road		
Road Name	Surfacing			Blading		Drainage/Ditch		Dust Control		
	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
Bull Riding	1231	24	4							

Contractor Name/Address:

CONTRACTOR PRICING

Check if Apply	Surfacing	Tons	\$/Ton *	Total \$	
X	J Base Limestone (J, W, L)	655	27 ⁰⁰	17,685 ⁰⁰	*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY
	Scoria (2" max)				
	Crushed Concrete				
	Crushed Asphalt				
	Other (Specify)				
Surfacing Subtotal					

Check if Apply	Blading	Hrs	\$/Hr *	Total \$	
	Crowning/Surfacing	6	300	1800	* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches
	Water Truck				
Blading Subtotal					<i>Foot Water & rollers</i>

Check if Apply	Drainage	LF	\$/LF *	Total \$	
	Install 12" culvert				* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary
	Install 18" culvert				
	Install 24" culvert				
	Cut Ditches				
Drainage Subtotal					

Check if Apply	Dust Control	Gallons	\$/Gallon *	Total \$	
	Mag Chloride				* includes product and application of product to roadway
	Other (Specify)				
Dust Control Subtotal					
Total Cost Estimate					<i>19485⁰⁰</i>

3/4/2020

*Melrose Court
722 Sinclair Ave
Haltom City TX 76118*

District Support Grant Roadway Cost Estimate Template

Curt Batcher

ROADWAY PROJECT INFORMATION										
District	Grace Land Improvement & Service District							Submit one form for each road		
Road Name	Surfacing			Blading		Drainage/Ditch		Dust Control		
	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
Coal Dust	1541	24	4							

Contractor Name/Address:

CONTRACTOR PRICING

Check if Apply	Surfacing	Tons	\$/Ton *	Total \$	
X	J Base Limestone (J, W, L)	820	27 ⁰⁰	22,140	* includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY
	Scoria (2" max)				
	Crushed Concrete				
	Crushed Asphalt				
	Other (Specify)				
Surfacing Subtotal					

Check if Apply	Blading	Hrs	\$/Hr *	Total \$	
	Crowning/Surfacing	9	300 ⁰⁰	2700	* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches <i>Incl. water & roller</i>
	Water Truck				
Blading Subtotal					

Check if Apply	Drainage	LF	\$/LF *	Total \$	
	Install 12" culvert				* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary
	Install 18" culvert				
	Install 24" culvert				
	Cut Ditches				
Drainage Subtotal					

Check if Apply	Dust Control	Gallons	\$/Gallon *	Total \$	
	Mag Chloride				* includes product and application of product to roadway
	Other (Specify)				
Dust Control Subtotal					
Total Cost Estimate				24,180 ⁰⁰	

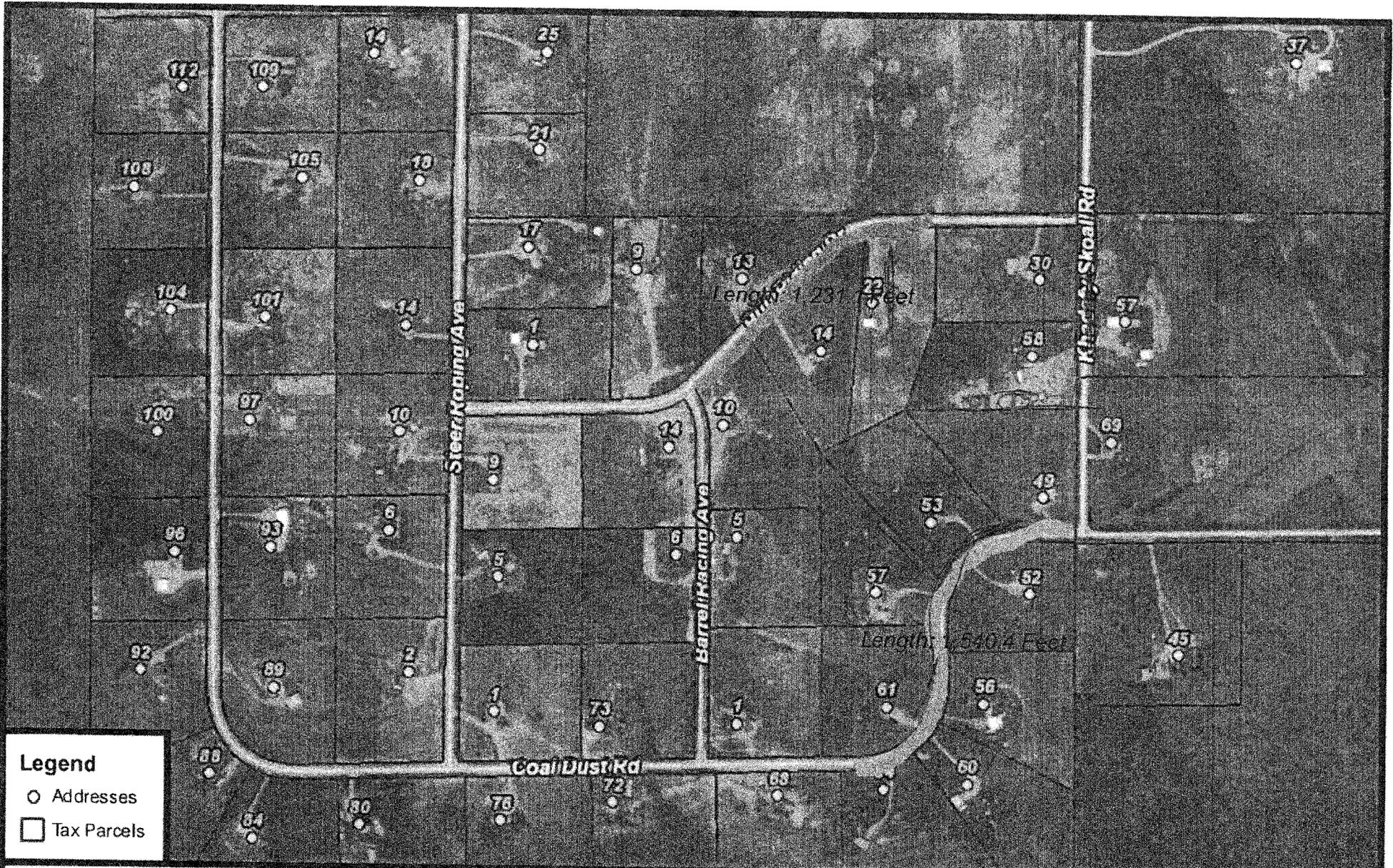
2:58 PM

03/30/20

Accrual Basis

Grace Land Impr. & Svc. District
Balance Sheet
As of March 30, 2020

	<u>Mar 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
First National Bank	26,625.82
First National Water Account	79,568.39
Water System Reserves	20,983.98
Total Checking/Savings	<u>127,178.19</u>
Accounts Receivable	
Accounts Receivable	13,814.50
Total Accounts Receivable	<u>13,814.50</u>
Total Current Assets	140,992.69
Fixed Assets	
Distribution Meter (2016)	3,418.77
Water Meters-Radio Read Eq-2015	17,531.25
Total Fixed Assets	<u>20,950.02</u>
TOTAL ASSETS	<u><u>161,942.71</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	523.90
Total Accounts Payable	<u>523.90</u>
Total Current Liabilities	<u>523.90</u>
Total Liabilities	523.90
Equity	
Net Income Prior Years	129,890.83
Net Income	31,527.98
Total Equity	<u>161,418.81</u>
TOTAL LIABILITIES & EQUITY	<u><u>161,942.71</u></u>

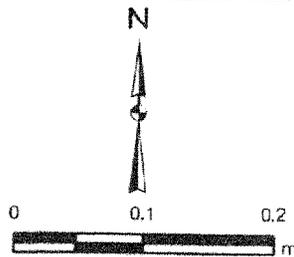


Legend

- Addresses
- Tax Parcels



Date: 3/2/2020
Time: 7:09:50 PM

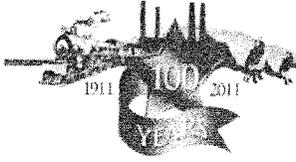


CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

500 S. Gillette Ave. Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

Campbell County
CENTENNIAL



Office of
COUNTY CLERK

500 S. Gillette Avenue, Suite 1600 • P.O. Box 3010 • Gillette, Wyoming 82717-3010
Phone: 307.682.7285 • Fax: 307.687.6455

March 19, 2020

To: Helenanne Cathey

RE: Grace Land Improvement and Service District

The compliance requirements below have been met by the Grace Land Improvement and Service District. Having met the requirements, Grace Land Improvement and Service District is currently in compliance with the Campbell County Elections Office.

Notice of Board – 04/30/2019

Final Budget – 07/2/2019

Public Records – 08/19/2019

Map - YES

Department of Audit - YES

Department of Revenue - YES

Sincerely,

A handwritten signature in cursive script that reads "Charity D. Stewart".

Charity D. Stewart

Elections Coordinator

Grace Land

020.7085.33

Date	Description	Award	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Priority 6	Priority 6	Priority 6	Priority 7	Priority 8	Disbursement	Balance
								25%	33%	50%		Priority 8		
9/1/2001	Awarded Formation of District 35A	705.19											705.19	0.00
9/21/2010	DSG 16-2 Road Maintenance	1,051.25						1,051.25						1,051.25
11/10/2010	DSG 16-2 effective Dist in compliance													0.00
4/5/2011	DSG 16-3 Culvert Replacement	561.25						561.25						561.25
8/8/2011	Req 1-FINAL												175.00	0.00
4/17/2012	DSG 2012-03 Road Maintenance	1,500.00						1,500.00						1,500.00
5/9/2012	Req 1-FINAL												1,500.00	0.00
10/2/2012	DSG 2012-15 Road Maintenance	1,500.00						1,500.00						1,500.00
10/25/2012	Pay request 1												1,420.00	80.00
11/20/2012	Pay request 2-Final												65.63	14.37
4/21/2015	DSG 2014.17 Tank maint, bollards	7,590.01			5,785.31	1,804.69								7,590.01
3/7/2016	Pay req 1-Final												7,590.00	0.01
7/15/2015	DSG 2015.07 Khadafy Skoal Gravi	1,500.00					1,500.00							1,500.00
11/2/2015	Pay req 1-Final												1,440.25	59.75
11/1/2016	DSG 2016.06 Road/Drainage Main	3,550.00						3,550.00						3,550.00
12/8/2016	Pay req 1-Final												3,091.75	458.25
8/7/2018	DSG 2018.03 Road Maintenance	16,363.00						4,775.00		11,588.00				16,363.00
6/3/2019	Pay req 1												11,308.93	5,054.07
6/20/2019	Pay req 2-final												1,762.50	3,291.57
4/16/2019	DSG 2018.18-Road Maintenance	595.00						595.00						595.00
6/20/2019	Pay req 1-final												595.00	0.00

5yr totals	29,598.01		5,785.31	1,804.69	1,500.00	8,920.00		11,588.00		25,788.43
10yr totals	34,210.51									

61 Lots	Eligible	91,500.00
	Awards	29,598.01
	Disbursements	25,788.43
	Subject to 1500.	12,224.69
	Not subject to 1500.	17,373.31
	Remaining current 5-yr period	79,275.31

not subject to \$1500/lot limitation

The following page(s) contain the backup material for Agenda Item: [District Support Grant, Rozet Ranchettes](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.



Department of Public Works - Engineering Division

Kevin C. King, P.E., Director

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

DISTRICT SUPPORT GRANT MEMORANDUM

FROM: Kevin C. King, P.E., Public Works Executive Director
TO: Board of County Commissioners
SUBJECT: District Support Grant Application From: Rozet Ranchettes I&S
DATE: 4/14/2020
 Rozet Ranchettes I&S has submitted a District Support Grant application in the amount of \$9,871 for placing 1433 tons of crushed concrete/asphalt blend on 3907 feet of Gold Buckle Place

Grant Type and Priority	Gravel Road, Priority 6			
Costs and Eligibility				
Total Estimated Project Cost:	\$39,482			
Total Number of District Lots:	48			
Total allowable grant over a 5-yr period:	48	lots	@	\$1,500 \$ 72,000
Total amount of Grants approved over current 5-yr period:				\$ 9,760
Total amount not subject to \$1500/lot limitation				\$ -
Remaining Grant eligibility this current 5-yr period:				\$ 62,240
Current Fiscal Year Awards	\$ -		O.K.	
Remaining Eligibility this Fiscal Year	\$ 50,000		O.K.	

Compliance
 Rozet Ranchettes I&S District is in compliance with the elections office per a 3/19/2020 memo

Analysis Gravel Road, Priority 6
 (PR-6) 50% up to \$50,000 drainage, 33% up to \$50,000 connecting roads, 25% up to \$50,000 gravel

%	Total	Grant	Item
100		\$ -	
50	\$ -	\$ -	
33		\$ -	
25	\$ 39,482	\$ 9,871	
Totals	\$ 39,482	\$ 9,871	Matches Request

Quotes Received		Notes: Kuhbacher Trucking quoted \$24.50/ton (Earthworks was \$23.70/ton) and did not provide pricing for blading of the material.	
	Company		Total
1	Earthwork Solutions		\$ 39,482
2	Wyo Earthmoving Corp		\$ 41,934
3	Kuhbacher Trucking		Incomplete
4			

Recommendation I recommend the Board approve the District Support Grant request from Rozet Ranchettes I&S Improvement and Service District in an amount not to exceed \$ 9,871 for placing 1433 tons of crushed concrete/asphalt blend on 3907 feet of Gold Buckle Place	Funding History	
	5 year	\$9,760
	10 year	\$16,108

Board Approval? \$ Date Approved



DISTRICT SUPPORT GRANT APPLICATION

District Name: Rozet Ranchettes ISD Requested Amount: \$9,870.53

Mailing Address: PO Box 3290, Gillette, WY 82717

Contact Person: Zeke Zebroski, President

Day Time Phone: 307-660-8733

Application is requesting financial assistance to form a District? Yes _____ No X

Applicant is requesting financial assistance for connection to regional water? Yes _____ No X

Is the project anticipated to be complete in the next 18 months? Yes X No _____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
Add crushed concrete/asphalt on Gold Buckle Place and pack it from Highway 51 going approximately 2,573 feet on the east side on Gold Buckle Place and approximately 1,334 feet on the west side on Gold Buckle Place, including the area around the mailboxes at both entrances (see attached map). 3" thick. Road width 22'. The District requested bids from 5 contractors. 3 responded with bids. Kuhbacher did not include packing/blading.

Total project cost (estimated) (itemize on separate sheet): \$39,482.10

Projected start date: April 15, 2020 Projected completion date: July 31, 2020

Briefly describe why the project is needed:

The roads need more material – the District has been pleased with the concrete/asphalt blend. This project includes packing the material as well as placing it on the road.

Governing Board members: Zeke Zebroski, President / Tom Dietz, Vice President / Troy Hipsag, Secretary/Treasurer

Acreage (approximate) of district or proposed district: 382.79 +/- acres

Date of district formation (if applicable) August 7, 2007

Number of lots: 48

Population of District: 80 (approximately)

Ratio of Developed and undeveloped land: 33 lots developed (on water). Remainder are undeveloped.

Is area legally platted? Yes

District boundary map included? Yes

Is District Zoned? Yes If so, what is it zoned? Rural Residential

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

FINANCIAL INFORMATION

Current Mill Levy for the Subdivision \$ 0.00

Current Assessed Valuation (County Assessor's Office) \$ 993,185

Current Indebtedness \$ 0.00

Current Income statement and balance sheet \$ \$50,007.30 (bank balance)

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)

\$1,500 plant investment fee.

\$80 per month for improved lots and \$20 per month for unimproved lots.

Water overages: 15,000 gallons included in the base fee of \$80 per month. \$2.00 per 1,000 gallons used over 15,000 gallons per month up to 30,000 gallons and \$3.00 per 1,000 gallons used over 30,000 gallons per month.

Other pending applications for funding:

None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:

None

Respectfully submitted,

(SEAL)

Zeke Zebroski

Title: Pres

Attest:

Sally Hipsley
Secretary *(see e-mail-attached)*

hlcathey@collinscom.net

From: Mary Hipsag <mhipsag@hotmail.com>
Sent: Monday, March 30, 2020 3:05 PM
To: hlcathey@collinscom.net
Cc: Carletta Zebroski; Tom & Deanna Dietz; Tom Dietz (Other)
Subject: Re: ROZET RANCHETTES ISD GRANT APPLICATION

Helennane,

I approve the grant application.

Thank you!

Troy Hipsag

Sent from my iPhone

On Mar 24, 2020, at 11:58 AM, hlcathey@collinscom.net wrote:

Here is the draft grant application based on the low bid from Earth Work Solutions. Please review as soon as possible and e-mail me back.

The County is allowing me to sign the application for the Board, but I need an e-mail back confirming your approval of the grant application being submitted to the County.

Please call me if you have any questions or e-mail me back.

Thank you!

*Helennane Cathey
Cathey Consulting, LLC
PO Box 471
400 South Gillette Avenue, Suite 106
(K2 Technologies Building - office entrance is on 4th Street across from Arrow Printing)
Gillette, WY 82717
307-685-8235 (phone)
307-682-1187 (fax)
hlcathey@collinscom.net
www.catheyconsulting.net*

<CCE03242020_0004.pdf>

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION										
District	Rozet Ranchettes Improvement and Service District							Submit one form for each road		
Surfacing			Blading			Drainage/Ditch			Dust Control	
Road Name	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
Gold Buckle Place	3,907	22	3	3,907	22	3				

Contractor Name/Address: Earth Work Solutions

CONTRACTOR PRICING

Check if Apply	Surfacing	Tons	\$/Ton *	Total \$	
	Limestone (J, W, L)				* includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY
	Scoria (2" max)				
X	Crushed Concrete / Asphalt Mix	1433	\$23.70	\$33,962	
	Other (Specify)				
Surfacing Subtotal				\$33,962	

Check if Apply	Blading	Hrs	\$/Hr *	Total \$	
X	Blade/Pack Material	48	115	\$5,520	* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches
	Water Truck				
Blading Subtotal				\$5,520	

Check if Apply	Drainage	LF	\$/LF *	Total \$	
	Install 12" culvert				* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary
	Install 18" culvert				
	Install 24" culvert				
	Cut Ditches				
Drainage Subtotal					

Check if Apply	Dust Control	Gallons	\$/Gallon *	Total \$	
	Mag Chloride				* includes product and application of product to roadway
	Other (Specify)				
Dust Control Subtotal					
Total Cost Estimate				\$39,482	

hlcathey@collinscom.net

From: Erin Coast <erin@wyoearth.com>
Sent: Monday, March 23, 2020 11:52 AM
To: hlcathey
Subject: RE: Rozet Ranchettes ISD Quote

Helenanne,

We would be hauling on both bid proposals. One bid is if we get the material from Simon Contractors. The other bid is if we get a crusher in at our yard and crush our concrete/asphalt pile. Glen had spoken to a gentleman named Zek and showed him why Glen doesn't think its a good idea to use the material from Simon, which is the only company that has material.

Thank you,



Erin Coast
Project Estimator
Wyoming Earthmoving Corporation
(307) 660-2758

----- On Mon, 23 Mar 2020 11:44:15 -0600 <**hlcathey@collinscom.net**> wrote -----

Is the \$26.36 per ton if Rozet Ranchettes ISD hauls it themselves? I'm not 100% clear on what the difference is between the two - I don't see an explanation on the letters or bid forms - just the name of the files.

Helenanne Cathey

Cathey Consulting, LLC

PO Box 471

400 South Gillette Avenue, Suite 106

(K2 Technologies Building - office entrance is on 4th Street across from Arrow Printing)

Gillette, WY 82717

307-685-8235 (phone)

307-682-1187 (fax)

hlcathey@collinscom.net

1

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION										
District	Rozet Ranchettes Improvement and Service District								Submit one form for each road	
Road Name	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
Gold Buckle Place	3,907	22	3	3,907	22	3				

Contractor Name/Address: Wyo. Earthmoving Corp.

CONTRACTOR PRICING

Check if Apply	Surfacing	Tons	\$/Ton *	Total \$	
	Limestone (J, W, L)				*Includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY
	Scoria (2" max)				
X	Crushed Concrete / Asphalt Mix	1000	\$ 26.36	\$26,360	
	Other (Specify)				
Surfacing Subtotal				\$26,360	

Check if Apply	Blading	Hrs	\$/Hr *	Total \$	
X	Blade/Pack Material	32	\$ 130.00	\$4,160	* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches
	Water Truck				
Blading Subtotal				\$4,160	

Check if Apply	Drainage	LF	\$/LF *	Total \$	
	Install 12" culvert				* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary
	Install 18" culvert				
	Install 24" culvert				
	Cut Ditches				
Drainage Subtotal					

Check if Apply	Dust Control	Gallons	\$/Gallon *	Total \$	
	Mag Chloride				* includes product and application of product to roadway
	Other (Specify)				
Dust Control Subtotal					
Total Cost Estimate				\$30,520	

2

District Support Grant Roadway Cost Estimate Template

from Simon

ROADWAY PROJECT INFORMATION										
District	Rozet Ranchettes Improvement and Service District								Submit one form for each road	
Surfacing			Blading		Drainage/Ditch			Dust Control		
Road Name	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
Gold Buckle Place	3,907	22	3	3,907	22	3				

Contractor Name/Address: Wyo. Earthmoving Corp.

CONTRACTOR PRICING

Check if Apply	Surfacing	Tons	\$/Ton *	Total \$	
	Limestone (J, W, L)				*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY
	Scoria (2" max)				
X	Crushed Concrete / Asphalt Mix	1000	\$ 35.83	\$35,830	
	Other (Specify)				
Surfacing Subtotal				\$35,830	

Check if Apply	Blading	Hrs	\$/Hr *	Total \$	
X	Blade/Pack Material	40	\$ 130.00	\$5,200	* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches
	Water Truck				
Blading Subtotal				\$5,200	

Check if Apply	Drainage	LF	\$/LF *	Total \$	
	Install 12" culvert				* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary
	Install 18" culvert				
	Install 24" culvert				
	Cut Ditches				
Drainage Subtotal					

Check if Apply	Dust Control	Gallons	\$/Gallon *	Total \$	
	Mag Chloride				* includes product and application of product to roadway
	Other (Specify)				
Dust Control Subtotal					
Total Cost Estimate				\$41,030	

hlcathey@collinscom.net

From: Kuhbacher Trucking <ktrucking99@gmail.com>
Sent: Monday, March 23, 2020 11:25 AM
To: hlcathey@collinscom.net
Subject: Re: ROZET RANCHETTES ISD REQUEST FOR BIDS
Attachments: 3-23-20 RozetRanchettesImp&Svc 2020 Grant - Kuhbacher Trucking.xlsx; 3-23-20 RozetRanchettesImp&Svc 2020 Grant - Kuhbacher Trucking - W-Base Bid.xlsx

Good morning,
Attached is our bid for the crushed concrete/asphalt on Gold Buckle Place.
I'm also attaching a second bid using a W-base that we think is superior to the crushed concrete/asphalt....same price.
Thank you!

Diane Kuhbacher
Kuhbacher Trucking Inc
4101 N Garner Lake Rd
Gillette, WY 82716
307.680.5538

On 3/11/2020 3:54 PM, hlcathey@collinscom.net wrote:

The Rozet Ranchettes ISD is requesting bids for adding crushed concrete/asphalt on Gold Buckle Place this spring. The District will be applying for a County grant, so we need the quote on the attached form. We are requesting bids returned by Monday, March 23rd, 12:00 p.m. – e-mail me at this address if possible. The project is summarized below.

Deliver and spread crushed concrete/asphalt on Gold Buckle Place and pack it from Highway 51 going approximately 2,573 feet on the east side on Gold Buckle Place and approximately 1,334 feet on the west side on Gold Buckle Place, including the area around the mailboxes at both entrances. (See attached map). 3" thick. Road width: 22'

Thank you!

*Helenanne Cathey
Cathey Consulting, LLC
PO Box 471
400 South Gillette Avenue, Suite 106
(K2 Technologies Building - office entrance is on 4th Street across from Arrow Printing)
Gillette, WY 82717
307-685-8235 (phone)
307-682-1187 (fax)
hlcathey@collinscom.net
www.catheyconsulting.net*

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION										
District	Rozet Ranchettes Improvement and Service District							Submit one form for each road		
Surfacing			Blading		Drainage/Ditch			Dust Control		
Road Name	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
Gold Buckle Place	3,907	22	3	3,907	22	3				

Contractor Name/Address:	KUHBACHER TRUCKING INC 4101 N GARNER LAKE RD, GILLETTE WY 82716
---------------------------------	--

CONTRACTOR PRICING

Check if Apply	Surfacing	Tons	\$/Ton *	Total \$	
	Limestone (J, W, L)				*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY
	Scoria (2" max)				
X	Crushed Concrete / Asphalt Mix	~ 1,128 T	24.50/Ton	\$27,636	
	Other (Specify)				
Surfacing Subtotal				\$27,636	

Check if Apply	Blading	Hrs	\$/Hr *	Total \$	
	Blade/Pack Material			\$0	* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches
	Water Truck				
Blading Subtotal				\$0	

Check if Apply	Drainage	LF	\$/LF *	Total \$	
	Install 12" culvert				* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary
	Install 18" culvert				
	Install 24" culvert				
	Cut Ditches				
Drainage Subtotal					

Check if Apply	Dust Control	Gallons	\$/Gallon *	Total \$	
	Mag Chloride				* includes product and application of product to roadway
	Other (Specify)				
Dust Control Subtotal					
Total Cost Estimate				\$27,636	

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION										
District:	Rozet Ranchettes Improvement and Service District							Submit one form for each road		
Road Name	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
Gold Buckle Place	3,907	22	3	3,907	22	3				

Contractor Name/Address:	KUHbacher TRUCKING INC 4101 N GARNER LAKE RD, GILLETTE WY 82716
--------------------------	---

CONTRACTOR PRICING				
Check if Apply	Surfacing	Tons	\$/Ton *	Total \$
XX	Limestone (J, W, L)	~1,128	24.50/Ton	\$27,636
	Scoria (2" max)			
	Crushed Concrete / Asphalt Mix			
	Other (Specify)			
Surfacing Subtotal				\$27,636

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY

Check if Apply	Blading	Hrs	\$/Hr *	Total \$
	Blade/Pack Material			\$0
	Water Truck			
Blading Subtotal				\$0

* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

Check if Apply	Drainage	LF	\$/LF *	Total \$
	Install 12" culvert			
	Install 18" culvert			
	Install 24" culvert			
	Cut Ditches			
Drainage Subtotal				

* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

Check if Apply	Dust Control	Gallons	\$/Gallon *	Total \$
	Mag Chloride			
	Other (Specify)			
Dust Control Subtotal				
Total Cost Estimate				\$27,636

* includes product and application of product to roadway

Rozet Ranchettes Improvement & Service District

03/24/20

Balance Sheet

Accrual Basis

As of March 24, 2020

	<u>Mar 24, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
First National Bank Checking	50,007.30
Total Checking/Savings	50,007.30
Accounts Receivable	
Accounts Receivable	-530.00
Total Accounts Receivable	-530.00
Other Current Assets	
Undeposited Funds	160.00
Total Other Current Assets	160.00
Total Current Assets	49,637.30
Fixed Assets	
Distribution Meter (Dec., 2015)	3,864.20
Radio Read Meters (2011)	3,035.75
Total Fixed Assets	6,899.95
TOTAL ASSETS	56,537.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	605.00
Total Accounts Payable	605.00
Total Current Liabilities	605.00
Total Liabilities	605.00
Equity	
Net Income Previous Years	44,916.99
Net Income	11,015.26
Total Equity	55,932.25
TOTAL LIABILITIES & EQUITY	56,537.25

Campbell County
CENTENNIAL



Office of
COUNTY CLERK

500 S. Gillette Avenue, Suite 1600 • P.O. Box 3010 • Gillette, Wyoming 82717-3010
Phone: 307.682.7285 • Fax: 307.687.6455

March 19, 2020

To: Helenanne Cathey
RE: Rozet Ranchettes Improvement and Service District

The compliance requirements listed below have been met by Rozet Ranchettes Improvement and Service District. Therefore, Fox Rozet Ranchettes Improvement and Service District is currently in compliance with the Campbell County Elections Office.

Notice of Board – 04/30/2019

Final Budget – 07/18/2019

Public Records – 07/19/2019

Map - YES

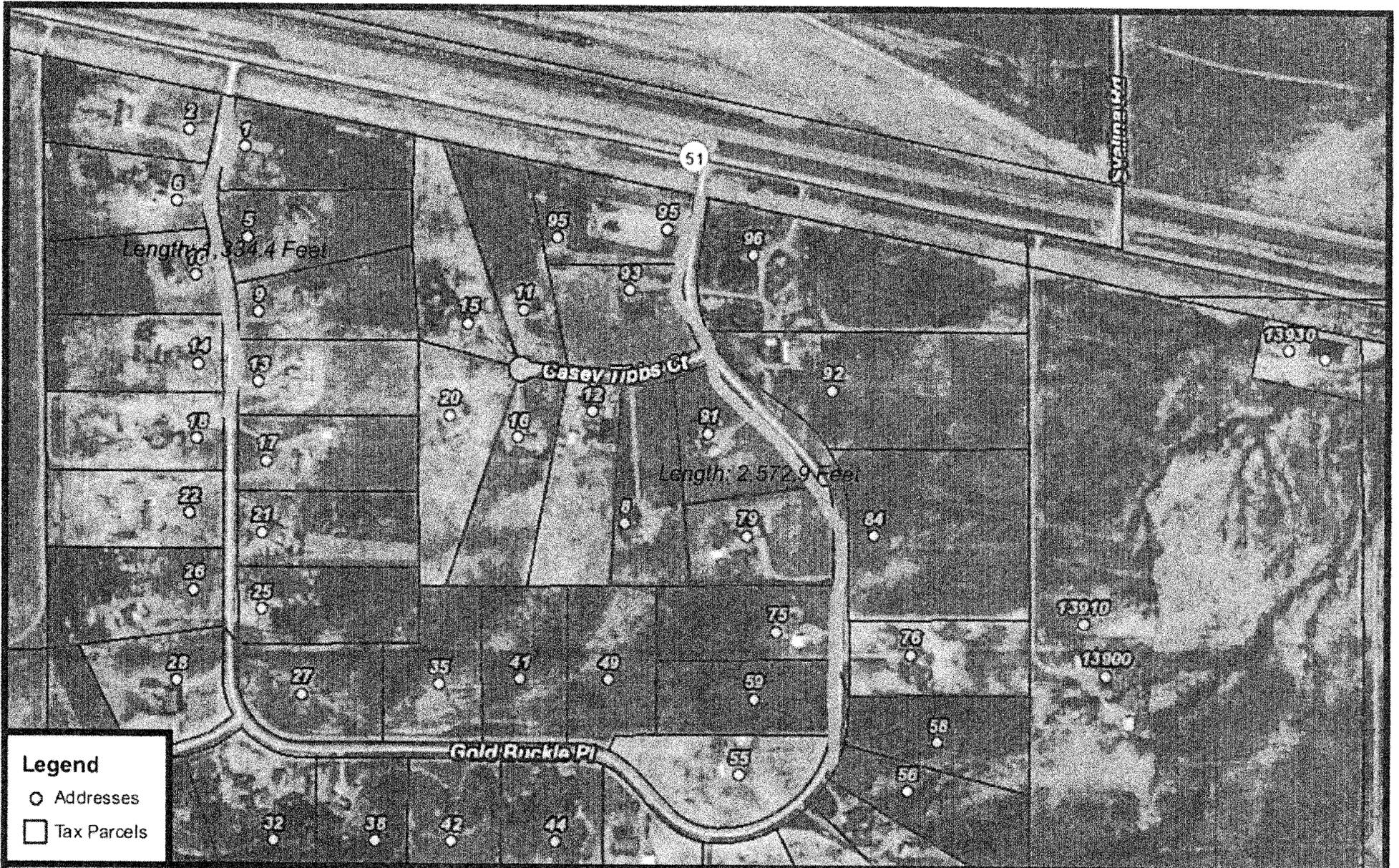
Department of Audit - YES

Department of Revenue - YES

Sincerely,

A handwritten signature in cursive script that reads "Charity D. Stewart".

Charity D. Stewart
Elections Coordinator

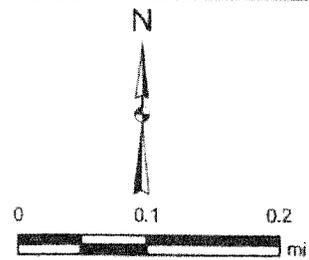


Legend

- Addresses
- Tax Parcels



Date: 3/10/2020
Time: 4:41:00 PM



CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

500 S. Gillette Ave. Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

Rozet Ranchettes
020.7085.45

Date	Transaction	Award	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Priority 6	Priority 6	Priority 6	Priority 7	Priority 8	Disburse	Balance
								25%	33%	50%				
7/20/2010	DSG 42-1 Existing Goldbuckel Rd I	1,471.25						1,471.25						1,471.25
12/27/2010	DSG 42-1 Req 1 -Final												1,457.50	13.75
9/7/2011	DSG 42-2 Install Radio Read Meter	777.00				777.00								777.00
10/21/2011	Pay Req 1-Final												774.94	2.06
8/20/2013	DSG 2013.13 Culvert replacement	350.00						350.00						350.00
11/12/2013	Pay Req1-Final												345.70	4.30
12/16/2014	DSG 2014.11 Scoria	3,750.00						3,750.00						3,750.00
6/8/2015	Pay Req 1-Final												3,750.00	0.00
10/6/2015	DSG 2015.15 Pumphouse Master M	966.00				966.00								966.00
1/12/2016	Pay Req 1-Final												966.00	0.00
9/7/2016	DSG 2016.04 Surface E. Gold Buck	3,335.00						3,335.00						3,335.00
9/26/2016	Pay Req 1-Final												3,335.00	0.00
10/18/2016	DSG 2016.07 75 Gold Buckle to 25	3,335.00						3,335.00						3,335.00
1/12/2016	Pay Req 1-Final												3,335.00	0.00
2/28/2019	DSG 2018.11 Emergency Well Pum	2,124.00				2,124.00								2,124.00
2/7/2019	Pay Req 1-Final												2,123.38	0.62
5 yr total		9,760.00	0.00	0.00	0.00	3,090.00	0.00	6,670.00	0.00	0.00	0.00	0.00	9,759.38	
10yr total		16,108.25												

48 lots	Eligible	72,000.00
	Awards	9,760.00
	Disbursements	9,759.38
	Subject to 1500.	9,760.00
	Not subject to 1500.	0.00
	Remaining current 5-yr period	62,240

not subject to \$1500/lot limitation

The following page(s) contain the backup material for Agenda Item: [District Support Grant, Stonegate](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.



Department of Public Works - Engineering Division

Kevin C. King, P.E., Director

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

DISTRICT SUPPORT GRANT MEMORANDUM

FROM: Kevin C. King, P.E., Public Works Executive Director
TO: Board of County Commissioners
SUBJECT: District Support Grant Application From: Stonegate I&S
DATE: 4/14/2020
 Stonegate I&S has submitted a District Support Grant application in the amount of \$5,448 for 100 tons of W-base limestone, blading 4.75 miles of roadway, application of 76.3 tons of mag chloride dust control, and reclaiming of 300 feet of asphalt pavement at Stone Trail/Force Road

Grant Type and Priority	Gravel Road, Priority 6			
Costs and Eligibility				
Total Estimated Project Cost:	\$21,790			
Total Number of District Lots:	67			
Total allowable grant over a 5-yr period:	67	lots	@ \$1,500	\$ 100,500
Total amount of Grants approved over current 5-yr period:				\$ 73,877
Total amount not subject to \$1500/lot limitation				\$ 36,260
Remaining Grant eligibility this current 5-yr period:				\$ 62,883
Current Fiscal Year Awards	\$ -		O.K.	
Remaining Eligibility this Fiscal Year	\$ 50,000	O.K.		

Compliance
 Stonegate I&S District is in compliance with the elections office per a 4/6/2020 memo

Analysis Gravel Road, Priority 6
 (PR-6) 50% up to \$50,000 drainage, 33% up to \$50,000 connecting roads, 25% up to \$50,000 gravel

%	Total	Grant	Item
100		\$ -	
50	\$ -	\$ -	
33		\$ -	
25	\$ 21,790	\$ 5,448	
Totals	\$ 21,790	\$ 5,448	

Quotes Received			Notes: District likes high-quality limestone base (Grading W) for their roads. Kuhbacher Trucking bid \$24.44/ton for the W-base but no other services. Simon Contractors and Croel did not submit a bid on W-base limestone. District tried to get a second bid on the mag chloride but were not successful
	Company	Total	
1	Melgaard	\$ 9,790	
2	Dustbusters	\$ 12,000	
3			
4			

Recommendation	Funding History		
	I recommend the Board approve the District Support Grant request from Stonegate I&S	5 year	\$73,877
	Improvement and Service District in an amount not to exceed \$ 5,448	10 year	\$122,743
	for 100 tons of W-base limestone, blading 4.75 miles of roadway, application of 76.3 tons of mag chloride dust control, and reclaiming of 300 feet of asphalt pavement at Stone Trail/Force Road	Since 1996	\$203,966
Board Approval? \$	Date Approved		



19.14

DISTRICT SUPPORT GRANT APPLICATION

District Name: Stone Gate Estates ISD Requested Amount: \$5,447.50

Mailing Address: PO Box 992, Gillette, WY 82717

Contact Person: Bobby Schmitz, Secretary

Day Time Phone: 307-680-4920

Application is requesting financial assistance to form a District? Yes No

Applicant is requesting financial assistance for connection to regional water? Yes No

Is the project anticipated to be complete in the next 18 months? Yes No

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)

The Stone Gate I&S 2020 road upgrade project will include 3 specific tasks:

- 1) Blading of the 4.75 miles of the Stone Gate I&S road system and repairs to several soft spots located within the subdivision.
- 2) An application of magnesium chloride dust control product to the entire 4.75 miles of Stone Gate I&S road system and
- 3) Removal of asphalt paving, repair of road base and replacement of the asphalt pavement with gravel for the approximate 300' of asphalt apron at the intersection of Stone Trail and Force Road.

Bids received for this year's project are attached as well as the completed District Support Grant Roadway Cost Estimate form.

Only one contractor (Melgaard Construction) in the Gillette area has a road base reclaimer. Therefore only one proposal was available for the repairs at Stone Trail. Only one contractor (Dustbusters Inc) in the Gillette area offers a road dust control product. Therefore only one proposal was available for this years dust control application. Two contractors, Simon and Croel, declined to provide a proposal for the crushed limestone "W" road base product.

Total project cost (estimated) (itemize on separate sheet: \$21,790.00

Projected start date: May 15, 2020 Projected completion date: July 31, 2020

Briefly describe why the project is needed:
The District does a road project every year to maintain quality roads by applying a layer of new rock once every five years on different sections of roads each year. With the bigger projects

completed in the last couple of years, the Board is happy with the current condition of roads and felt now would be the time to address the asphalt apron on Stone Trail. The District did not install this asphalt apron – it was installed by the County when Force Road was paved. The County has notified the District that the County is not responsible for that asphalt apron, so the District needs to address it. This apron is heavily pot holed and either needs to be fixed with asphalt or removed and put into rock. Since the District has rock roads, and the asphalt isn't something that is within the Stone Gate budget, the District has chosen to remove that asphalt and replace it with rock, similar to all of the roads in the District. The dust control is applied to the roads on an annual basis both to minimize dust as much as possible and bind the rock on the roads. This project will also address soft spots that need addressed throughout the District as noted in the description above.

Governing Board members: Dave Daigle, President / Bobby Schmitz, Secretary / Charlotte Terry, Treasurer

Acreage (approximate) of district or proposed district: 1,340 acres +/-

Date of district formation (if applicable) February 28, 1992

Number of lots: 67 parcels

Population of District: 170 (approximately)

Ratio of Developed and undeveloped land: 65 improved lots and 2 unimproved lots

Is area legally platted? Yes

District boundary map included? Yes

Is District Zoned? Yes If so, what is it zoned? RS

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

FINANCIAL INFORMATION

Current Mill Levy for the Subdivision \$ \$84,621 (assessments)

Current Assessed Valuation (County Assessor's Office) \$ 2,606,537

Current Indebtedness \$ 0.00

Current Income statement and balance sheet \$ 287,415.48 (bank balance)

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)
District maintains water and roads and manages covenants – The District's annual assessment is \$1,278 per improved lot assessed per year. Water meters are read monthly in summer months. The base rate of \$1,278 per year includes 20,000 gallons of water per month. Overages are billed as follows:

- \$1.00 per 1,000 for 20,000 to 30,000 gallons
- \$2.00 per 1,000 for 30,000 to 50,000 gallons

\$5.00 per 1,000 for 50,000 to 75,000 gallons
\$7.50 per 1,000 for 75,000 to 100,000 gallons
\$8.50 per 1,000 for 100,000 to 125,000 gallons
\$10.00 per 1,000 for over 125,000 gallons

Will project generate user fees, charges, other revenues or income revenue? Yes _____ No X

List and describe other potential funding sources:

None

Other pending applications for funding:

None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:

None

Respectfully submitted,

(SEAL)

Dave Doyle (see e-mail attached)

Title: President

Attest:

Hobby Schmitz
Secretary (see e-mail)

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION										
District	2020 Stone Gate I&S District							Submit one form for each road		
	Surfacing			Blading		Drainage/Ditch		Dust Control		
Road Name	Len (Ft)	Wide (Ft)	Thick (In)	Len (Ft)	Wide (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wide (Ft)
Stone Gate Estates	300	20		25608	20				25608	18

CONTRACTOR PRICING

Check if Apply	Surfacing	Tons	\$/Ton *	Total \$	
X	Crushed Limestone ? Meeting (J, W, L) Base Gradation	60	\$23.90	\$1,434	*Includes aggregate and delivery of aggregate only. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below.
X	Soft Spot Repairs Other (Specify)	40	\$23.90	\$956	
	Scoria (2" max)				
	Crushed Concrete				
X	Asphalt Apron Repair Other (Specify)			\$2,500	* Includes repair and replacement of approximately 300' of asphalt apron on Stone Trail that adjoins Force Road.
Surfacing Subtotal				\$4,890	

Check if Apply	Blading	Hrs	\$/Hr *	Total \$	
X	Road System Blading	35	140	\$4,900	Assumes blading to provide a minimum 3% crown for 4.75 miles of I&S roads and placement of 100 tons of "W" base aggregate. "W" base material to be provided an engineering gradations test to insure product quality.
Blading Subtotal				\$4,900	

Check if Apply	Drainage	LF	\$/LF *	Total \$	
	Install 12" culvert				* Includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary
	Install 18" culvert				
	Install 24" culvert				
	Cut Ditches				
Drainage Subtotal				\$0	

Check if Apply	Dust Control	Tons	\$/Ton *	Total \$	
X	Mag Chloride 4.75 miles	76.3	157.25	\$12,000	* Includes product and application of product to roadway . Includes cost of water and application of water to road surface.
Dust Control Subtotal				\$12,000	
Total Cost Estimate				\$21,790	

Amount of cost estimate eligible for 2020 Stone Crest 25% grant:

Grant Amount
\$21,790 \$5,447.44

From: ecprete@gmail.com
Sent: Monday, March 23, 2020 2:38 PM
To: blschmitz@msn.com
Subject: RE: Fwd: Stone Gate Improvement and Service District 2020 road project

Bobby,

Cost for the upcoming season is \$157.25 per ton applied. (\$.85 / gallon)
Your road at 4.75 miles x 18' would require 68.8 tons at an ½ application rate of .25 gallons / yard. Total cost=\$10,819.

Call me if you have any questions.

Craig Prete
President
Dustbusters, Inc

From: BOBBY SCHMITZ
Sent: Monday, March 23, 2020 12:06 PM
To: Craig Prete
Subject: Fwd: Stone Gate Improvement and Service District 2020 road project

Sent from my iPhone

Begin forwarded message:

From: BOBBY SCHMITZ <blschmitz@msn.com>
Date: March 12, 2020 at 1:49:00 PM MDT
To: Craig Prete <dustbusters@uintanet.com>
Subject: Stone Gate Improvement and Service District 2020 road project

Craig,
I'm trying to schedule the Stone Gate Improvement and Service District 2020 road upgrade effort. Please provide a written proposal for this years dust control for inclusion in my Campbell County Grant application. The budget for this year's project will be limited to a total expenditure of approximately \$12,000, I'm assuming an approximate 50% application of 14.5 tons per mile. There will be 4.75 miles (18' top) of surface to treat this year. As a reminder the Stone Gate Improvement and Service District is tax exempt. I'm estimating that I will have gravel sometime in mid-May to mid-June with the dust control applied at that time.

Would you please provide 2020 prices for this scope of work. If possible, I'd like to have all proposals returned by March 23rd.

I've attached a map of the subdivision getting mag water for your reference.

If you have any questions please have Troy give me a call.

Thanks

Bobby Schmitz
Stone Gate Board
307-680-4920

hlcathey@collinscom.net

From: Kuhbacher Trucking <ktrucking99@gmail.com>
Sent: Monday, March 23, 2020 11:11 AM
To: blschmitz@msn.com
Subject: Re: 2020 Stone Gate Improvement District Road Project

Hi Bobby,

Thanks for your call this morning. Right now, we don't have access to the river rock W base. I've entered our price for the limestone W base below.

Thank you,

Diane Kuhbacher

Kuhbacher Trucking

Jack,

I'm trying to schedule the Stone Gate Improvement and Service District 2020 road upgrade effort. Our budget this year will allow for the lay down of approximately 2,000 tons of a crushed "W" base material. Please provide the name of the quarry and location of material being offered. The material will be field tested to establish the requested "W" base grading.

The delivered material will be windrowed along the edge of the road. This years' project is planned for Stone Crest. Campbell County Road and Bridge will provide a blade and spread the material. As a reminder the Stone Gate District is tax exempt.

Would you please provide 2020 prices for this scope of work. If possible, I'd like to have all proposals returned by March 23rd.

Option 1 \$24.44 \$/ton delivered of a crushed limestone "W" Base material

Option 2 N/A \$/ton delivered of a crushed river rock "W" Base material

After approval of the Campbell County grant applications I am planning to complete this work mid-May to mid-June.

Thanks

Looking forward to your response.

Any questions please feel free to contact me.

Bobby Schmitz

Stone Gate Improvement and Service District

Secretary

307-680-4920



Quotation

Date: 4/6/2020
 Prepared by:
 Terms: Net 30
 County: Campbell

Customer: Stonegate ISD
 Attn: Bobbie Schmitz
 Project: 2020 Blading and gravel laydown

QTY	UOM	Description	Unit Price	Total
35	HR	Estimated hours with Cat 140 Motor Grader to shape all roads to centercrown within district 140 Motor Grader and operator	\$140.00	\$4,900.00
10	HR	Estimated hours to laydown and roll gravel de- livered to road for Stonegate ISD 140 Motor Grader and opertor	\$140.00	
5	HR	Roller and operator	\$140.00	
10	HR	Water Truck and Driver	\$125.00	
Comments:			Subtotal	\$4,900.00
Stonegate ISD to furnish Water. Water truck may or may not be needed. Estimated hours based on previous projects.			Tax Rate	n/a
			Sales Tax	
			Total	\$4,900.00

Thank You For Your Business!



Quotation

Date: 4/6/2020
 Prepared by:
 Terms: Net 30
 County: Campbell

Customer: Stonegate ISD
 Attn: Bobbie Schmitz
 Project: Grinding and prep for 300' of Stone Trail off Force Rd

QTY	UOM	Description	Unit Price	Total
1	LS	Based on recycling asphalt and blade and roller prep for paving	\$1,900.00	\$1,900.00
1	LS	Grinding asphalt 300' of blade and roller prep of ground material	\$600.00	\$600.00
Comments:			Subtotal	\$2,500.00
			Tax Rate	n/a
			Sales Tax	
			Total	\$2,500.00

Thank You For Your Business!

Curt Betcher

From: BOBBY SCHMITZ <bjschmitz@msn.com>
Sent: Thursday, March 12, 2020 12:30 PM
To: Curt Betcher
Subject: 2020 Stone Gate Improvement District Road Project

External Sender:

Curt,

I'm trying to schedule the Stone Gate Improvement and Service District 2020 road upgrade effort. Our budget this year will allow for the lay down of approximately 2,000 tons of a crushed "W" base material. Please provide the name of the quarry and location of material being offered. The material will be field tested to establish the requested "W" base grading.

The delivered material will be windrowed along the edge of the road. This years' project is planned for Stone Crest. Campbell County Road and Bridge will provide a blade and spread the material. As a reminder the Stone Gate District is tax exempt.

Would you please provide 2020 prices for this scope of work. If possible, I'd like to have all proposals returned by March 23rd.

Option 1 23.90 \$/ton delivered of a crushed limestone "W" Base material *Lien Hienter Quang*
Option 2 25.40 \$/ton delivered of a crushed river rock "W" Base material *Kennedy Powell Reno
Pit*

After approval of the Campbell County grant applications I am planning to complete this work mid-May to mid-June.

Thanks

Looking forward to your response.

Any questions please feel free to contact me.

Bobby Schmitz
Stone Gate Improvement and Service District
Secretary
307-680-4920

Stone Gate Estates Improvement & Service District

Balance Sheet

As of April 6, 2020

04/06/20

Accrual Basis

	Apr 6, 20
ASSETS	
Current Assets	
Checking/Savings	
Checking	6,617.78
Money Market	56,884.62
WyoStar I 5732	46,916.47
WyoStar II 7012	176,996.61
Total Checking/Savings	287,415.48
Accounts Receivable	
Accounts Receivable	38,411.84
Total Accounts Receivable	38,411.84
Total Current Assets	325,827.32
Fixed Assets	
Furniture and Equipment	
Chlorine Scales (9/20/10)	1,950.50
Radio Read Meter Equipment	19,698.00
Total Furniture and Equipment	21,648.50
Total Fixed Assets	21,648.50
TOTAL ASSETS	347,475.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,850.20
Total Accounts Payable	1,850.20
Total Current Liabilities	1,850.20
Total Liabilities	1,850.20
Equity	
Opening Bal Equity	11,085.68
Unrestricted Net Assets	263,001.96
Net Income	71,537.98
Total Equity	345,625.62
TOTAL LIABILITIES & EQUITY	347,475.82

hlcathey@collinscom.net

From: Dave Daigle <davedaigle03@yahoo.com>
Sent: Monday, April 6, 2020 11:18 AM
To: hlcathey@collinscom.net
Subject: Re: STONE GATE GRANT APPLICATION

Looks great

Sent from my iPhone

On Apr 6, 2020, at 11:02 AM, hlcathey@collinscom.net wrote:

Please review the attached grant application (first 3 pages) – the attachments are the files that Bobby had e-mailed last week.

The County is willing to accept the grant application with my signatures for you – if you reply to this e-mail indicating your approval of this grant application I will sign your names and put my initials and e-mail it to the County.

Please reply as soon as possible!

Thank you!

*Helenanne Cathey
Cathey Consulting, LLC
PO Box 471
400 South Gillette Avenue, Suite 106
(K2 Technologies Building - office entrance is on 4th Street across from Arrow Printing)
Gillette, WY 82717
307-685-8235 (phone)
307-682-1187 (fax)
hlcathey@collinscom.net
www.catheyconsulting.net*

<CCE04062020.pdf>

hlcathey@collinscom.net

From: Bobby Schmitz <blschmitz@msn.com>
Sent: Tuesday, April 7, 2020 7:04 AM
To: hlcathey@collinscom.net
Cc: Dave Daigle; Kent Terry
Subject: Re: STONE GATE GRANT APPLICATION

My only comment would be that the subdivision is greater than the 320 acres noted. I think we are closer to 1340 acres (67*20).

Well done
Thanks

Sent from my iPad

On Apr 6, 2020, at 11:04 AM, hlcathey@collinscom.net wrote:

Please review the attached grant application (first 3 pages) – the attachments are the files that Bobby had e-mailed last week.

The County is willing to accept the grant application with my signatures for you – if you reply to this e-mail indicating your approval of this grant application I will sign your names and put my initials and e-mail it to the County.

Please reply as soon as possible!

Thank you!

*Helenanne Cathey
Cathey Consulting, LLC
PO Box 471
400 South Gillette Avenue, Suite 106
(K2 Technologies Building - office entrance is on 4th Street across from Arrow Printing)
Gillette, WY 82717
307-685-8235 (phone)
307-682-1187 (fax)
hlcathey@collinscom.net
www.catheyconsulting.net*

<CCE04062020.pdf>

Wendy Balo

From: hlcathy@collinscom.net
Sent: Tuesday, April 7, 2020 8:41 AM
To: Wendy Balo
Subject: STONE GATE ESTATES ISD GRANT REQUEST
Attachments: StoneGateGrantApplicationApril72020.pdf

Please be cautious.
This email originated from outside the County organization.

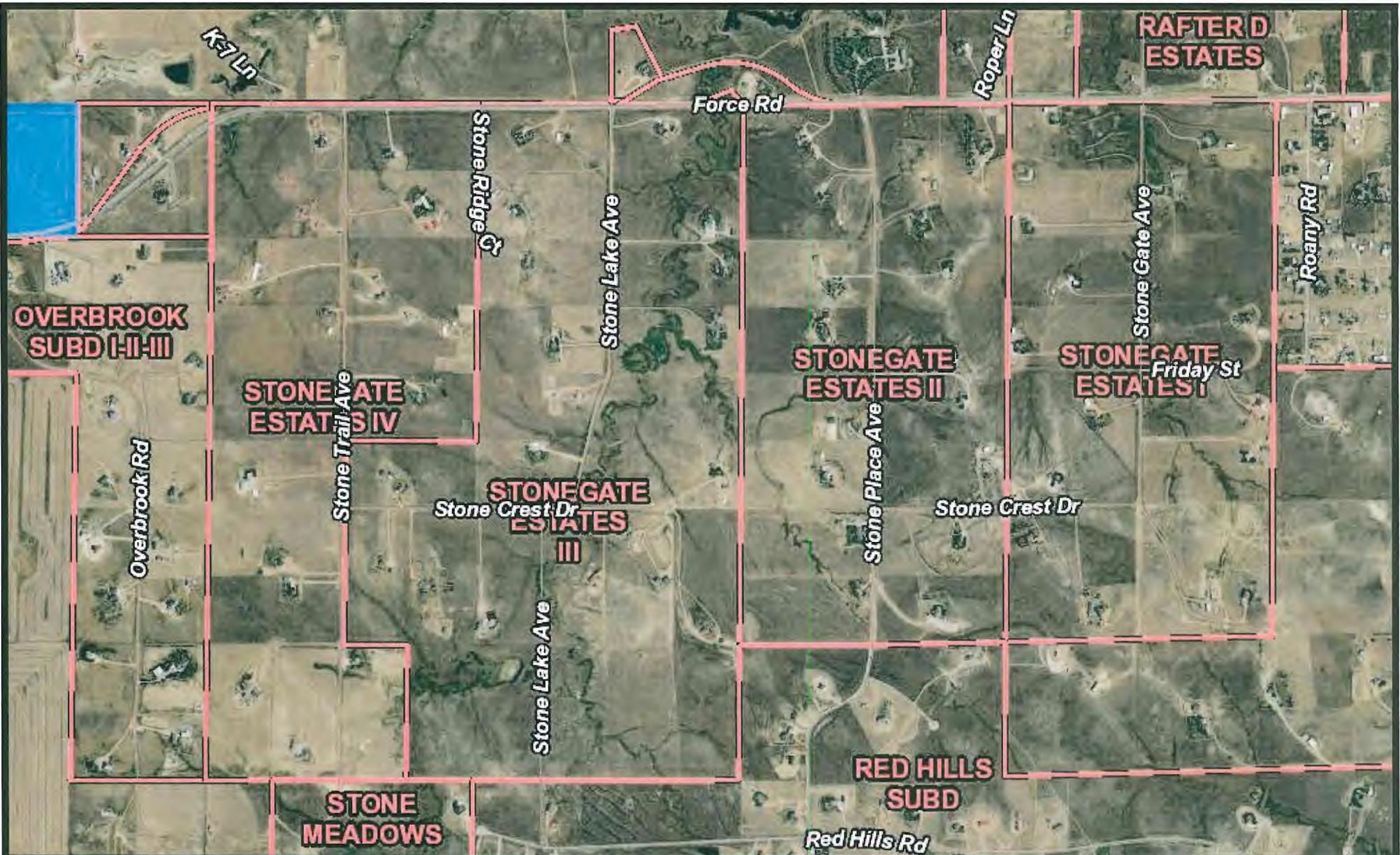
Here is a grant application for Stone Gate Estates ISD. I believe Charity was going to send you a compliance letter for them.

Bobby's e-mail approving the grant application included a correction that was made on the grant application. I had 320 acres on the original grant application, which he suggested a revision. The original District was 320 acres +/- (this number came from the original formation documents – the petition to form the District). Since that original formation, there were additional phases included into the District, which would have increased the number of acres. Not sure how we didn't catch that before.

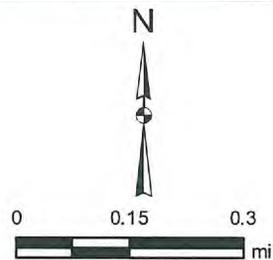
Let me know if you have any questions or need any additional information.

Thank you!

*Helennane Cathey
Cathey Consulting, LLC
PO Box 471
400 South Gillette Avenue, Suite 106
(K2 Technologies Building - office entrance is on 4th Street across from Arrow Printing)
Gillette, WY 82717
307-685-8235 (phone)
307-682-1187 (fax)
hlcathy@collinscom.net
www.catheyconsulting.net*



Date: 4/9/2020
Time: 1:52:52 PM



CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

500 S. Gillette Ave. Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349



Office of
COUNTY CLERK

500 S. Gillette Avenue, Suite 1600 • P.O. Box 3010 • Gillette, Wyoming 82717-3010
Phone: 307.682.7285 • Fax: 307.687.6455

April 6, 2020

To: Helenanne Cathey
RE: Stone Gate Estates Improvement and Service District

The compliance requirements below have been met by the Stone Gate Estates Improvement and Service District. Having met the requirements, Stone Gate Estates Improvement and Service District is currently in compliance with the Campbell County Elections Office.

Notice of Board – 03/26/2020

Final Budget – 07/18/2019

Public Records – 07/19/2019

Map - YES

Department of Audit - YES

Department of Revenue - YES

Sincerely,

Charity D. Stewart
Elections Coordinator

The following page(s) contain the backup material for Agenda Item: [9:40 Tyler Project Update](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Tyler Project Update

April 2020

Munis - General Ledger:

Data Conversions:

There has been a request by Susan Saunders for General County and on behalf of Weed & Pest, and ReNae Keuck for Cam-plex for additional data conversions over and above what has already been approved of in the original contract, as well as additional data conversions approved and contained in the amended contact. *Quotes attached

Accounts Payable:

Hardware Needed:

Depending on compatibility, we may need to purchase the following additional printers:

Check Printer – County Clerk’s office, Cam-plex, Fire and Weed & Pest

Custom Forms

Due to the statutory requirements for the A/P and Payroll Warrant forms, Tyler is unable to accommodate the need for the County Clerk’s seal to be part of the warrant form through their Ready Forms package. We have been advised by Tyler that the General County A/P and Payroll warrants may need to be custom forms and we would be charged an additional fee for these warrant forms. If the warrant forms are determined to be custom forms, as signatures need to be updated and changed on an annual basis, the County may be responsible for additional charges.

Due to the processes performed by the County Clerk’s office for balancing Open A/P, we have been informed by Tyler that to duplicate the current Purchase Order form currently being used by the County Clerk’s office may need to be a custom form and as such, would be an additional fee.

The County Clerk has requested that a form be developed to be printed at the time of invoice entry approval similar to the current Purchase Order form. As this form (and possibly process) would be considered a custom form, Tyler has advised that there will be an additional fee to create this custom form.

Capital Assets/Inventory:

In order to continue with the same processes that are being conducted currently throughout the county for fixed assets annual count and to be implemented for warehouse inventories throughout the County, replacement hand-held scanners will need to be purchased, along with the software compatible with Tyler. The current hand-held scanners are windows based and therefore no longer subject to security updates from Microsoft and will be retired.

Hardware:

Replacement hand-held scanners

Inventory/Quatred Fixed Asset Software *Quote attached

Tyler Project Update
April 2020

HR/Payroll:

As part of the process to convert our existing payroll to Munis, along with the proposed change to the Chart of Accounts, we will need to consult with Kronos in order to update our current Kronos database with new labor account numbers and possibly consider an update to the existing database/software – exact needs are yet to be determined. *Quote attached

Financial Consultant:

As this project progresses, the advice and knowledge of Vikki Nunn, the County's financial consultant, has been invaluable. The hope is to continue with Ms. Nunn's assistance until such time as her services are no longer needed. We need to enter into an additional contract with Ms. Nunn for her continued services.

Document Pro:

We recently received the timeline and have started the implementation process for Document Pro, which is the land records/vehicle titles software to be used specifically for the County Clerk's office. This project is scheduled to go live June 15, 2020.

Additional Module:

Susan Saunders, the County Clerk, has determined that she would like to purchase the marriage license module which is compatible with Document Pro. *Quote attached

Data Conversion:

As part of this implementation, we will incur conversion costs for scanned vehicle title images. Open Text (Balboa Peaks Software) *Quote attached

Hardware:

Document Scanners

Receipt Printer(s)

Label Printers

Cash Drawers

*We will need to order a certain number of document scanners, label printers, receipt printers and possibly cash drawers. The exact quantity of this hardware to be purchased will be determined at a future date.

TaxWise:

Along with implementing Document Pro, we are beginning implementation of TaxWise, which is the revenue software for the Treasurer's office. Once implemented, this software will manually interface with the Munis financial software for General County. The anticipated go live date for TaxWise is mid-July, 2020. Currently, there are no additional costs anticipated at this time for the implementation of this software.

Tyler Project Update
April 2020

BRAZOS:

As of today (April 3, 2020) Brazos has developed the e-Citation software and provided it to us. It has been installed on several tablets thus far and test citations/warnings have been issued and synched to the Brazos cloud hosted database. We've been informed the interface between Spillman and the Brazos cloud will be made available to us the week of April 6, which will enable the data to flow into Spillman.

Due to the COVID-19 virus, remote training will be conducted in lieu of onsite training. The training is scheduled to take place April 7 & 8 and 11 officers have been slated to attend the training. After that training is complete, those 11 officers will train the remaining officers and then a plan for a "go live" date will be established, or follow up work will take place, depending on how the testing goes.

EXPENSES PAID TO DATE:

Below is a listing of the current amounts expended for the Tyler project. The expenses listed below include hardware, software, licensing, as well as professional services and travel expenses incurred by Tyler personnel in the implementation of the Brazos, Document Pro, Munis Financials and TaxWise software modules. Additional expenses are being incurred on an on-going basis as training and implementation continues, according to the contract previously entered into between Campbell County and Tyler Technologies. We are still on track to go live with Munis Financials on July 1, 2020.

010.7211	Computer Hardware	\$ 723,589.87
013.6146	Consulting-Data Processing	\$ 4,005.85
010.6146	Consulting-Data Processing	\$ 490,105.61
		\$1,217,701.61

Should you need additional information or have specific questions or concerns, please do not hesitate to contact me.

Beth Kirsch
System Support Analyst/Tyler Project Manager
307-687-6360
bak23@ccgov.net

Tyler Project Update
Additional Costs
April 2020

MODULE	DESCRIPTION OF EXPENSE	AMOUNT	COMMENTS
Munis General Ledger			
Data Conversions	General County	\$27,000.00	
	Cam-plex	\$27,000.00	<i>\$ 67,500</i>
	Weed & Pest	\$13,500.00	
Accounts Payable	Check Printers	\$6,000.00	\$1,500.00 each x 4 Fees to be
	Custom Forms	\$0.00	determined
Capital Assets/Inventory	Handheld scanners	\$14,000.00	\$999.99 each x 14
	Inventory/Capital Asset Software for scanners	\$83,430.00	
Document Pro	Marriage License Module	\$8,316.00	
	Third Party Data Conversion Contract	\$90,000.00	
	Scanners	\$4,000.00	\$1,000.00 each x 4
	Receipt Printers	\$3,000.00	\$750.00 each x 4
	Label Printers	\$2,000.00	\$500.00 each x 4
	Cash Drawers	\$700.00	\$175.00 each x 4
HR/Payroll	Kronos Consulting Agreement	<u>\$20,800.00</u>	
		<u>\$299,746.00</u>	



Quoted By: Maddie McCambridge
 Date: 3/17/2020
 Quote Expiration: 9/9/2020
 Quote Name: Campbell County WY - GL Period Conversions
 Quote Number: 2020-105490
 Quote Description: GL Period Conversions for 10 Years Actuals and Budgets

Sales Quotation For
 Campbell County
 500 S Gillette Ave
 Gillette, WY 82716-4239
 Phone 3076824310

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Additional:						
GL Actuals Period-based Conversion Details - 10 Years	\$0.00	0	\$0.00	\$13,500.00	\$13,500.00	\$0.00
GL Budget Period-based Conversion Details - 10 Years	\$0.00	0	\$0.00	\$13,500.00	\$13,500.00	\$0.00
TOTAL:	\$0.00	0	\$0.00	\$27,000.00	\$27,000.00	\$0.00

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$0.00	\$0.00
Total Tyler Services	\$27,000.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$27,000.00	\$0.00
Contract Total	\$27,000.00	

Detailed Breakdown of Conversions (included in Contract Total)

Description	Unit Price	Unit Discount	Extended Price
GL Actuals Period-based Conversion Details - 10 Years	\$13,500.00	\$0.00	\$13,500.00
GL Budget Period-based Conversion Details - 10 Years	\$13,500.00	\$0.00	\$13,500.00
	TOTAL:		\$27,000.00

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval: _____ Date: _____
Print Name: _____ P.O. #: _____

All primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - Implementation and other professional services fees shall be invoiced as delivered.
 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite.
- Expenses associated with onsite services are invoiced as incurred.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely, but can be done onsite upon request at an additional cost.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Comments

Implementation hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Tyler's pricing is based on the scope of proposed products and services being obtained from Tyler. Should portions of the scope of products or services be removed by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Development modifications, interfaces and services, where applicable, shall be invoiced to the client in the following manner: 50% of total upon authorized signature to proceed on program specifications and the remaining 50% of total upon delivery of modifications, interface and services.



Quoted By: Maddie McCambridge
 Date: 3/23/2020
 Quote Expiration: 9/19/2020
 Quote Name: Camp-Plex - GL Periodic Conversion - 10 years
 Quote Number: 2020-106320
 Quote Description: GL Period Conversions for 10 Years Actuals and Budgets

Sales Quotation For
 Campbell County Cam-Plex
 1635 Reata Drive
 Gillette, WY 82718
 Phone +1 (307) 682-0552

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Additional:						
GL Actuals Period-based Conversion Details - 10 Years	\$0.00	0	\$0.00	\$13,500.00	\$13,500.00	\$0.00
GL Budget Period-based Conversion Details - 10 Years	\$0.00	0	\$0.00	\$13,500.00	\$13,500.00	\$0.00
TOTAL:	\$0.00	0	\$0.00	\$27,000.00	\$27,000.00	\$0.00

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$0.00	\$0.00
Total Tyler Services	\$27,000.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$27,000.00	\$0.00
Contract Total	\$27,000.00	

Detailed Breakdown of Conversions (included in Contract Total)

Description	Unit Price	Unit Discount	Extended Price
GL Actuals Period-based Conversion Details - 10 Years	\$13,500.00	\$0.00	\$13,500.00
GL Budget Period-based Conversion Details - 10 Years	\$13,500.00	\$0.00	\$13,500.00
TOTAL:			\$27,000.00

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval: _____ Date: _____
Print Name: _____ P.O. #: _____

All primary values quoted in US Dollars

Comments

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- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
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- Expenses associated with onsite services are invoiced as incurred.

Conversion prices are based on a single occurrence of the database.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

The parties understand the contents of this document contain quotes for fees for data conversions. It is understood between the parties, that the customer will only pay fees for data conversions that occur. The customer may be able to convert data using import rather than data conversion. Therefore, the customer will not be responsible for any fees associated with data conversions that may not be needed by the customer or do not occur.

Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.

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Comments

Installations are completed remotely, but can be done onsite upon request at an additional cost. In the event Client cancels services less than two (2) weeks in advance,

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Quoted By: Maddie McCambridge
 Date: 3/23/2020
 Quote Expiration: 9/16/2020
 Quote Name: Campbell County Weed & Pest- GL Periodic Conversion
 Quote Number: 2020-106049
 Quote Description: General Ledger Periodic Conversions for 10 Years

Sales Quotation For
 Campbell County Weed & Pest
 11 Northern Drive
 Gillette, WY 82716
 Phone +1 (307) 682-4369

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Additional:						
GL Actuals Period-based Conversion Details - 10 Years	\$0.00	0	\$0.00	\$13,500.00	\$13,500.00	\$0.00
GL Budget Period-based Conversion Details - 10 Years	\$0.00	0	\$0.00	\$13,500.00	\$13,500.00	\$0.00
Sub-Total:	\$0.00		\$0.00	\$27,000.00	\$27,000.00	\$0.00
<u>Less Discount:</u>	<u>\$0.00</u>		<u>\$0.00</u>	<u>\$13,500.00</u>	<u>\$13,500.00</u>	<u>\$0.00</u>
TOTAL:	\$0.00	0	\$0.00	\$13,500.00	\$13,500.00	\$0.00

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$0.00	\$0.00
Total Tyler Services	\$13,500.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$13,500.00	\$0.00
Contract Total	\$13,500.00	

Detailed Breakdown of Conversions (included in Contract Total)

Description	Unit Price	Unit Discount	Extended Price
GL Actuals Period-based Conversion Details - 10 Years	\$13,500.00	\$6,750.00	\$6,750.00
GL Budget Period-based Conversion Details - 10 Years	\$13,500.00	\$6,750.00	\$6,750.00
TOTAL:			\$13,500.00

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval: _____ Date: _____
Print Name: _____ P.O. #: _____

All primary values quoted in US Dollars

Comments

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- Expenses associated with onsite services are invoiced as incurred.

Conversion prices are based on a single occurrence of the database. The discount assumes the same conversion for Campbell County General is completed.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

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NAUTIZ X6

THE ULTRA-RUGGED ANDROID PHABLET



handheld

NAUTIZ X6

THE ULTRA-RUGGED ANDROID PHABLET

Small profile, big impact

The Nautiz X6 brings the best of a conventional tablet and a traditional rugged handheld in a single device. It has the large-screen functionality of a tablet, with the work-anywhere ruggedness of a handheld. Enjoy an expansive 6-inch touchscreen display that's sunlight-readable and protected by super-hardened Gorilla Glass. And this winning combination is still lightweight and super slim, making it a perfect rugged phablet to easily bring anywhere.

Real-world capabilities in the rugged world

The Nautiz X6 ultra-rugged Android phablet is ideal for rough-and-tumble applications like surveying and GIS, with a superior u-blox NEO-M8N receiver for highly accurate navigation using GPS or Galileo. In the warehouse, read NFC tags, or use one-button scanning to track virtually anything. The high-res rear/front cameras capture detailed images, and an array of sensors carry the load for a multitude of tasks. The Nautiz X6 fits perfectly in your mobile workforce — whether you are in utilities, foodservice, field service, GIS, warehousing, or logistics.

Designed specifically for outdoor work

Field workers need a tool that can handle the job anywhere, and last as long as the shift does. The ultra-rugged Nautiz X6 has both covered. It meets a wide range of the MIL-STD-810G test standards for operating in extreme temperatures, handling drops, vibrations, humidity and altitude. An IP67 rating means that the Nautiz X6 is fully dust- and waterproof. And it's got serious staying power; the robust user-replaceable battery can work even multiple shifts on a single charge.

Android Oreo means seamless device management

Just like all Handheld rugged computers, the Nautiz X6 Android phablet is an amazingly versatile communication tool. Android Oreo brings important speed and battery benefits. And Android for Enterprise, coupled with Handheld's proprietary MaxGo software, means easier deployments over large enterprises. Choose from a broad spectrum of communication technologies, including WLAN, cellular (WWAN), BT and NFC. Workers can connect to each other or the back office, sending, accessing and sharing data and reports seamlessly throughout the workday.

Rugged accessories for efficiency

With a long list of options and accessories, you can configure the Nautiz X6 to your field work needs. Add a 2D imager, or accessories like vehicle docks, pole mounts, stylus pens and more, to customize your rugged Android phablet to get the job done easier, faster and more efficiently.

Dimensions	192 mm x 91 mm x 14.5 mm (7.5" x 3.5" x 0.5")
Weight	380 g (13.4 oz), with extended battery
Processor	Qualcomm® Snapdragon 626 MSM8953 Pro, 8 cores 2.2 GHz
Graphics	Adreno 506
RAM & Storage	4 GB / 32 GB
Operating System	Android 8.0 Oreo (GMS)
Display	<ul style="list-style-type: none"> • 6" capacitive multi-touch (10 points) • 1080x1920 pixels • Sunlight readable • Glove/rain mode • Corning® Gorilla® Glass
Buttons	
Front:	F1, F2, F3, Power
Side:	FN, Volume up/down
Battery	
Standard:	TBA
Extended:	3.8V 8000 mAh (30.4 Wh), field replaceable
Ports	<ul style="list-style-type: none"> • Type-C, Qualcomm quick charge 3.0, OTG • GNSS antenna connector • Back connector for expandability • 1x micro SDXC (128 GB) • 2x Nano-SIM
Communication	
Cellular (WWAN):	2G (850,900,1800,1900) 3G (1,2,5,8) 4G/LTE (1,2,3,4,5,7,8,17,20,28,38,39,40,41)
Wireless LAN:	2.4G/5G 802.11a/b/g/n/ac
PAN:	BT V4.1
NFC:	13.56 MHz ISO 14443A/B, ISO 15693
Audio:	Headphone support via Type-C Front-facing speaker x3 microphones for noise suppression
Positioning	Dedicated u-blox GNSS receiver GPS/GLONASS/Galileo/BeiDou
Cameras	
Rear:	13 megapixel with auto-focus and flash
Front:	5 megapixel
Sensors	Gyroscope, Compass, Accelerometer, Pressure, Proximity, Ambient light
Environment	
Operating:	-20°C to 55°C (-4°F to 131°F) MIL-STD-810G, Method 501.5/502.5 Procedure II
Storage:	-40°C to 70°C (-40°F to 158°F) MIL-STD-810G, Method 501.5/502.5 Procedure I
Drop/shock:	6 drops from 1.5m, concrete surface IEC 68-2-32:1990
Vibration:	MIL-STD-810G, Method 514.6 Procedure I
Sand & Dust:	IP67, IEC 60529
Water:	IP67, IEC 60529
Humidity:	0% - 95% (non-condensing) MIL-STD-810G, Method 507.5 Procedure II
Altitude:	4572 m (15,000 ft) MIL-STD-810G, Method 500.5 Procedures I & II
EMC/EMI:	MIL-STD-461F: CE101, CE102, CS101, CS114, CS115, CS116, RE101, RE102, RS101, RS103
Options	For options and accessories, please see www.handheldgroup.com/nautiz-x6

Handheld Group AB is a worldwide supplier of rugged PDAs and mobile computers. Together with partners Handheld deliver complete mobility solutions to businesses in industries such as logistics, forestry, geodesy, public transportation, construction, service & maintenance, military and security. The Handheld Group of

handheld



SUMMARY
Quatred QUICK® Mobile Interface Proposal
March 18, 2020



Table with 3 columns: Item Description, Purchase Terms, Total Amount. Rows include MOBILE COMPUTING STARTER KITS, MOBILE COMPUTING SOFTWARE ANNUAL MAINTENANCE*, and OPTIONAL ADD-ON OPTIONS. Total: \$83,430.00

IMPORTANT NOTES, PLEASE REVIEW CAREFULLY: Discounts Included in Total: \$6,154.00

This pricing in this proposal is valid for 30 days from date of proposal and may be rescinded at any time
This proposal is confidential and may not be copied or distributed without written permission.
Purchaser is responsible for all sales and/or use taxes associated with this sale (where applicable).
The discounts offered in this proposal are based upon the proposal in its entirety. Revisions may impact discounts.
QUICK® software maintenance free first year. Second year will be due 1 year after implementation date.
If acceptable wireless a/b/g/n coverage is available in areas where mobile computers will be utilized, Extreme wireless infrastructure will not be required.
Actual shipping charges will be due upon invoice, upon delivery.



DETAILS
Quatred QUICK® Mobile Interface Proposal
 March 18, 2020



Item Description	Item No.	Qty	Unit Price	Disc %	Net Price	Total Amount
System Starter Kit - QUICK® Inventory for MUNIS						
QUICK® Inventory Software, NX6 Rugged Mobile Scanning Device with 2D Imager, WLAN, Bluetooth, GPS, Camera, Android 8.1 OS, Power supply, with 3 Year All-Inclusive depot repair/replace coverage	QBIN	1.00	\$7,292.00		\$7,292.00	\$7,292.00
System Starter Kit - QUICK® Fixed Asset for MUNIS						
QUICK® Fixed Asset Software, NX6 Rugged Mobile Scanning Device with 2D Imager, WLAN, Bluetooth, GPS, Camera, Android 8.1 OS, Power supply, with 3 Year All-Inclusive depot repair/replace coverage	QBFA	1.00	\$7,292.00		\$7,292.00	\$7,292.00
SYSTEM STARTER KIT SUB-TOTAL						\$14,584.00
MOBILE COMPUTING SOFTWARE ANNUAL MAINTENANCE*						
Software support and upgrades renewal for QUICK® Inventory - after the first year, billed by Quatred	QBINM	1.00	\$809.00	100%	\$0.00	\$0.00
Software support and upgrades renewal for QUICK® Fixed Asset - after the first year, billed by Quatred	QBFA M	1.00	\$809.00	100%	\$0.00	\$0.00
Software support and upgrades renewal for QUICK® Inventory Add-on - after the first year, billed by Quatred	QBINMAO	4.00	\$252.00	100%	\$0.00	\$0.00
Software support and upgrades renewal for QUICK® Fixed Asset Add-on - after the first year, billed by Quatred	QBFA MAO	14.00	\$252.00	100%	\$0.00	\$0.00
MOBILE COMPUTING SOFTWARE ANNUAL MAINTENANCE SUB-TOTAL						\$0.00
OPTIONAL ADD-ON OPTIONS						
Add-on Barcode Reader - QUICK® Inventory						
QUICK® Inventory Software, NX6 Rugged Mobile Scanning Device with 2D Imager, WLAN, Bluetooth, GPS, Camera, Android 8.1 OS, Power supply, with 3 Year All-Inclusive depot repair/replace coverage	QBINA O	4.00	\$3,297.00		\$3,297.00	\$13,188.00
Add-on Barcode Reader - QUICK® Fixed Asset						
QUICK® Fixed Asset Software, NX6 Rugged Mobile Scanning Device with 2D Imager, WLAN, Bluetooth, GPS, Camera, Android 8.1 OS, Power supply, with 3 Year All-Inclusive depot repair/replace coverage	QBFAAO	14.00	\$3,297.00		\$3,297.00	\$46,158.00
Professional Services - Installation, Setup & Training						
4 days onsite installation, configuration and training. Includes travel and living	QXXA OOS4	1.00	\$9,500.00		\$9,500.00	\$9,500.00
ADD-ON OPTIONS SUB-TOTAL						\$68,846.00
GRAND TOTAL						\$83,430.00
Discounts Included in Total:						\$6,154.00



DETAILS
Quatred QUICK® Mobile Interface Proposal
March 18, 2020



Item Description	Item No.	Qty	Unit Price	Disc %	Net Price	Total Amount
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 Actual shipping charges will be due upon invoice, upon delivery.



Returns Policy

Standard Return Policy

1. A returned merchandise authorization (RMA) number must be issued for all returns.
2. Product may be returned within 30 days of sale with valid RMA number.
3. When returning product, place RMA number on packing slip & shipping label only. Do not write RMA number on boxes. Use a shell or outer box, if necessary.
4. Product must be returned in its original packaging including all accessories, bags, CD's and manuals.
5. Credit will be issued only for returned items which references an RMA number. If there is a problem or delay issuing credit, the tracking number must be provided to Quatred.
6. Product must arrive at distributors dock within 30 days of the RMA being issued. Quatred will provide RMA shipping address.
7. Items received outside of stated timeframe or in unacceptable condition will not be credited and will be returned to reseller at their own expense.
8. Refused shipments must be reported to Quatred within 24 hours of refusal.
9. A restock fee will be charged on all incomplete product returns which Quatred can make factory complete.
10. Cross shipment of RMA product must include a replacement Purchase Order and your account must be in good standing.
11. The customer is liable for the condition of the returned product.
12. If the product is tested and there is no problem found, reseller will be subject to a \$50.00 fee.
13. Approved RMA's will be credited to your account with Quatred.

Defective or Dead On Arrival (D.O.A.) Product Returns

1. D.O.A. Product is defined as a product that failed to perform right out of the box. If a unit arrives in working condition and then fails, it is considered a warranty claim.
2. D.O.A. is not a valid reason for a return. Reseller must provide details of D.O.A.
3. D.O.A. products can be returned within 30 days of invoice.
4. Defective or D.O.A. products must include a case number or confirmation name from Quatred tech support or the appropriate manufacturer.
5. Defective product older than 30 days is covered by the manufacturer's warranty.

Product Damaged In Transit

1. Damaged goods must first be inspected at your location by the freight carrier.
2. Claims for goods damaged in transit must be received within 10 calendar days of shipment.
3. Claims are handled between the distributor and the carrier, outside of normal RMA procedure.

Products Distributor Will Not Accept for Return

1. Products that have been used.
2. Original box is missing, damaged, or original box is defaced with writing or markings.
3. Product is missing packaging, manuals, or other components.
4. Broken case media, print heads, and software.
5. Products not purchased from Quatred.
6. Purchases or RMA's issued over 30 days.
7. Referencing RMA number is not included with the return.
8. Special Order, custom configured, discontinued, or obsolete products.
9. Product shipped with other than factory default settings (includes configuration changes per reseller request).
10. Serial numbers do not match the referenced invoice.
11. Custom Media of any type.



Handheld Return Policy

Warranties

All products are limited warranted against defects in materials and workmanship for twelve (12) months from the original date of purchase unless otherwise agreed. Accessories and peripherals are limited warranted against defects in materials and workmanship for ninety (90) days from the original date of purchase. If notice is received of such defects during the limited warranty period, the proven defective product(s) will either be repaired or replaced, at the manufacturer's option. Replacement products may be either new or like new.

Handheld does not warrant that the operation of the products will be uninterrupted or error free. If the product is not, within a reasonable time, repaired or replaced to a condition as limited warranted, the customer will be entitled to a refund of the purchase price upon prompt return of the product.

Limited warranty does not apply to defects resulting from (a) improper or inadequate maintenance or calibration, (b) software, interfacing, parts, or supplies not supplied by Handheld, (c) unauthorized modification, or misuse, (d) operation outside of the published environmental specifications for the product, or (e) physical damage due to external causes, including accident, abuse, misuse or problems with electrical power

To the extent allowed by local law, the above limited warranties are exclusive and no other warranty or condition, whether written or oral, is expressed or implied, specifically disclaiming any implied warranties or conditions of merchantability, satisfactory quality, and fitness for a particular purpose.

To the extent allowed by local law, the remedies in this limited warranty statement are the customer's sole and exclusive remedies. Except as indicated above, in no event will the manufacturer or its suppliers be liable for loss of data or for direct, special, incidental, consequential (including loss of profit or data), or other damage, whether based in contract, tort, or otherwise.

Complaints/Support issues/Returns Policy

Company customers shall inspect all articles on arrival in order to verify that the article is free from defects. In order to lodge a complaint about a defective article, company customers shall contact Handheld immediately, not later than 8 days after the date of the invoice, and return the article. If the complaint is made later than 8 days after the date of the invoice, Handheld reserves the right to determine in what way the defect will be remedied.

Complaints shall be made by contacting Handheld by telephone at 541-752-0313 or via e-mail to info@handheld-us.com and provide the order and invoice numbers and the reason for the complaint. At this time, a return number is provided. Note that receiving a return number is not to be construed as the approval of a complaint. Return shipping shall be paid by the sender when returning the article to Handheld. The order sheet, invoice and notice of the valid return number together with a preferably detailed account of the defect shall be included with the article. If shipping is not paid, or if any documentation is lacking, the article will be returned to the customer. Returns shall be made in the original packaging, well packed in packaging approved by the postal service. Any transport damage due to deficient packaging will be billed to the customer.

Handheld reserves the right to inspect the article and to bill a testing charge of \$100 should the article prove not to be defective and the claim is not accepted.

Liability for defects

If defects occur for which Handheld is liable, Handheld undertakes, at its own discretion, to either remedy the defect by repair or by redelivering or refund the purchase price.

Please note that support and reporting of defects is provided in English only; in some cases, reporting of defects may only be provided via email or website.

Handheld's liability as a result of article faults is limited to that which is indicated in these general terms of sale. Handheld is thus neither directly nor indirectly responsible for, for example but not limited to, incompatibility, delayed delivery, harmful properties of the articles, product liability, loss of profits, business stoppage, loss of stored information, extra work or any other economic damage.



Prepared for:
Robert Palmer
Campbell County
 500 S Gillette Ave
 Gillette, WY 82716

Quoted By: **Joe Silverthorne**
 Quote Date: **3/17/2020**
 Expiration: **6/15/2020**

Tyler Software

Description	Project Mgt	Training	Conversion	Implemt	Go Live	Hardware	License	Annual Fee
Marriage Licenses		4	\$2,100	8			\$4,536	\$991
Allows for processing applications and printing required documents. Seamless interface with receipting and document recording.								
Description							License	Annual Fee
Additional Modules							\$4,536	\$991
TOTAL							\$4,536	\$991

Tyler Services

Description	Training	Conversion	Implementation	TOTAL
Training	4			\$560
Conversion				\$2,100
Implementation			8	\$1,120
TOTAL				\$3,780

Summary	One-Time Fees	Recurring Fees
Total Tyler Software	\$4,536	\$991
Total Tyler Services	\$3,780	
Summary Total	\$8,316	



Balboa Peaks Software

Migration Consulting Services

PO Box 255
Granby, CO 80446
www.balboapeaks.com
O: (970) 531-7488
F: (866) 629-3310

DATE 2/27/20
QUOTE # 20190327
VALID UNTIL 3/28/20
PREPARED BY Ed Malley

CUSTOMER

Campbell County ITS
500 S. Gillette Ave, Suite B700
Gillette, WY 82716

Quantity	Description	Amount
	VIP DocManager Migration Assessment	
1	Consulting for Imaging Document Classes Install Remote Connectivity for Balboa Peaks/CGSI Determine System Architecture (Existing) Discuss New System Architecture for Image Export Examine/Analyze Current Imaging Definitions Determine ERP Touch Points within DMS Applications Customer to Install Import Client from New DMS Application Evaluate Migration Utility for Images Provide GAP Analysis for Image Document Migration Document & Present Data Migration Strategy for Image Document Classes	
1	Consulting Report Document Classes Determine System Architecture (Existing) for Report Document Classes Discuss New System Architecture for Report Export Examine/Analyze Current Report Definitions Examine Report Data Streams (PCL/AFP, etc.) Customer to Install Import Client from New Report Capture Application Evaluate Migration Utility for Reports Provide GAP Analysis for Report Document Migration Document & Present Data Migration Strategy Payment Terms 50% upon Contract execution 50% upon Completion of assessment by type (Image or Report) Customer is responsible for applicable taxes	
		\$11,000

Customer Signature

Prices are in U.S. dollars. Travel and per diem are not included in this quote. Taxes and shipping will be billed as applicable. Balboa Peaks Software reserves the right to change its prices without notification. Authorized signature shows customer acceptance of proposed configuration and pricing.

THANK YOU FOR YOUR BUSINESS



Balboa Peaks Software

Migration Consulting Services

PO Box 255
 Granby, CO 80446
 www.balboapeaks.com
 O: (970) 531-7488
 F: (866) 629-3310

DATE 2/27/20
 QUOTE # 20190327
 VALID UNTIL 3/28/20
 PREPARED BY Ed Malley

CUSTOMER

Campbell County ITS
 500 S. Gillette Ave, Suite B700
 Gillette, WY 82716

Quantity	Description	Amount
	VIP DocManager Migration Services	
1	Services for BPExport Installation/Configuration for AS/400	
1	Up to 40 hours Consulting for Export Image Document Types	
1	Up to 16 Hours Consulting to Assist customer in development test plan for images	
	Customer to develop test plan for migration export and verification of import images	
1	Up to 40 hours Consulting for Export Report Document Types	
1	Up to 16 Hours Consulting to assist customer in development test plan for Reports	
	Customer to develop test plan for migration export and verification of import images	
	Provide estimate of change order for GAP Analysis for Image Document Migration	
	Provide estimate of change order for GAP Analysis for Report Document Migration	
1	Project Planning Services	
	Customer is responsible for applicable taxes	
		\$37,260

Customer Signature

Prices are in U.S. dollars. Travel and per diem are not included in this quote. Taxes and shipping will be billed as applicable. Balboa Peaks Software reserves the right to change its prices without notification. Authorized signature shows customer acceptance of proposed configuration and pricing.

THANK YOU FOR YOUR BUSINESS



Balboa Peaks Software

Migration Consulting Services

PO Box 255
 Granby, CO 80446
 www.balboapeaks.com
 O: (970) 531-7488
 F: (866) 629-3310

DATE 2/27/20
 QUOTE # 20190327
 VALID UNTIL 3/28/20
 PREPARED BY Ed Malley

CUSTOMER

Campbell County ITS
 500 S. Gillette Ave, Suite B700
 Gillette, WY 82716

Quantity	Description	Amount	Support
1	BPExport for VIP DocManager Software Utility to Export Images and Reports excludes annotations and/or text notes if more than 5 days \$1200 / per day for as400 developer Customer is responsible for applicable taxes	\$35,000	\$7,000
		\$35,000	\$7,000

Customer Signature

Prices are in U.S. dollars. Travel and per diem are not included in this quote. Taxes and shipping will be billed as applicable. Balboa Peaks Software reserves the right to change its prices without notification. Authorized signature shows customer acceptance of proposed configuration and pricing.

THANK YOU FOR YOUR BUSINESS



PO Box 255
 Granby, CO 80446
 www.balboapeaks.com
 O: (970) 531-7488

Migration Consulting Services Summary

DATE	2/27/20
QUOTE #	20190327
VALID UNTIL	3/28/20
PREPARED BY	Ed Malley

CUSTOMER

Campbell County ITS
 500 S. Gillette Ave, Suite B700
 Gillette, WY 82716

Description	Amount	Support
Services	\$11,000	
Customer is responsible for applicable taxes		
	\$11,000	

Authorized Customer Signature

Prices are in U.S. dollars. Travel and per diem are not included in this quote. Taxes and shipping will be billed as applicable. Balboa Peaks Software reserves the right to change its prices without notification. Authorized signature shows customer acceptance of proposed configuration and pricing.

THANK YOU FOR YOUR BUSINESS



Balboa Peaks Software

Migration Utility & Services Summary

PO Box 255
 Granby, CO 80446
 www.balboapeaks.com
 O: (970) 531-7488

DATE 2/27/20
 QUOTE # 20190327
 VALID UNTIL 3/28/20
 PREPARED BY Ed Malley

CUSTOMER

Campbell County ITS
 500 S. Gillette Ave, Suite B700
 Gillette, WY 82716

Description	Amount	Support
Software	\$35,000	\$7,000
Services	\$37,260	
Customer is responsible for applicable taxes		
Authorized Customer Signature	\$72,260	\$7,000

Prices are in U.S. dollars. Travel and per diem are not included in this quote. Taxes and shipping will be billed as applicable. Balboa Peaks Software reserves the right to change its prices without notification. Authorized signature shows customer acceptance of proposed configuration and pricing.

THANK YOU FOR YOUR BUSINESS



ORDER FORM

Quote#: 660043 - 1
 Expires: 28-MAR-2020
 Sales Executive: Robatzek, Ryan

Order Type: Upgrade US
 Date: 13-FEB-2020
 Page: 1/2

Bill To: Attn:BETH KIRSCH
 CAMPBELL COUNTY
 500 S GILLETTE AVE
 STE. B700
 GILLETTE
 WY 82716
 United States

Ship To: Attn:BETH KIRSCH
 CAMPBELL COUNTY
 500 S GILLETTE AVE
 STE. B700
 GILLETTE
 WY 82716
 United States

Solution ID: 6094514

Contact: Beth Kirsch
Email: bak23@ccgov.net
Ship To Phone: - (307) 687-6360

Payment Terms: N30
Currency: USD
Customer PO Number:

FOB: Shipping Point
Ship Method:
Freight Term: Prepay & Add

Order Notes:

This order entered into between the Customer and Kronos Incorporated is subject to the terms and conditions of the Master Agreement Reference #18220 dated March 18th, 2019, between the Lead Agency (acting as "Owner") and Kronos Incorporated (as the "Contractor"), as amended (collectively referred to as the "US Communities Agreement #18220").

PROFESSIONAL SERVICES / EDUCATIONAL SERVICES

Item	Quantity	Unit Price	Total Price
PARAGON ONLINE REMOTE TEAM	116 Hours		20,880.00
Project Manager	12 Hours	180.00	
Integration Consultant	64 Hours	180.00	
Solution Consultant	40 Hours	180.00	
		Total Price	20,880.00

QUOTE SUMMARY

Description	Total Price
Subtotal	20,880.00
Deposit	0.00
Tax	0.00
Grand Total	20,880.00

CAMPBELL COUNTY

Signature: _____

Name: _____

Title: _____

Effective Date: _____

Kronos Incorporated

Signature: _____

Name: _____

Title: _____

Effective Date: _____

Invoice amount will reflect deposit received. All professional services are billed as delivered with a payment term of Net Upon Receipt. Unless otherwise indicated above, this order is subject to the attached terms and conditions which the customer acknowledges have been read. THIS ORDER IS SUBJECT TO APPLICABLE TAXES. THE TAX AMOUNT SHOWN ON THIS ORDER IS ONLY AN ESTIMATE. THE ACTUAL TAX AMOUNT TO BE PAID BY CUSTOMER WILL BE SHOWN ON CUSTOMER'S INVOICE. The JBoss® Enterprise Middleware components embedded in the Software are subject to the End User License Agreement found at http://www.redhat.com/licenses/jboss_eula.html. Shipping and handling charges will be reflected on the final invoice. If you are tax exempt; please provide a copy of your "Tax Exempt Certificate" with your signed quote.

The following page(s) contain the backup material for Agenda Item: [9:45 Compensation Committee Recommendation FY20-21](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.



MEMORANDUM

...from the **Campbell County Compensation Committee**

Compensation Philosophy: 'A Systematic, market driven compensation plan that is fair and consistent, and rewards employee performance and longevity with consideration of the economic environment.'

Adopted by the Board of Commissioners, July 1994

TO: Campbell County Board of Commissioners

FROM: Compensation Committee: Jane Glaser, ReNae Keuck, Phil Harvey, Kevin King, Terri Lesley, Bob Maul, Carol Seeger, Michalene Seeman, Del Shelstad, Brandy Elder, Bob Tranas

DATE: April 21, 2020

SUBJECT: Compensation Recommendation for Fiscal Year 2020/2021

The members of the Campbell County Compensation Committee are presenting the following compensation recommendations for fiscal year 2020/2021. These recommendations are being proposed after a complete review of past compensation goals and outcomes, as well as evaluating current available demographic, financial and economic data.

The County has continued to control overtime and staffing levels.

The current fiscal year number of total budgeted FTE is 563, down from the 609 positions budgeted in 2018/2019.

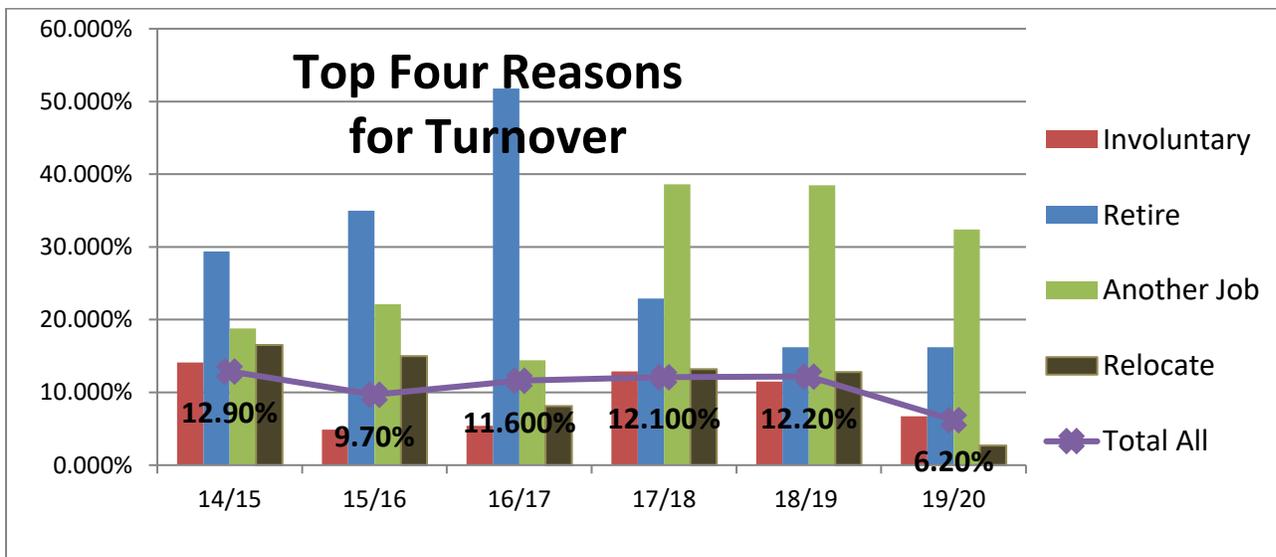
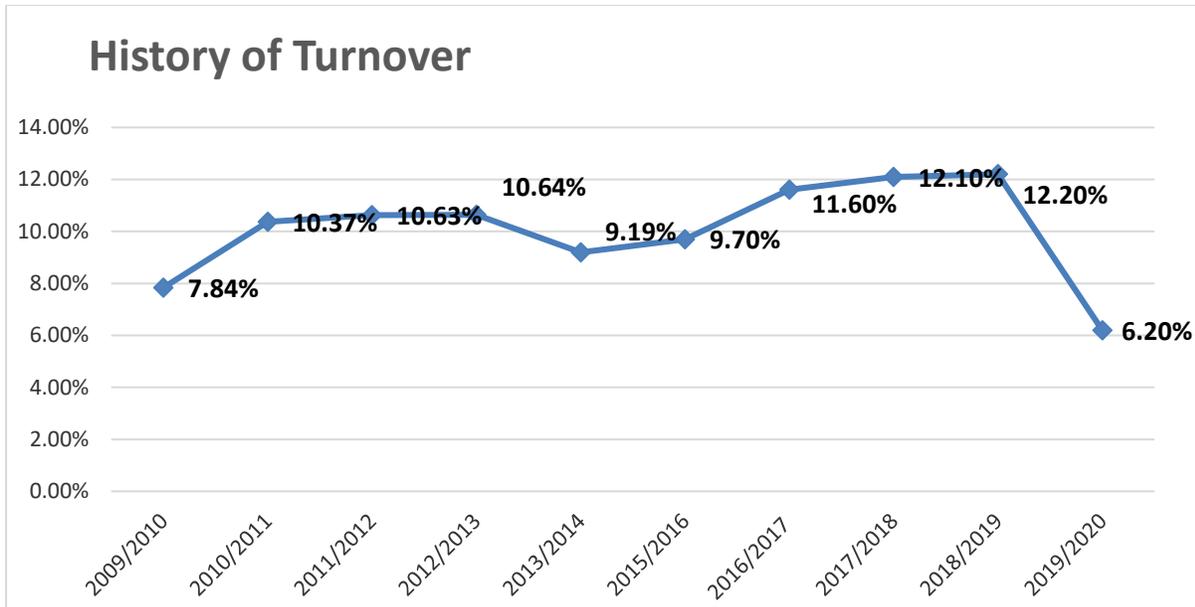
Even with all the reductions in FTE and overtime, services to the public have been maintained at an acceptable level. Therefore, it is very important to acknowledge the hard work of the staff delivering those services.

Considerations

Wyoming's economy is facing a difficult turn due to the current energy markets and pandemic. This potential downturn was taken into consideration while looking at maintaining our employees and community.

The labor market is tight everywhere and good employees remain difficult to retain and replace. This is reflected in both our turnover rate and the primary reason for turnover within Campbell County.

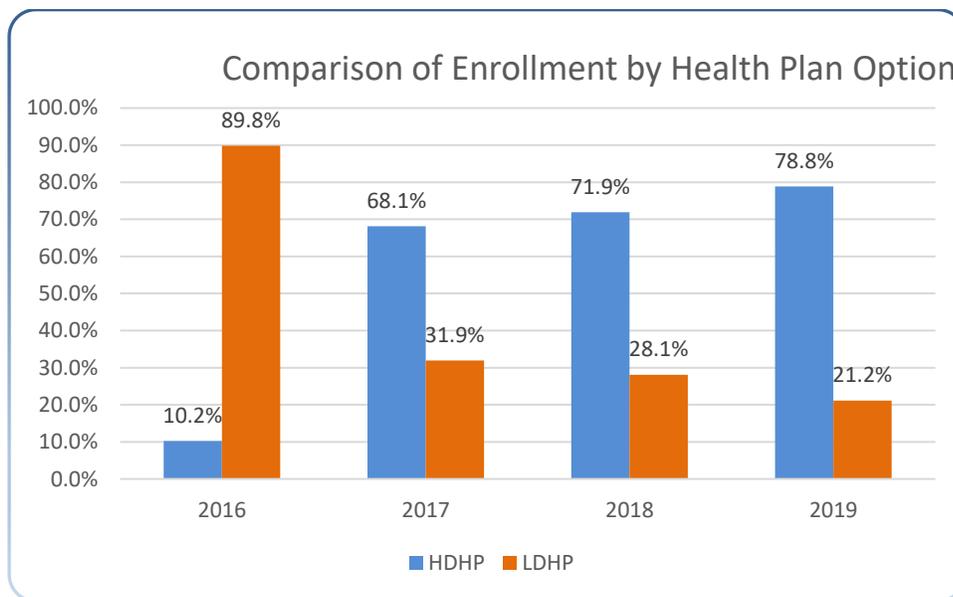
The actual turnover rate for fiscal year 2018/2019 was 12.2% up from 12.1% the prior fiscal year. Currently, the projected turnover rate (including Joint Powers Boards) for fiscal year 2019/2020 is 6.2% a decrease of 5.9%. While we had a vast improvement in turnover rates, the number one reason for turnover was still Other Employment.



Health care costs continue to rise, with the cost of providing health coverage increasing to \$1843 per employee per month during fiscal year 19/20. The table below shows that if no plan design changes are made, the calculated funding increase will be 14.2% medical and -2.7% dental, or approximately \$1,802,000 total. Our current reserves are \$4,064,198. See attached information from the Gallagher group regarding cost expectations for 2020/2021.

Campbell County Employees	Lives	2020	2021	\$ Change	% Change
Medical	588	\$12,858,000	\$14,678,000	\$1,820,000	14.20%
Dental	562	\$669,000	\$651,000	-\$18,000	-2.70%
Total - Annual Cost		\$13,527,000	\$15,329,000	\$1,802,000	13.30%

Several changes have been implemented to the health plan to control the increasing cost of providing the benefit. Beginning January 1, 2020, the deductibles for both the LDHP and the HDHP plans were increased. Also, an increase to the premium sharing on the LDHP caused enrollment in the HDHP to increase.



Components

The following compensation plan components were considered by the committee when formulating their recommendations:

Cost of Living Adjustment (COLA) – those adjustments necessary to maintain the buying power of current salaries. Cost of Living Adjustments do affect the individual wage of all employees.

The annual inflation rate for the 2nd quarter of 2019 for Northeast Wyoming was 2.3%. However, even though a COLA has not been given since Fiscal Year 2012/2013, the committee feels that a merit increase is more important than a COLA.

Merit – those adjustments used as a tool to reward individual employee performance through progression within employee’s respective salary range.

Merit increases affect the wages of those employees who are not already at the top of their range and who qualify, through demonstrated performance, for a merit increase. Merit increases provide a tool to reward and retain the most productive and effective employees.

Benefits- an important and valuable part of the total compensation package. Benefits must be considered when evaluating the entire compensation package.

Labor Market Adjustments – those adjustments to established salary ranges that are necessary to remain competitive in the labor market.

After reviewing the compensation study presented by Segal Waters, the Board of Commissioners has agreed to implement the recommended titles and grades.

Recommendation

After careful consideration of all elements, the Compensation Committee respectfully proposes one of the two following for the compensation packages of 2020/2021:

The following elements are consistent with both options:

- **Salary Range Adjustment:** Implement the recommended titles and grades from the compensation study. These changes apply to 180 employees including the Sheriff’s Department and Joint Powers.
- **COLA in the amount of 0%:** The committee recommends giving no COLA adjustment.
- **Wyoming Retirement Pension benefit rates:** Increase for July 1, 2020 to 18.12% and January 1, 2021 to 18.62%. An average of 18.37% has been figured into the model and recommendation.
- **Continue HDHP and LDHP options to the Health benefit.** The committee will continue consideration of all health plan options.
- **HSA Employer Contributions:** The committee continues to recommend encouraging employees to participate in both the wellness program and in the

High Deductible Health Plan. The HSA contributions are proposed to remain \$250 for employees enrolled in the single tier of the HDHP and \$500 for employee's enrolled at the employee +1 and family tier. However, if the employee enrolls in both, the HDHP and participates in the wellness program, the contributions increase to \$500 for the single tier and \$1,000 for the employee +1 and family tier.

Recommendation Option 1: See Model 1 for details

- **Merit in the amount of 2.0%:** 1% to 3% with 2% being the average. This is a reduction compared to last year, due to the current economic environment. It is recommended that a consistent merit increase be given to decrease turn over.
- **Lump Sum Merit in the amount of 100%:** With the changes in salary adjustments 11 employees are currently at top of range. Because the merit increases given to employees who are at the top of their respective ranges are made in lump sum payments, these amounts do not increase annual salary obligations. Nor do they compound.
- **Healthcare:** Implement an increase in deductibles for both the LDHP and HDHP, as well as an increase to LDHP premium sharing.

The Compensation Committee Option 1 recommendations will have the following estimated total financial impact for Fiscal Year 2020/2021:
\$1,305,691 annual cost increase

Recommendation Option 2: See Model 2 for details

- **Merit in the amount of 0.0%:** Due to the current economic environment, no merit to be given.
- **Lump Sum Merit in the amount of 0%:** Due to the current economic environment, no Lump Sum Merit to be given.
- **Healthcare:** Make no adjustment to deductibles, or premium sharing. The County would then absorb the rising Healthcare costs.

The Compensation Committee Option 2 recommendations will have the following estimated total financial impact for Fiscal Year 2020/2021: \$370,878 annual cost increase.

Thank you for your involvement, support and consideration of the Committee's recommendations.

OPTION #1
 YEAR
 20-21
 Starting 01/01/2021

Actual Premiums
 Employer Premium
 \$ 950.00 single
 \$ 1,900.00 emp+1
 \$ 1,900.00 emp+chd
 \$ 2,672.00 family

8% INCREASE

LDHP		Max out of		LDHP		HDHP		HDHP	
Deduct	Co-Pay	Pocket	EE Premium	Deduct	Co-Pay	Max	Premium		
\$ 800.00	\$ 1,950.00	\$ 2,750.00	\$ 110.00	\$ 1,650.00	\$ 1,100.00	\$ 2,750.00	\$ -		
\$ 1,600.00	\$ 3,900.00	\$ 5,500.00	\$ 220.00	\$ 3,300.00	\$ 2,200.00	\$ 5,500.00	\$ -		
\$ 1,600.00	\$ 3,900.00	\$ 5,500.00	\$ 220.00	\$ 3,300.00	\$ 2,200.00	\$ 5,500.00	\$ -		
\$ 1,600.00	\$ 3,900.00	\$ 5,500.00	\$ 330.00	\$ 3,300.00	\$ 2,200.00	\$ 5,500.00	\$ -		

	Current		New		Change	
			\$'s		%	
Total Beginning Payroll	\$35,096,945	\$35,917,973	\$821,028.00		2.34%	
Total Beginning Payroll Including OT	\$36,626,473	\$37,396,328	\$769,854.82		2.10%	
Adj Merit for 8 Payrolls not paid		-\$229,259	-\$229,259.37			
Sub Total Payroll	\$36,838,734	\$37,167,068	\$328,334		0.89%	
7.65% SS (no Fire)	\$2,679,629	\$2,621,592	-\$58,037		-2.17%	
1.45% SS Fire Department	\$23,180	\$0	-\$23,180			
Employer Paid Pension	\$6,379,038	\$6,720,966	\$341,928		5.36%	
H SA Employer Contributions	\$377,500	\$351,363	-\$26,137		-6.92%	
Employer Flex Contributions	\$10,600	\$10,600	\$0		0.00%	
Total Payroll	\$46,308,681	\$46,871,588	\$562,907		1.22%	
Budgeted amount for Life, AD&D,	\$150,960	\$150,960	\$0		0.00%	
Net Annual Cost of Medical Coverage	\$13,335,960	\$14,023,368	\$687,408		5.15%	
Net Annual Cost of Dental Coverage	\$528,396	\$583,772	\$55,376		10.48%	
Total Cost of Welfare Benefits	\$14,015,316	\$14,758,100	\$742,784		5.30%	
Total cost of Compensation	\$60,323,997	\$61,629,688	\$1,305,691			

OPTION #2	Actual Premiums
YEAR	Employer Premium
20-21	\$ 884.00 single
Starting 01/01/2021	\$ 1,768.00 emp+1
	\$ 1,768.00 emp+chd
	\$ 2,475.00 family

LDHP		Max out of	LDHP	HDHP			
Deduct	Co-Pay	Pocket	EE Premium	Deduct	Co-Pay	Max	Premium
\$ 750.00	\$ 2,000.00	\$ 2,750.00	\$ 105.00	\$ 1,600.00	\$ 1,150.00	\$ 2,750.00	\$ -
\$ 1,500.00	\$ 4,000.00	\$ 5,500.00	\$ 210.00	\$ 3,200.00	\$ 2,300.00	\$ 5,500.00	\$ -
\$ 1,500.00	\$ 4,000.00	\$ 5,500.00	\$ 210.00	\$ 3,200.00	\$ 2,300.00	\$ 5,500.00	\$ -
\$ 1,500.00	\$ 5,000.00	\$ 5,500.00	\$ 315.00	\$ 3,200.00	\$ 2,300.00	\$ 5,500.00	\$ -

	Current	New	Change	
			\$'s	%
Total Beginning Payroll	\$35,096,945	\$35,971,973	\$821,028.10	2.34%
Total Beginning Payroll Including OT	\$36,651,235	\$36,651,235	\$0.10	0.00%
Sub Total Payroll	\$36,651,235	\$36,651,235	\$0	0.00%
7.65% SS (no Fire)	\$2,679,629	\$2,754,638	\$75,009	0.20%
1.45% SS Fire Department	\$23,180	\$23,908	\$728	0.03%
Employer Paid Pension	\$6,379,038	\$6,944,840	\$565,802	8.87%
H SA Employer Contributions	\$377,500	\$351,363	-\$26,137	-6.92%
Employer Flex Contributions	\$10,600	\$10,600	\$0	0.00%
Total Payroll	\$46,121,182	\$46,736,584	\$46,725,984	101.31%
Budgeted amount for Life, AD&D, Dependent Life , EPA	\$150,960	\$150,960	\$0	0.00%
Net Annual Cost of Medical Coverage	\$13,335,960	\$13,018,212	-\$317,748	-2.38%
Net Annual Cost of Dental Coverage	\$528,396	\$601,620	\$73,224	13.86%
Total Cost of Welfare Benefits	\$14,015,316	\$13,770,792	-\$244,524	-1.74%
Total cost of Compensation	\$60,136,498	\$60,507,376	\$370,878	

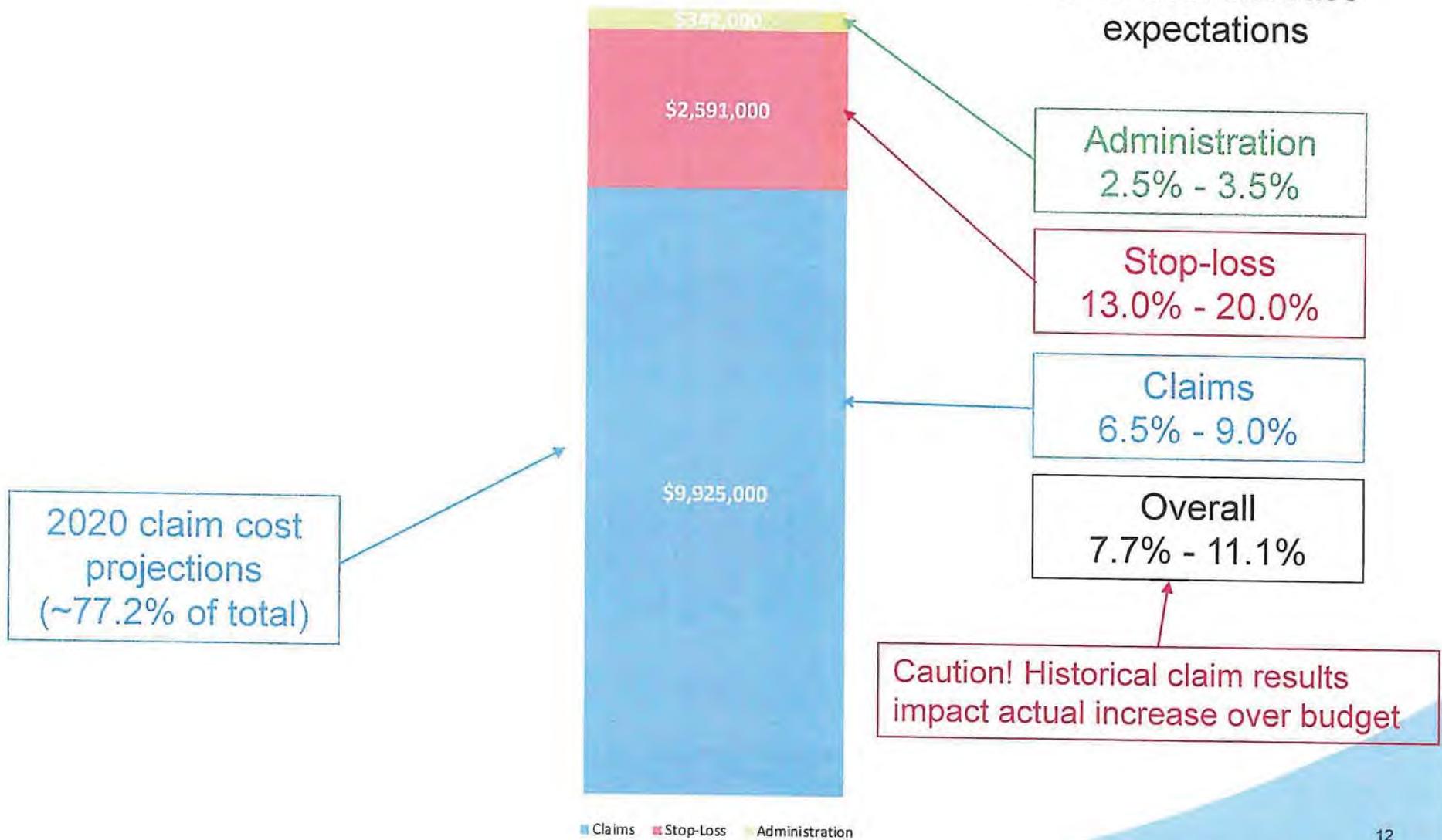
Medical/Rx plan cost expectations



Gallagher

Insurance | Risk Management | Consulting

2021 cost increase expectations





2020/2021 – Summary of Total Cost Estimates

- The following table summarizes the County’s estimated current annual funding of healthcare benefits and projected CY 2021 costs
- If no plan design changes are made, the calculated needed funding increase will be 14.2% medical and -2.7% dental*, or approximately \$1,802,000 total
- Note that our calculation assumes that County currently has a comfortable level of reserves over and above minimum suggested IBNR needs

Campbell County Employees	Lives	2020	2021	\$ change	% change
Total Cost					
Medical	588	\$ 12,858,000	\$14,678,000	\$1,820,000	14.2%
Dental	562	\$ 669,000	\$ 651,000	\$ (18,000)	-2.7%
Total - Annual Cost		\$ 13,527,000	\$15,329,000	\$1,802,000	13.3%

Funding at budget
(Funding rates x BCBSWY
reported enrollment as of 12/2019)

Calculated needed funding
Calculated funding
change vs. budget
* Recommended - No
change to dental
funding

The following page(s) contain the backup material for Agenda Item: [9:50 TANF/CPI Grant Application](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

State of Wyoming

Department of Family Services

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

PROPOSALS DUE: April 24, 2020
Proposal Issue Date: March 16, 2020
Proposal Contacts: Georgia Auch
E-mail: 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 21st 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.

Following are the 185% FPL monthly income guidelines effective 4/2020:

Household Size	185% FPL	185% FPL
	Potential TANF eligible Monthly Income	Potential TANF eligible Yearly Income
1	1,967	23,606
2	2,657	31,894
3	3,348	40,182
4	4,039	48,470
5	4,729	56,758
6	5,420	65,046
7	6,111	73,334
8	6,801	81,622

For families/households with more than 8 persons, add \$8,288/ 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 tract.

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 1st through September 30th.

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 24, 2020 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.
Wyoming TANF Program Manager

Technical Assistance:

For technical assistance or questions regarding this proposal, please contact:
Georgia Auch at georgia.auch1@wyo.gov, 307-746-3901

COVER PAGE

1. County/Tribe: Campbell County

2. Project/Grant 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: Jenny Mashak
Title: Program Director
Organization: Climb Wyoming
Address: 405 West Boxelder Road #B4 Gillette, WY 82718
Phone: 307-685-0450
Email address: jenny@climbwyoming.org

4. Program Name: Climb Wyoming in Campbell County

5. Requested Amount: \$35,000

6. Authorized Representative: _____
County Commissioner Chair

Date: _____

Phone: _____ E-Mail: _____

PROPOSAL

Local Community Survey – Transpiration and Homelessness

A number of federal studies, as well as state level data, show that the two most common barriers to employment and self-sufficiency for TANF families are transportation and homelessness. The Department of Family Services is interested in learning how local communities assist TANF families in these specific areas and how we might be able to assist in increasing the availability of these services in your area. **As part of this year's application, please answer the following questions.**

1. What programs are available within your community to address transportation and homelessness?

One of the cornerstones of the Climb Wyoming (Climb) program is the emphasis placed on individualized advocacy services provided to candidates as they prepare for full time career training and employment. Climb's philosophy is to problem solve with candidates as challenges arise, rather than providing the service or funding for their needs. This helps the candidate learn about local resources and allows the candidate and Climb staff to learn together about prioritizing and problem solving. Though this process can be time consuming and challenging, taking time to support the candidate helps them learn to navigate resources in the future when they are employed and working to support their family on their own.

Climb works hard to build relationships in the community to identify these important resources while helping candidates brainstorm personal resources (i.e. friends, family, coworkers or fellow Climb group members). Through this strategy, each participant identifies a personal solution that meets their individual need. By funding Climb through Temporary Assistance for Needy Families (TANF) dollars, you are supporting the process of participants navigating these resources on their own and learning how to problem solve long-term as needs ebb and flow throughout their lives.

In Campbell County, staff support participants in brainstorming a plan that works for them (i.e. carpooling) since public transportation is not always an option, Climb also assists participants with transportation by providing attendance incentives that can be used for gas or providing gas reimbursement.

Climb partners with organizations to assist with housing needs such as Council of Community Services, YES House and GARF. Climb also help participants access low-income rentals for income-qualified tenants.

2. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention?

As mentioned above, Climb helps participants navigate transportation, housing and additional resources on an individual basis. It is challenging to find a transportation or housing resources that can solve the challenges of commuting or homelessness systemically. Climb collaborates with community programs that help with these specific needs and services that are critical to our community. We appreciate the awareness and support focused on these resources.

A. Summary of Proposed Program

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

Climb's mission is for low-income single mothers to discover self-sufficiency through career training and job placement. Low-income single mothers are first introduced to the program during the recruitment phase. The recruitment phase is a critical phase that helps candidates prepare for enrollment. Following recruitment, candidates are enrolled in the career training and job placement program, which includes the following key components: 1) life skills and tools to manage life outside work, such as parenting, conflict management and budgeting; 2) mental health services including both individual and group counseling with licensed therapists to

address barriers to work; 3) job training encompassing industry-specific skills, resume building, mock interviews and workplace professionalism; and 4) job placement that is selected based on each participant's unique strengths and interests and includes continued support and performance evaluations with employers. The final phase of the program includes graduate services and ongoing support through monthly networking and support meetings, resume assistance and advice on workplace issues and wage increases. Climb staff provide hundreds of hours of support to single mothers within each phase of the program helping to achieve Climb's 93% graduation rate, a rate that exceeds outcomes from other programs in Wyoming and across the nation.

During the current COVID-19 crisis, Climb staff continue to help vulnerable families. A top priority is to serve as a resource hub for moms and their children during this critical time of need. Climb's model, developed over the past 34 years, intentionally creates structure, support, and skill-building in times of crisis. We're helping families access the tools to calm chaos and chart a path in unfamiliar territory. Staff are meeting with moms in safe, responsible ways to ensure these families are connected to community resources, while continuing to support them with advocacy, mental health needs, job training, and employment support. Understanding the potential longevity of the crisis and the vulnerability of our moms, Climb will continue to prioritize these efforts.

2. Is this program different than previous programs operated with TANF funds in the past?
Yes No If so, how is it different?

Not applicable

3. Area(s) served.

The Gillette Climb Wyoming program serves low-income single mothers from Campbell County.

4. Population served.

Climb works with one of the most vulnerable populations in our state, low-income single mothers. Women ages 18-34 constitute one of the largest demographics of the Wyoming population living in poverty (Data USA, 2018). The average age of Climb participants is 30 and each participant has an average of two children. The women Climb serves are living in crisis: unemployed or working low-wage jobs that don't provide financial stability; dealing with stress that impacts executive functioning; and struggling to cover basic needs like food and housing. Though TANF income eligibility requirements state participants cannot exceed 185% of the Federal Poverty Level, the majority of Climb participants do not come close to that threshold.

Since 2004, the Gillette Climb site has served over 320 impoverished single mothers and 680 of their children. Though TANF income eligibility requirements state participants cannot exceed 185% of the Federal Poverty Level, the majority of Climb participants do not come close to that threshold. Climb's five-year cumulative participant data demonstrates that participants served at the Gillette site live at only 37% of the Federal Poverty Level. This equates to a monthly income of just \$658 for a family size of three (Federal Poverty Level monthly income guidelines effective for 2019). The average wage of a Climb mom in the Gillette area at application is \$591 per month, with 52% being unemployed and 48% working low wage jobs. Climb is helping families at a significantly low level of poverty. At program end, these families are doubling and tripling their income which is life changing for these mothers, their families and the community.

During October 1, 2020 through September 30, 2021, Gillette Climb will serve low-income single mothers as follows:

- Gillette Climb will recruit approximately 100 candidates and work closely with them to increase their stability so that they can successfully complete the career training and job placement phase of the program in the future.
- Gillette Climb will enroll approximately 20 new TANF eligible single mothers and continue services to about 10 mothers already enrolled in the career training and job placement phase program for a total of 30 participants.
- Climb will also continue to work with approximately 35 graduates. This phase occurs after completion of the program. Graduates receive continued support by staff that is often critical to their long-term job

success.

5. Beginning and end date of program.

October 1, 2020 – September 30, 2021

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

Gillette Climb expects to offer three programs, one in the fall, winter and spring, each approximately six months long from recruitment through graduation. The exact start times and dates for these programs are determined based on industry needs and the current coronavirus situation. Program research and planning, a critical phase to determine employer needs and training components, happens throughout the year. Recruitment also occurs throughout the year. Once the training focus is determined, information meetings are held advertising the upcoming training. After program participants are determined, the intensive portion of the training lasts on average for three months depending on the job skills training curriculum and certificate type. Beyond job training, this phase includes life and workplace skills and therapeutic support. During this phase, participants often meet each day from 8am – 5pm. The subsidized job placement lasts approximately six to eight weeks. After this time period, the participant is expected to continue in their career and can access graduate support services. Ongoing support is critical for all graduates through planned events and personal graduate interactions as needed.

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.

Single mothers and their children experience the highest rates of poverty among families in Wyoming. The rate of women in Wyoming living in poverty is higher than both the rate for men and the overall Wyoming poverty rate¹. Over 28% of the population in poverty in Campbell County is families with a female head of household (Campbell County Needs Assessment July 2016). According to the 2019 Wyoming Kids Count Profile conducted by the Annie E. Casey Foundation, 37,000 Wyoming children lived in single-parent families and 18,000 Wyoming children lived in poverty². Poverty that is passed down from one generation to the next creates significant barriers to job success, trapping low-income single mothers and their children in a cycle that Climb participants are ready to break. If one spends their entire childhood in poverty, they are five times less likely to graduate from high school (Children's Defense Fund). Children benefit when parents increase their education and income since they have greater access to academic and extracurricular activities, more stable schedules at home and role models for career success. By providing career training and job placement, a supportive and therapeutic environment, and a comprehensive approach, Climb offers a hand up to low-income single mothers to help break the generational cycle of poverty.

¹<https://www.welfareinfo.org/poverty-rate/wyoming/>. Welfare Info, 2017.

²https://www.aecf.org/m/databook/2019KC_profile_WY.pdf. The Annie E. Casey Foundation, 2019 Wyoming Kids Count Profile.

2. What is the resource gap(s) that is being addressed by your program?

Over the past 34 years, Climb has evolved into one of the nation's most successful models for moving families out of poverty. By working intentionally in groups, Climb allows women to build relationships, learn conflict resolution and self-regulation, accelerate job skills, and find success at work and in life. After just three months, graduates are starting new careers that often double their income and allow them to transition off public assistance and provide financial stability for their children.

Along with increased income and consistent schedules, Climb participants learn about themselves through weekly counseling and parenting classes. They also learn executive functioning and communication skills. Climb has demonstrated that long-term self-sufficiency depends not just on employment but also on the ability to navigate decisions, conflict, challenges and emotions successfully. Life skills training sessions take place weekly to help

participants develop skills to succeed in all areas of their lives. Topics include budgeting, healthy relationships, nutrition, childcare, conflict management and negotiation skills.

Since Climb's focus is on mothers, it is important to offer parenting skills training. The more stable a participant is in her parenting life, the more successful she will be in a long-term job opportunity. When parenting skills improve, absenteeism decreases and work focus grows. During parenting classes, participants experience a shift from thinking something is wrong with their child, to recognizing the impact of their approach, understanding their role, and learning the skills to address challenges and build healthy relationships with their children. These resources help them problem solve and communicate with others in their lives to provide a more stable home and rich school environment for their children to thrive.

Climb expects to meet or exceed the following performance measures annually:

- Recruit candidates and help them navigate barriers to employment through collaboration with community partners that provide resources such as food stamps, childcare assistance, housing and transportation.
 - At least 80% of the participants enrolled in the Climb program during the grant period will successfully complete the program.
 - 75% of graduates will be employed in full-time positions at program end.
 - 90% of the participants who complete the program will earn higher wages than when they entered the program.
 - Graduates will show a decrease in dependence on government benefits including food stamps, childcare assistance, Medicaid and other government benefits.
 - Climb will demonstrate a Return on Investment of at least 1.5 to 1.
 - Each Climb participant will receive both group and individual therapeutic support to gain skills with communication, healthy relationships and maintaining stable work and home environments.
 - Each Climb participant will participate in mock interviewing and workplace communication training to improve knowledge of pre-employment skills.
 - Climb staff will continue to collaborate with other organizations for life skills and workplace skills training and refer participants to external resources as needed.
3. Describe what research based programs and strategies will be utilized to make the program successful.

The key strategies of the Climb program model include the following:

Program Research and Planning: Climb staff identify career opportunities in growing fields with livable wages and engage and conduct surveys of businesses and industry groups. Based on this input, Climb works with a community college or private training entity to develop a curriculum for participants. The Climb research and planning phase is critical to determining career paths where long-term job placements are available and provide self-sufficient wages and opportunities for advancement.

Participant Recruitment: Climb staff recruit and receive referrals for low-income single mothers who are most in need, and ready to transition to a new career opportunity. Program staff coach candidates to overcome obstacles such as low self-esteem, childcare, transportation and housing so they can participate. Each Climb program serves on average 10 low-income single mothers who complete the program as a group and evolve into a peer support network.

Comprehensive Training: Job skills trainings for participants develop the skills necessary to seek, obtain, and maintain stable, long-term careers in high-demand occupations. The comprehensive training phase includes industry specific training, work readiness training, life skills training, parenting skills training, mental health services (including both group and individual counseling provided by a Licensed Mental Health Provider) and participant advocacy services.

Job Placement: Participants transition to the workplace through the Climb job placement where they use skills learned during training in a position that is expected to become a long-term job. Staff members work closely with

employers to ensure that participants are meeting expectations and offer additional support as needed. Depending on the needs of the situation, the job placement may include reimbursed wages to the employer.

Ongoing Support: Climb staff members meet with graduates after they finish the program to support success in the workplace and family stability. Climb staff also connect graduates to existing services and benefits in the community. Due to the comprehensive nature and intensity of the program model, it is important that Climb helps participants to maintain the success they have gained and meet challenges as they arise.

C. Community Partnerships

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

Since collaboration is a cornerstone of the Climb model, community partners play a critical role in program planning and implementation. Climb involves government agencies such as the Department of Family Services (DFS) to identify and address the needs of the working poor and avoid duplication of services in the community. Local businesses and corporations help Climb plan programs by providing information on the local economy and workforce needs and offering job placement experiences and hiring opportunities for Climb graduates at the end of the program. While Climb staff research programs, local businesses and industry groups help craft the training by explaining their hiring needs, potential wages, current demand, career paths, and traits and skills they are looking for in future employees. Climb staff then partner with community colleges, private training entities and future employers to develop the training curriculum that includes the required knowledge and skills for the training. This thorough research and planning with local businessess ensure that employer needs are met, and participants will be placed into long-term job opportunities with a self-sufficient wage and opportunities for career growth.

Once participants are placed, Climb staff continue to work closely with employers 1) to identify the appropriate match between graduate and employee, 2) to serve as a participant advocate with negotiating details of employment such as wages, work conditions and benefits, and 3) to engage in two work experience performance evaluations to model effective and appropriate communication between the supervisor and employee. The performance evaluations confirm expectations are being met and identify ways the participant can improve if needed. As the participant nears the end of the agreement, Climb staff review the performance evaluations and advocate with the participant to transition into a permanent position. Staff takes both the participant and employer needs into consideration to ensure long-term success for all parties.

During the implementation of the program, Climb partners with dozens of individuals, agencies and organizations to help the participants address barriers to success and help families move out of poverty permanently. To provide increased success with recruitment, Climb has established relationships with specific divisions of DFS and community organizations for referrals. Climb partners with community colleges or private trainers to provided technical expertise during the program. Local citizens at each site volunteer as mock interviewers to help simulate the real-world interview experience for participants. Finally, Climb refers participants to outside agencies for additional mental health support or community support as needed.

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
Department of Family Services	Referrals and benefits information to participants
Workforce Services	Referrals and POWER information to participants
Gillette Abuse Refuge Foundation	Referrals and services to participants if needed
Visitation and Advocacy Center	Referrals and services to participants if needed
Campbell County Health	Referrals and participant job placements
Primrose Retirement Community	Participant job placements
Life Connections	Participant job placements
HUB International	Participant job placements
First National Bank	Participant job placements

Gillette College	Training partner
Campbell County Extension Office	Budgeting and nutrition training for participants
Health Services of Campbell County	Provides women's reproductive health information
Legal Aid of Wyoming	Information and consultation with participants
Campbell County Recreation Center	Climbing exercise and tour and information about free punch cards
Advocacy of Visual Arts	Art exercise partnership
Council of Community Services	Services for moms for housing and food
YES House Transitional Living	Housing resource for some participants

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

Climb's program success is built on a partnership between the Climb professional staff and the continued involvement of community members such as government officials, nonprofit organization and agency staff, and business leaders. Climb networks within each community and involves partners in collaborative planning, learning about employment demand and industry needs. Climb staff invites community members and government officials to graduations and other Climb sponsored events. Climb is committed to engaging in conversations about key components of our successful model to support other organizations working to reduce poverty.

Climb recognizes the importance of a diversified funding stream for long-term sustainability and has made significant strides in the private funding arena in the last five years. In order to continue to provide a comprehensive tuition-free program to Wyoming low-income single mothers and their families, Climb relies on critical public funding including the funding received from the Community Partnership Initiative grant. Over the past 34 years, Climb's effective model has worked to move Wyoming families out of poverty and has supported the TANF program's important purposes as described below.

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?

Climb's goals address the following purposes of TANF:

Climb helps end the dependence of needy parents on government benefits by promoting job preparation and work. Data shows that Climb graduates statewide decrease their food stamps usage, childcare assistance, and reliance on public healthcare due to the impact of Climb's career training and job placement program. Data provided by the Wyoming Department of Family Services indicates that Wyoming saves an average of \$871,464 and \$165,204 annually due to Climb participants' decreased food stamps usage and childcare assistance, respectively. Data provided through a partnership with the Wyoming Department of Health shows that as Climb graduates increase their wages and move off public health insurance, there is an estimated savings of \$1,193,544 annually to Wyoming.

Climb will provide assistance to needy families so that children may be cared for in their own homes. Children benefit when parents increase their education and income since they have greater access to academic and extracurricular activities, more stable schedules at home, and role models for career success. Along with increased income and consistent schedules, Climb participants learn about themselves through weekly counseling and parenting classes. They also learn executive functioning and communication skills. These resources help them problem solve and communicate with others in their lives to provide a more stable home and rich school environment for their children to thrive.

Furthermore, the goals of the Climb program align with the primary purposes of the TANF CPI grant as described below:

- Ensure community wide collaboration in planning and implementation efforts;

- Award TANF funding based on data-driven, community based decision making;

Climb strives to provide unique services while not duplicating existing community resources. Building strong relationships with referral agencies and community partners is a priority for site staff throughout the year. Some examples of these agencies and organizations include: DFS, Department of Workforce Services (DWS), County Public Health, Local Mental Health Centers, Emergency Agencies, Domestic Violence Agencies and Shelters, Local Housing Authorities, Community Resource Centers, Treatment Centers and Schools.

In recognition of its strong outcomes and innovative programming using TANF funds, the U.S. Department of Health and Human Services selected Climb for a comprehensive TANF case study along with a select few other employment and training programs in the country serving low-income individuals. This site visit occurred in March 2020. From this study, information regarding successful strategies will be shared with other agencies and policy makers helping groups across the country be more effective at breaking the generational cycle of poverty.

- Implement and evaluate effective, research based programs and strategies;

Climb has the unique flexibility to respond to a sites ever-changing economy and to quickly address critical labor shortages in different industries. Each career training and job placement phase of the program is in a high growth, high demand career which can offer employment opportunities with self-sufficient wages and room for growth. Climb takes pride in its planning phase and realizes workforce research and focus on external factors such as employer demand is a vital component to successful outcomes. From this critical planning phase, Gillette Climb was able to recently offer Commercial Driver’s License, Certified Nursing Assistant, and Professional Office Careers trainings which had high local demand for employees.

- Provide services that will assist families in moving toward self-sufficiency; and

Though TANF income eligibility requirements state participants cannot exceed 185% of the Federal Poverty Level, the majority of Climb participants do not come close to that threshold. The average statewide participant is living at only 30% of the Federal Poverty Level at enrollment, which is equivalent to just \$533 per month for a family of three. Climb’s five-year cumulative outcomes for participants show average monthly wages of \$513 at enrollment; wages that more than triple to \$1,914 three months post program. After just 90 days, Climb graduates are earning self-sufficient wages and benefits that allow them to transition off public assistance and provide financial stability for their children. Total Annual Earnings for 2019 Campbell County graduates increased from \$209,648 to \$523,445, a 150% increase.

- Enhance sustainability of community efforts beyond the funding period.

In over 30 years of experience, Climb has demonstrated that long-term, self-sufficiency depends not just on employment but also on the ability to navigate decisions, conflict, challenges and emotions successfully. Life skills training sessions take place weekly to help participants develop skills to succeed in all areas of their lives. Topics include budgeting, healthy relationships, nutrition, childcare, conflict management and negotiation skills. Since Climb’s focus is on mothers, it is important to offer parenting skills training. The more stable a participant is in her parenting life, the more successful she will be in a long-term job opportunity.

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

<p>Show progress each quarter toward the final goal of 80% of the individuals enrolled in the program successfully completing the program.</p>	<p>80% of participants who enter the program will successfully complete it.</p>	<p>During recruitment, Climb staff help participants address any barriers including childcare and transportation. During the program Climb advocates for participants and provides mental health counseling to overcome barriers for success.</p>	<p>Climb tracks the participants who graduate in our customized participant database that can demonstrate trends over time.</p>
<p>75% of Climb program graduates will be employed after program completion.</p>	<p>75% of these program graduates will be employed after program completion.</p>	<p>Climb programs include pre-employment skills including job searching techniques, resume writing, interviewing techniques, employee/employer relationships, and job retention. Climb staff work with the participants to ensure a successful interview process and support the participant during job placement as she practices new skills.</p>	<p>Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data. From program end to 12 months, Climb collects this data by Climb staff contacting participants via phone, email or text. From 15-24 months, Climb contracts with the Wyoming Survey and Analysis Center (WYSAC) to conduct the follow-ups via phone survey.</p>
<p>Show progress each quarter toward the final goal of individuals who completed the program earning 90% higher wages than when they entered the program.</p>	<p>75% of program graduates will be employed after program completion and will be earning a 90% higher wage than they were before the program.</p>	<p>Comprehensive training develops the participants' strengths and builds upon them through extensive training in high-demand, high-growth occupations that lead to self-sufficient wages. Climb staff follow up with employers to establish performance evaluations and communication for long-term success.</p>	<p>Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data.</p>
<p>Show progress each quarter toward the final goal of 90% of the individuals who complete the program experiencing a decrease in the dependence on food stamps.</p>	<p>Over time, 90% of program graduates will show a decrease in their dependence on food stamps.</p>	<p>To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability.</p>	<p>In order to assess decreasing dependence on government benefits, Climb collects food stamp and childcare data from the Wyoming Department of Family Services.</p>

50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public health insurance.	Of the graduates who enter the program utilizing public health insurance 50% will end their dependence on public health insurance.	To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability.	In order to assess decreasing dependence on government benefits, Climb collects health insurance data from the participants through the surveys.
Increased knowledge and skills regarding healthy relationships, strong and stable environments, communication and health behaviors.	100% of single mother who enter the Climb program will have received life skills training and mental health counseling.	Climb offers life skills classes as parenting, budgeting, nutrition and more. Climb contracts with a licensed Mental Health Provider at each site and each participant receives individual and group counseling.	Climb staff determine the life skills for each program based on the needs of the participant group. All participants must participate in the mandatory individual and group counseling component of the Climb program.

3. Describe your data collection methods to be used.

Climb formally tracks the progress of program participants for two years after completing the program. Climb staff members use a standardized interview to collect outcome data on each client at the following post program intervals: 3-months, 6-months, 9-months and 12-months after program completion. Climb partners with the Wyoming Survey and Analysis Center (WYSAC) to conduct second year follow-ups. WYSAC staff members use the same standardized interview questions to collect outcome data on each participant at the following intervals: 15-months, 18-months, 21-months and 24-months after program completion.

A customized database tracks program records and ensures accurate, ongoing data collection. Climb utilizes participant self-report forms, staff observations, interviews and records to document each participant's progress and program outcomes. A pre- and post-program mental health assessment identifies mental health symptoms and tracks decreases in symptoms post program.

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

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

Program evaluation is a critical component of every Climb program. Always striving to better understand our impact and continually improve our efforts, Climb evaluates the results of the program quantitatively and qualitatively.

Quantitatively, staff track the number of candidates; participants who enroll in and complete the career training and job placement phase of the program; the number who acquire unsubsidized employment after program completion; changes in hourly wage rate; and childcare assistance, food stamps, and health care status before and after the program to evaluate levels of reliance on state assistance. Climb also tracks the Return on Investment for each participant. Climb tracks graduates through follow-ups at 3-month intervals from program completion to 24 months post program.

Statewide quantitative outcomes over the past five years include the following:

Graduation Rate: 93% of participants who started the Climb program successfully graduated.

Employment Rate and Wage: Though only 43% of participants were employed at application, 78% were employed two years after completing the program. The average wage of participants including the 57% that enter the program unemployed is \$513 per month. Reaching an average wage two years post program of \$1,797 demonstrates a 250% wage progression.

Public Benefits: Almost 60% of Climb participants were on food stamps at intake. Two years post program, 87% have shown a decrease in food stamp usage, with 97% of those with a decrease eliminating benefits altogether. The percentage of participants on public health insurance decreased from 44% at intake to 21% two years post program, demonstrating a 52% decrease in utilization.

Return on Investment: The proposed program provides at least a 1.5 to 1 Return on Investment as demonstrated below.

Qualitatively, the program is evaluated by improved participant mental health and family relationships through licensed providers' assessments and mental health data accumulated pre- and post-program. The pre- and post-program mental health assessment identifies mental health symptoms and tracks symptom reduction post program. Climb staff utilize client self-report forms, staff observations, client interviews and client records to document each participant's progress. Climb collects participant feedback and personal experiences through the interviews at the end of the program. From the analyses, Climb staff determine if program approaches are achieving desired objectives. Results are used to make data driven program adjustments as necessary to enhance participant success.

G. TANF Recruitment

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

Staff recruit candidates who are most in need and ready for a life change. During the recruitment phase, staff outline the required knowledge, skills, and abilities, and other training and job requirements for the identified occupation and evaluate each candidate's level of competency in the area. Staff also conduct a thorough assessment to determine additional services available in the community which may include food stamps, childcare and housing assistance, or counseling. Accessing these services and experiencing the stability they can provide a family is critical to successfully completing the program and starting a long-term career. Staff connect candidates to these services and support them along the way. Staff remain in contact with candidates for potential admission into a future program as a participant when they are more stable and ready.

Climb staff accept referrals from local agencies and organizations, post ads in local media, send direct mail, distribute posters and flyers, host an information meeting, and make presentations at community events. Climb extensively uses digital media to target and reach potential participants, including ads via Google, YouTube and Facebook.

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

During October 1, 2020 through September 30, 2021, Gillette Climb will serve low-income single mothers as follows:

- Gillette Climb will recruit approximately 100 candidates and work closely with them to increase their stability so that they can successfully complete the career training and job placement phase of the program in the future.
- Gillette Climb will enroll approximately 20 new TANF eligible single mothers and continue services to about 10 mothers already enrolled in the career training and job placement phase program for a total of 30 participants.
- Climb will also continue to work with approximately 35 graduates. This phase occurs after completion of the program. Graduates receive continued support by staff that is often critical to their long-term job success.

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.

Climb uses a rigorous process to ensure income eligibility for the Climb program. If a potential participant is utilizing food stamps, Climb program staff members verify this information with DFS to confirm TANF eligibility. If the potential participant is not utilizing food stamps, Climb program staff members verify employment and wages by checking pay stubs or verifying income with the applicant's employer to ensure that household income is less than or equal to 185% of the Federal Poverty Level. Other family income documents such as unemployment stubs, tax returns, or income verification from other applicable family members are also collected and included in documentation. Eligibility is documented on a provided TANF Eligibility Intake Form that is maintained in each participant's file and reviewed by a Climb home office employee who is specifically trained in eligibility determination. Any questions about eligibility are directed to the State of Wyoming's DFS TANF Program Manager prior to a participant's acceptance to Climb.

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*)

Other major funding sources (over \$1,000) include:

City of Gillette - \$29,500 (pending)
Campbell County - \$25,000 (pending)
Hughes Foundation - \$25,000 (awarded)
Wyoming Community Foundation - \$15,000 (awarded)
Daniels Fund - \$20,000 (awarded)
Cross Charitable Foundation - \$5,000 (awarded)
Powder River Energy Foundation - \$5,000 (will apply)
State Farm - \$2,500 (awarded)
Wells Fargo - \$2,000 (pending)
First Interstate Bank Gillette - \$2,500 (will apply)
Private Donors - \$20,000 (awarded)

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.

The following calculation is Climb's projected Return on Investment (ROI) for the proposed program:

- Impact without Program: Climb participants are making an average annual wage of \$7,092 before the program (\$591 per month for 12 months).
- Impact from Program: 90 days post program, graduates are employed making an average annual wage of \$23,400 (\$1,950 per month for 12 months).
- Total increase in wages over first year period = Impact from program \$23,400 - Impact without program \$7,092 = \$16,308.
- Total Cost per Client Served = \$35,000 divided by 130 clients = \$269. Number of clients totals 100 candidates, 20 new participants, and continued services to 10 participants.
- Climb ROI = **60.62 to 1** based on \$16,308 ÷ \$269
- Climb ROI over the lifetime of a participant = **2,243.11 to 1** based on an average age of participant being 28 and working until age 65 (37 years post program) at an increased wage of \$16,308: 37 years x \$16,308 = \$603,396 ÷ \$269

Amount Requested from Proposal:

\$35,000

	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.	22,000	2,500	Program Director (\$60,000 annual salary) is responsible for oversight and/or implementation of all aspects of the Climb program model with a primary focus on program coordination, planning and administration. Assistant Program Director (\$50,000 annual salary) is responsible for assisting the Program Director with implementation of all aspects of the Climb program model with a primary focus on program coordination and planning. Both positions provide direct program services to participants, including recruitment, intensive training, job-placements and counseling. Administrative salaries are to support Climb's centralized home office administrative staff that support the entire statewide operations to handle such things as budgeting, grant reporting, financial processing, insurance, auditing, and human resources. The amount reflected on this budget represents an allocation of time spent directly supporting the site as well as this grant.
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	500	300	Retirement, health, dental, vision, and life insurance expenses for those employees that participate in Climb's insurance plan. (Program Director, \$7,200; Assistant Program Director, \$5,000)
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	2,200	300	Employer paid payroll taxes are estimated at 10% of the salaries budgeted. (Program Director, \$6,000; Assistant Program Director, \$5,000)

Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Recruiting and Marketing Cannot include promotional items.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Travel Travel necessary to serve participants.	Click here to enter text.	Click here to enter text.	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.	2,700	N/A	Rent and utilities for office space, classrooms, and group/individual mental health treatment space. Also includes phone, fax, internet services, and cleaning of office space.
Participant Tuition and Class Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Class Supplies and Materials	100	N/A	Materials to meet needs of participants during training and group activities.
Participant License and Certification Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Drug and Aptitude Screening Can include other types of assessments.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Work Support Services and Clothing	400	N/A	Items needed to successfully complete training and work experience. Includes steel-toed boots, coveralls, gloves, tools, scrubs, professional attire and more.
Participant Wages	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	1,500	N/A	Incentives earned by participants for completed goals to assist them with living expenses while in training.
Other Student Needs: Mental Health Provider	2,500	N/A	Amounts paid to contracted mental health provider for group and individual counseling services.
Sub-Total	31,900	3,100	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	35,000		
Number of TANF Participants Planning to Serve	130		
Cost Per TANF Participants	269		

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 21 Quarterly Report and Invoice**

County/Tribe: _____
Reporting Period: _____
Date: _____

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.

Quarterly Invoice: County Commissioners

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	Annual Program Budget	Annual Admin Budget
Salaries						
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
TOTAL (Program + Admin)						
Number of TANF Participants Served						
Cost Per TANF Participant						



Program Eligibility
(For Climb staff use)

Documentation of how Income Eligibility was verified:

Eligibility determined through food stamp verification (see page 2 of Climb program application)

Unemployed. Have participant initial here to verify unemployed: _____

FOB Unemployed. Have participant initial here to verify unemployed: _____

Income verified through applicant paystubs (one month's paystubs are attached)

Income verified through other family members paystubs as required for eligibility purposes (one month's paystubs are attached).

Income verified by participant's employer (see income verification form attached).

Income verified in another manner, such as previous year's income tax return (please explain): _____

Employment Information

What is your current employment status?:

Employed Full Time (30+ hours/week) Employed Part Time Unemployed

Do you work more than one job?: Yes No

What is the name of your main employer?: _____

Employer's city and state?: _____

What is your occupation: _____

What is your hourly wage?: \$ _____

How many hours a week do you work?: _____

Approximately when did you start work for this employer?: _____

Educational Information

Are you currently in school?: Yes No

If yes, name of school currently attending: _____ If yes, degree pursuing: _____

Contacts

Enter complete addresses and telephone numbers for TWO individuals who will know a way for us to reach you if we can't reach you directly:

_____	_____	_____
First Name	Last Name	Relationship to you
_____	_____	_____
Street address	City, State, Zip	Primary Phone
_____	_____	_____
First Name	Last Name	Relationship to you
_____	_____	_____
Street address	City, State, Zip	Primary Phone

Other ways to reach you: Please indicate on the lines below secondary phone numbers, e-mail addresses, Facebook or other social media profile information that will help Climb reach you:

Preferred Method of Contact:

Phone Call Text Email Facebook

Certification and Authorization (by signing on the next page)

- **I agree** to submit to monitored drug testing, random and otherwise, throughout this program.
- **I certify**, under penalty of law, that the above information is correct.
- **I understand** that my statements may be verified.



I give my permission for my progress to be monitored as it relates to services or training provided by Climb Wyoming. I authorize Climb Wyoming to release and receive my name, image and information for the purposes of statistics and analysis, reporting, eligibility determination and program publicity.

Applicant's Signature

Date

Applicant's Printed Name

ARTICLES OF INCORPORATION
NONPROFIT CORPORATION

Wyoming Secretary of State
The Capitol Building, Room 110
200 W. 24th Street
Cheyenne, WY 82002-0020

Phone (307) 777-7311/7312
Fax (307) 777-5339
E-mail: corporations@state.wy.us

-
1. Corporate Name: Our Families Our Future

 2. This is a _____ religious public benefit or _____ mutual benefit corporation.
(check appropriate category.) (You may refer to W.S. 17-19-1804 for definitions of these terms)

 3. The street address of the corporation's initial registered office and the name of its initial registered agent at that office: _____
314 East 21st Street

Cheyenne, Wy 82001

Ray Fleming Dinneen, Psy.D.-Executive Director
(The registered agent may be an individual who resides in this state, a domestic corporation or not-for-profit domestic corporation, or a foreign corporation or not-for-profit foreign corporation authorized to transact business in this state whose business office is identical with the registered office.)

 4. The mailing address where correspondence and annual report forms can be sent:
Same as Above

 5. The name and address of each incorporator is: _____
314 East 21st Street

Cheyenne, Wy 82001

Ray Fleming Dinneen, Psy.D.

 6. This corporation will not have _____ members (indicate if it will have or will not have members).

[The term "members" has a specific legal meaning which is that members elect, in a formal meeting, the board of directors. If your corporation has a board of directors which elects itself, then you do not have members. Members are not donors or volunteers.]

7. Provisions regarding the distribution of assets upon dissolution are:
(How will the assets be distributed, if the corporation is dissolved?)

If Our Families Our Future is dissolved, assets will be distributed to another 501(c)3 with a mission
similar to Our Families Our Future.

Date:

3/19/04

Signed:

Ray Fleming Dinneen

Contact Name: Ray Fleming Dinneen, Psy.D.

Daytime Phone Number: 307/778.0094

For name availability purposes, list the type of business the corporation will be conducting:

Our Families Our Future is organized to provide services to families and at-risk youth living in poverty. Our
program provides self-sufficiency and job preparation training and counseling that leads to employment.

Filing Fee: \$25.00

Instructions:

1. Articles of Incorporation must be accompanied by a written consent to appointment executed by the registered agent.
2. Make checks payable to "Secretary of State".
3. An official "Certificate of Incorporation" may be obtained for a \$3.00 fee.

**NONPROFIT CORPORATION
ARTICLES OF AMENDMENT**

Wyoming Secretary of State
The Capitol Building, Room 110
200 W. 24th Street
Cheyenne, WY 82002-0020

**WY Secretary of State
FILED: 09/20/2007
Original ID: 2004-000464087
Amendment ID: 2007-000638166**

1. The name of the corporation is: Our Families Our Future (NAME CHANGE)

2. Article 1 is amended as follows (attach a separate sheet if more room is needed):

Corporate Name: CLIMB

3. The amendment was adopted on August 10, 2007 by the board of directors.

(OR)

The amendment was adopted on _____ by the directors and members.

4. If approval by the members was not required, or if the corporation has no members, make that statement in this section and state that approval was obtained by a sufficient vote of the board of directors or incorporators.

The corporation has no members - approval was obtained by a sufficient vote
of the board of directors.

5. If approval by the members was required complete this section.

(A) The number of memberships outstanding and entitled to vote on the amendment: N/A

(B) The number of votes cast for and against the amendment: N/A



STATE OF WYOMING
Office of the Secretary of State

I, MAX MAXFIELD, Secretary of State of the State of Wyoming, do hereby certify that the filing requirements for the issuance of this certificate have been fulfilled.

CERTIFICATE OF NAME CHANGE

Current Name: **CLIMB**
Old Name: **Our Families Our Future**

I have affixed hereto the Great Seal of the State of Wyoming and duly executed this official certificate at Cheyenne, Wyoming on this **24th** day of **September, 2007**.



Filed Date: 09/20/2007

Max Maxfield
Secretary of State

By: Candice Dillmon

6. If approval of the amendment was required by some person or persons other than the members, the board of directors, or the incorporators, make a statement in this section that approval was obtained.

N/A

Date:

9/18/07

Signed:

Ray Fleming Dinneen

Title: Executive Director

*(May be executed by the Chairman of the Board,
President or another of its officers.)*

Filing Fee: \$3.00

STATE OF WYOMING
Office of the Secretary of State

I, EDWARD A. BUCHANAN, SECRETARY OF STATE of the STATE OF WYOMING, do hereby certify that according to the records of this office,

CLIMB
is a
Nonprofit Corporation

formed or qualified under the laws of Wyoming did on March 24, 2004, comply with all applicable requirements of this office. Its period of duration is Perpetual. This entity has been assigned entity identification number 2004-000464087.

This entity is in existence and in good standing in this office and has filed all annual reports and paid all annual license taxes to date, or is not yet required to file such annual reports; and has not filed Articles of Dissolution.

I have affixed hereto the Great Seal of the State of Wyoming and duly generated, executed, authenticated, issued, delivered and communicated this official certificate at Cheyenne, Wyoming on this 19th day of February, 2020 at 10:04 AM. This certificate is assigned ID Number 034883132.



Edward A. Buchanan
Secretary of State

Notice: A certificate issued electronically from the Wyoming Secretary of State's web site is immediately valid and effective. The validity of a certificate may be established by viewing the Certificate Confirmation screen of the Secretary of State's website <http://wyobiz.wy.gov> and following the instructions displayed under Validate Certificate.



Mark Gordon
Governor

State of Wyoming Department of Workforce Services

Unemployment Tax
P.O. Box 2760
Casper, WY 82602 2760
Phone 307-235-3217
Fax 307-235-3278



Robin Sessions Cooley
Director

CLIMB WYOMING
BOBBI TOWNSEND
1001 W. 31ST ST.
CHEYENNE, WY 82001

UNEMPLOYMENT INSURANCE CERTIFICATE OF GOOD STANDING

CERTIFICATE

NUMBER: 89351
ONLY VALID AS ISSUED TO: CLIMB WYOMING
EFFECTIVE DATE: 2/18/2020
EXPIRATION DATE: 2/18/2021

PROJECT: FBI

A review of the Division files indicates that CLIMB is in compliance with the Wyoming Unemployment Insurance requirements as of the effective date shown above.

This certificate holds you, the recipient, harmless for unpaid Unemployment Insurance debt owed by the certified company during the period set forth above. If you continue to use CLIMB after the expiration date of this certificate, you may be held liable for their unpaid Unemployment Insurance debt pursuant to Wyoming Statute 27-3-502(f).

CLIMB
1001 W 31ST ST
CHEYENNE, WY 82001



Mark Gordon
Governor

**State of Wyoming
Department of Workforce Services**

5221 Yellowstone Rd
Cheyenne, WY 82002
307.777.6763 - Fax:307.777.5298
<http://www.wyomingworkforce.org>



Robin Sessions Cooley
Director

Recipient:

Employer:

CLIMB WYOMING
Attn: BOBBI TOWNSEND
1001 W. 31ST ST.
CHEYENNE, WY 82001

CLIMB
1001 W 31ST ST
CHEYENNE, WY
82001

WORKERS' COMPENSATION CERTIFICATE OF GOOD STANDING

Mail Date: 2/18/2020

EXPIRATION DATE: 2/18/2021

Job Reference: FBI

This is to certify that the above named employer is in compliance with the Wyoming Workers' Compensation Act. The account is in good standing as of the above date.

Wyoming Workers' Compensation monthly/quarterly payroll reports shall be submitted and payments made on or before the last day of the month following the month for which the earnings are computed and paid. Prime contractors may verify good standing of a sub-contractor's business by contacting the Division by telephone, after the initial certificate has been issued.

In private work, a contractor is liable for the payment of Workers' Compensation premiums for the employees of any subcontractor, if the subcontractor primarily liable has not paid the premiums as provided in the Act, pursuant to Wyoming Statute 27-14-206. Contractors should request a Certificate of Good Standing from the subcontractor before making final settlement of the contract.

If you have any further questions or concerns, please contact our office at 307-777-6763.

Sincerely,

Office Support Specialist
Division of Workers' Compensation



Financial Information

What is the total income* for your household for the previous month?: \$ _____

*Total income is considered monthly gross wages, child support, and any other cash benefits received.

Number of adults ages 18 or older in your household: _____

Number of people who contribute to pay the household expenses: _____

Number of people ages 0-17 in your household: _____

Number of children you have: _____

Do you pay child support if your children under age 18 do not live with you?:

- NA Yes No

Are you currently on food stamps*? Yes No

***Food Stamp Verification** (For Climb staff use)
Date verified: _____ Name of DFS/DWS Staff that verified: _____
Climb Staff Name: _____ Signature: _____

Do you currently receive child care assistance through the state? Yes No

If yes, approximate number of hours of child care per week: _____

Do you currently have health insurance for yourself? Yes No

If yes, is this health insurance:

- Public health insurance provided by the state (Medicaid)
- Private health insurance paid by you, family or an employer
- Both

Do you currently have health insurance for your children? Yes No

If yes, is this health insurance:

- Public health insurance provided by the state (Medicaid/Kid Care CHIP)
- Private health insurance paid by you, family or an employer
- Both

Please indicate below other specific assistance programs you are currently utilizing:

- POWER LIEAP WIC Section 8 -voucher amount _____
- Public Housing Low Income/Affordable Housing
- Other, please explain _____

How would you describe your current living situation? (check all that apply)

- Rent Own Living with Relative Living with Non-Relative
- Living in a Shelter Homeless
- Other, please explain _____

Program Eligibility

(For Climb staff use)

Explain how applicant calculated previous month income at left:

Family size as determined for Climb eligibility _____.

Explain how you got to this figure and explain anyone living in the house, but not counted.

Document how you determined applicant is a single parent:

Applicant has custody of her children as indicated at left

Applicant has a reunification plan in place (obtained documentation of reunification plan from third party)

Other explanation (i.e. grandmother who has custody of grandchildren). Please explain:

State of Wyoming

Department of Family Services

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

PROPOSALS DUE: April 24, 2020
Proposal Issue Date: March 16, 2020
Proposal Contacts: Georgia Auch
E-mail: 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 21st 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.

Following are the 185% FPL monthly income guidelines effective 4/2020:

Household Size	185% FPL	185% FPL
	Potential TANF eligible Monthly Income	Potential TANF eligible Yearly Income
1	1,967	23,606
2	2,657	31,894
3	3,348	40,182
4	4,039	48,470
5	4,729	56,758
6	5,420	65,046
7	6,111	73,334
8	6,801	81,622

For families/households with more than 8 persons, add \$8,288/ 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 tract.

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 1st through September 30th.

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 24, 2020 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.
Wyoming TANF Program Manager

Technical Assistance:

For technical assistance or questions regarding this proposal, please contact:
Georgia Auch at georgia.auch1@wyo.gov, 307-746-3901

COVER PAGE

1. County/Tribe: Campbell County

2. Project/Grant 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: Jenny Mashak
Title: Program Director
Organization: Climb Wyoming
Address: 405 West Boxelder Road #B4 Gillette, WY 82718
Phone: 307-685-0450
Email address: jenny@climbwyoming.org

4. Program Name: Climb Wyoming in Campbell County

5. Requested Amount: \$35,000

6. Authorized Representative: _____
County Commissioner Chair

Date: _____

Phone: _____ E-Mail: _____

PROPOSAL

Local Community Survey – Transpiration and Homelessness

A number of federal studies, as well as state level data, show that the two most common barriers to employment and self-sufficiency for TANF families are transportation and homelessness. The Department of Family Services is interested in learning how local communities assist TANF families in these specific areas and how we might be able to assist in increasing the availability of these services in your area. **As part of this year's application, please answer the following questions.**

1. What programs are available within your community to address transportation and homelessness?

One of the cornerstones of the Climb Wyoming (Climb) program is the emphasis placed on individualized advocacy services provided to candidates as they prepare for full time career training and employment. Climb's philosophy is to problem solve with candidates as challenges arise, rather than providing the service or funding for their needs. This helps the candidate learn about local resources and allows the candidate and Climb staff to learn together about prioritizing and problem solving. Though this process can be time consuming and challenging, taking time to support the candidate helps them learn to navigate resources in the future when they are employed and working to support their family on their own.

Climb works hard to build relationships in the community to identify these important resources while helping candidates brainstorm personal resources (i.e. friends, family, coworkers or fellow Climb group members). Through this strategy, each participant identifies a personal solution that meets their individual need. By funding Climb through Temporary Assistance for Needy Families (TANF) dollars, you are supporting the process of participants navigating these resources on their own and learning how to problem solve long-term as needs ebb and flow throughout their lives.

In Campbell County, staff support participants in brainstorming a plan that works for them (i.e. carpooling) since public transportation is not always an option, Climb also assists participants with transportation by providing attendance incentives that can be used for gas or providing gas reimbursement.

Climb partners with organizations to assist with housing needs such as Council of Community Services, YES House and GARF. Climb also help participants access low-income rentals for income-qualified tenants.

2. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention?

As mentioned above, Climb helps participants navigate transportation, housing and additional resources on an individual basis. It is challenging to find a transportation or housing resources that can solve the challenges of commuting or homelessness systemically. Climb collaborates with community programs that help with these specific needs and services that are critical to our community. We appreciate the awareness and support focused on these resources.

A. Summary of Proposed Program

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

Climb's mission is for low-income single mothers to discover self-sufficiency through career training and job placement. Low-income single mothers are first introduced to the program during the recruitment phase. The recruitment phase is a critical phase that helps candidates prepare for enrollment. Following recruitment, candidates are enrolled in the career training and job placement program, which includes the following key components: 1) life skills and tools to manage life outside work, such as parenting, conflict management and budgeting; 2) mental health services including both individual and group counseling with licensed therapists to

address barriers to work; 3) job training encompassing industry-specific skills, resume building, mock interviews and workplace professionalism; and 4) job placement that is selected based on each participant's unique strengths and interests and includes continued support and performance evaluations with employers. The final phase of the program includes graduate services and ongoing support through monthly networking and support meetings, resume assistance and advice on workplace issues and wage increases. Climb staff provide hundreds of hours of support to single mothers within each phase of the program helping to achieve Climb's 93% graduation rate, a rate that exceeds outcomes from other programs in Wyoming and across the nation.

During the current COVID-19 crisis, Climb staff continue to help vulnerable families. A top priority is to serve as a resource hub for moms and their children during this critical time of need. Climb's model, developed over the past 34 years, intentionally creates structure, support, and skill-building in times of crisis. We're helping families access the tools to calm chaos and chart a path in unfamiliar territory. Staff are meeting with moms in safe, responsible ways to ensure these families are connected to community resources, while continuing to support them with advocacy, mental health needs, job training, and employment support. Understanding the potential longevity of the crisis and the vulnerability of our moms, Climb will continue to prioritize these efforts.

2. Is this program different than previous programs operated with TANF funds in the past?
Yes No If so, how is it different?

Not applicable

3. Area(s) served.

The Gillette Climb Wyoming program serves low-income single mothers from Campbell County.

4. Population served.

Climb works with one of the most vulnerable populations in our state, low-income single mothers. Women ages 18-34 constitute one of the largest demographics of the Wyoming population living in poverty (Data USA, 2018). The average age of Climb participants is 30 and each participant has an average of two children. The women Climb serves are living in crisis: unemployed or working low-wage jobs that don't provide financial stability; dealing with stress that impacts executive functioning; and struggling to cover basic needs like food and housing. Though TANF income eligibility requirements state participants cannot exceed 185% of the Federal Poverty Level, the majority of Climb participants do not come close to that threshold.

Since 2004, the Gillette Climb site has served over 320 impoverished single mothers and 680 of their children. Though TANF income eligibility requirements state participants cannot exceed 185% of the Federal Poverty Level, the majority of Climb participants do not come close to that threshold. Climb's five-year cumulative participant data demonstrates that participants served at the Gillette site live at only 37% of the Federal Poverty Level. This equates to a monthly income of just \$658 for a family size of three (Federal Poverty Level monthly income guidelines effective for 2019). The average wage of a Climb mom in the Gillette area at application is \$591 per month, with 52% being unemployed and 48% working low wage jobs. Climb is helping families at a significantly low level of poverty. At program end, these families are doubling and tripling their income which is life changing for these mothers, their families and the community.

During October 1, 2020 through September 30, 2021, Gillette Climb will serve low-income single mothers as follows:

- Gillette Climb will recruit approximately 100 candidates and work closely with them to increase their stability so that they can successfully complete the career training and job placement phase of the program in the future.
- Gillette Climb will enroll approximately 20 new TANF eligible single mothers and continue services to about 10 mothers already enrolled in the career training and job placement phase program for a total of 30 participants.
- Climb will also continue to work with approximately 35 graduates. This phase occurs after completion of the program. Graduates receive continued support by staff that is often critical to their long-term job

success.

5. Beginning and end date of program.

October 1, 2020 – September 30, 2021

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

Gillette Climb expects to offer three programs, one in the fall, winter and spring, each approximately six months long from recruitment through graduation. The exact start times and dates for these programs are determined based on industry needs and the current coronavirus situation. Program research and planning, a critical phase to determine employer needs and training components, happens throughout the year. Recruitment also occurs throughout the year. Once the training focus is determined, information meetings are held advertising the upcoming training. After program participants are determined, the intensive portion of the training lasts on average for three months depending on the job skills training curriculum and certificate type. Beyond job training, this phase includes life and workplace skills and therapeutic support. During this phase, participants often meet each day from 8am – 5pm. The subsidized job placement lasts approximately six to eight weeks. After this time period, the participant is expected to continue in their career and can access graduate support services. Ongoing support is critical for all graduates through planned events and personal graduate interactions as needed.

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.

Single mothers and their children experience the highest rates of poverty among families in Wyoming. The rate of women in Wyoming living in poverty is higher than both the rate for men and the overall Wyoming poverty rate¹. Over 28% of the population in poverty in Campbell County is families with a female head of household (Campbell County Needs Assessment July 2016). According to the 2019 Wyoming Kids Count Profile conducted by the Annie E. Casey Foundation, 37,000 Wyoming children lived in single-parent families and 18,000 Wyoming children lived in poverty². Poverty that is passed down from one generation to the next creates significant barriers to job success, trapping low-income single mothers and their children in a cycle that Climb participants are ready to break. If one spends their entire childhood in poverty, they are five times less likely to graduate from high school (Children's Defense Fund). Children benefit when parents increase their education and income since they have greater access to academic and extracurricular activities, more stable schedules at home and role models for career success. By providing career training and job placement, a supportive and therapeutic environment, and a comprehensive approach, Climb offers a hand up to low-income single mothers to help break the generational cycle of poverty.

¹<https://www.welfareinfo.org/poverty-rate/wyoming/>. Welfare Info, 2017.

²https://www.aecf.org/m/databook/2019KC_profile_WY.pdf. The Annie E. Casey Foundation, 2019 Wyoming Kids Count Profile.

2. What is the resource gap(s) that is being addressed by your program?

Over the past 34 years, Climb has evolved into one of the nation's most successful models for moving families out of poverty. By working intentionally in groups, Climb allows women to build relationships, learn conflict resolution and self-regulation, accelerate job skills, and find success at work and in life. After just three months, graduates are starting new careers that often double their income and allow them to transition off public assistance and provide financial stability for their children.

Along with increased income and consistent schedules, Climb participants learn about themselves through weekly counseling and parenting classes. They also learn executive functioning and communication skills. Climb has demonstrated that long-term self-sufficiency depends not just on employment but also on the ability to navigate decisions, conflict, challenges and emotions successfully. Life skills training sessions take place weekly to help

participants develop skills to succeed in all areas of their lives. Topics include budgeting, healthy relationships, nutrition, childcare, conflict management and negotiation skills.

Since Climb's focus is on mothers, it is important to offer parenting skills training. The more stable a participant is in her parenting life, the more successful she will be in a long-term job opportunity. When parenting skills improve, absenteeism decreases and work focus grows. During parenting classes, participants experience a shift from thinking something is wrong with their child, to recognizing the impact of their approach, understanding their role, and learning the skills to address challenges and build healthy relationships with their children. These resources help them problem solve and communicate with others in their lives to provide a more stable home and rich school environment for their children to thrive.

Climb expects to meet or exceed the following performance measures annually:

- Recruit candidates and help them navigate barriers to employment through collaboration with community partners that provide resources such as food stamps, childcare assistance, housing and transportation.
 - At least 80% of the participants enrolled in the Climb program during the grant period will successfully complete the program.
 - 75% of graduates will be employed in full-time positions at program end.
 - 90% of the participants who complete the program will earn higher wages than when they entered the program.
 - Graduates will show a decrease in dependence on government benefits including food stamps, childcare assistance, Medicaid and other government benefits.
 - Climb will demonstrate a Return on Investment of at least 1.5 to 1.
 - Each Climb participant will receive both group and individual therapeutic support to gain skills with communication, healthy relationships and maintaining stable work and home environments.
 - Each Climb participant will participate in mock interviewing and workplace communication training to improve knowledge of pre-employment skills.
 - Climb staff will continue to collaborate with other organizations for life skills and workplace skills training and refer participants to external resources as needed.
3. Describe what research based programs and strategies will be utilized to make the program successful.

The key strategies of the Climb program model include the following:

Program Research and Planning: Climb staff identify career opportunities in growing fields with livable wages and engage and conduct surveys of businesses and industry groups. Based on this input, Climb works with a community college or private training entity to develop a curriculum for participants. The Climb research and planning phase is critical to determining career paths where long-term job placements are available and provide self-sufficient wages and opportunities for advancement.

Participant Recruitment: Climb staff recruit and receive referrals for low-income single mothers who are most in need, and ready to transition to a new career opportunity. Program staff coach candidates to overcome obstacles such as low self-esteem, childcare, transportation and housing so they can participate. Each Climb program serves on average 10 low-income single mothers who complete the program as a group and evolve into a peer support network.

Comprehensive Training: Job skills trainings for participants develop the skills necessary to seek, obtain, and maintain stable, long-term careers in high-demand occupations. The comprehensive training phase includes industry specific training, work readiness training, life skills training, parenting skills training, mental health services (including both group and individual counseling provided by a Licensed Mental Health Provider) and participant advocacy services.

Job Placement: Participants transition to the workplace through the Climb job placement where they use skills learned during training in a position that is expected to become a long-term job. Staff members work closely with

employers to ensure that participants are meeting expectations and offer additional support as needed. Depending on the needs of the situation, the job placement may include reimbursed wages to the employer.

Ongoing Support: Climb staff members meet with graduates after they finish the program to support success in the workplace and family stability. Climb staff also connect graduates to existing services and benefits in the community. Due to the comprehensive nature and intensity of the program model, it is important that Climb helps participants to maintain the success they have gained and meet challenges as they arise.

C. Community Partnerships

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

Since collaboration is a cornerstone of the Climb model, community partners play a critical role in program planning and implementation. Climb involves government agencies such as the Department of Family Services (DFS) to identify and address the needs of the working poor and avoid duplication of services in the community. Local businesses and corporations help Climb plan programs by providing information on the local economy and workforce needs and offering job placement experiences and hiring opportunities for Climb graduates at the end of the program. While Climb staff research programs, local businesses and industry groups help craft the training by explaining their hiring needs, potential wages, current demand, career paths, and traits and skills they are looking for in future employees. Climb staff then partner with community colleges, private training entities and future employers to develop the training curriculum that includes the required knowledge and skills for the training. This thorough research and planning with local businessess ensure that employer needs are met, and participants will be placed into long-term job opportunities with a self-sufficient wage and opportunities for career growth.

Once participants are placed, Climb staff continue to work closely with employers 1) to identify the appropriate match between graduate and employee, 2) to serve as a participant advocate with negotiating details of employment such as wages, work conditions and benefits, and 3) to engage in two work experience performance evaluations to model effective and appropriate communication between the supervisor and employee. The performance evaluations confirm expectations are being met and identify ways the participant can improve if needed. As the participant nears the end of the agreement, Climb staff review the performance evaluations and advocate with the participant to transition into a permanent position. Staff takes both the participant and employer needs into consideration to ensure long-term success for all parties.

During the implementation of the program, Climb partners with dozens of individuals, agencies and organizations to help the participants address barriers to success and help families move out of poverty permanently. To provide increased success with recruitment, Climb has established relationships with specific divisions of DFS and community organizations for referrals. Climb partners with community colleges or private trainers to provided technical expertise during the program. Local citizens at each site volunteer as mock interviewers to help simulate the real-world interview experience for participants. Finally, Climb refers participants to outside agencies for additional mental health support or community support as needed.

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
Department of Family Services	Referrals and benefits information to participants
Workforce Services	Referrals and POWER information to participants
Gillette Abuse Refuge Foundation	Referrals and services to participants if needed
Visitation and Advocacy Center	Referrals and services to participants if needed
Campbell County Health	Referrals and participant job placements
Primrose Retirement Community	Participant job placements
Life Connections	Participant job placements
HUB International	Participant job placements
First National Bank	Participant job placements

Gillette College	Training partner
Campbell County Extension Office	Budgeting and nutrition training for participants
Health Services of Campbell County	Provides women's reproductive health information
Legal Aid of Wyoming	Information and consultation with participants
Campbell County Recreation Center	Climbing exercise and tour and information about free punch cards
Advocacy of Visual Arts	Art exercise partnership
Council of Community Services	Services for moms for housing and food
YES House Transitional Living	Housing resource for some participants

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

Climb's program success is built on a partnership between the Climb professional staff and the continued involvement of community members such as government officials, nonprofit organization and agency staff, and business leaders. Climb networks within each community and involves partners in collaborative planning, learning about employment demand and industry needs. Climb staff invites community members and government officials to graduations and other Climb sponsored events. Climb is committed to engaging in conversations about key components of our successful model to support other organizations working to reduce poverty.

Climb recognizes the importance of a diversified funding stream for long-term sustainability and has made significant strides in the private funding arena in the last five years. In order to continue to provide a comprehensive tuition-free program to Wyoming low-income single mothers and their families, Climb relies on critical public funding including the funding received from the Community Partnership Initiative grant. Over the past 34 years, Climb's effective model has worked to move Wyoming families out of poverty and has supported the TANF program's important purposes as described below.

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?

Climb's goals address the following purposes of TANF:

Climb helps end the dependence of needy parents on government benefits by promoting job preparation and work. Data shows that Climb graduates statewide decrease their food stamps usage, childcare assistance, and reliance on public healthcare due to the impact of Climb's career training and job placement program. Data provided by the Wyoming Department of Family Services indicates that Wyoming saves an average of \$871,464 and \$165,204 annually due to Climb participants' decreased food stamps usage and childcare assistance, respectively. Data provided through a partnership with the Wyoming Department of Health shows that as Climb graduates increase their wages and move off public health insurance, there is an estimated savings of \$1,193,544 annually to Wyoming.

Climb will provide assistance to needy families so that children may be cared for in their own homes. Children benefit when parents increase their education and income since they have greater access to academic and extracurricular activities, more stable schedules at home, and role models for career success. Along with increased income and consistent schedules, Climb participants learn about themselves through weekly counseling and parenting classes. They also learn executive functioning and communication skills. These resources help them problem solve and communicate with others in their lives to provide a more stable home and rich school environment for their children to thrive.

Furthermore, the goals of the Climb program align with the primary purposes of the TANF CPI grant as described below:

- Ensure community wide collaboration in planning and implementation efforts;

- Award TANF funding based on data-driven, community based decision making;

Climb strives to provide unique services while not duplicating existing community resources. Building strong relationships with referral agencies and community partners is a priority for site staff throughout the year. Some examples of these agencies and organizations include: DFS, Department of Workforce Services (DWS), County Public Health, Local Mental Health Centers, Emergency Agencies, Domestic Violence Agencies and Shelters, Local Housing Authorities, Community Resource Centers, Treatment Centers and Schools.

In recognition of its strong outcomes and innovative programming using TANF funds, the U.S. Department of Health and Human Services selected Climb for a comprehensive TANF case study along with a select few other employment and training programs in the country serving low-income individuals. This site visit occurred in March 2020. From this study, information regarding successful strategies will be shared with other agencies and policy makers helping groups across the country be more effective at breaking the generational cycle of poverty.

- Implement and evaluate effective, research based programs and strategies;

Climb has the unique flexibility to respond to a sites ever-changing economy and to quickly address critical labor shortages in different industries. Each career training and job placement phase of the program is in a high growth, high demand career which can offer employment opportunities with self-sufficient wages and room for growth. Climb takes pride in its planning phase and realizes workforce research and focus on external factors such as employer demand is a vital component to successful outcomes. From this critical planning phase, Gillette Climb was able to recently offer Commercial Driver’s License, Certified Nursing Assistant, and Professional Office Careers trainings which had high local demand for employees.

- Provide services that will assist families in moving toward self-sufficiency; and

Though TANF income eligibility requirements state participants cannot exceed 185% of the Federal Poverty Level, the majority of Climb participants do not come close to that threshold. The average statewide participant is living at only 30% of the Federal Poverty Level at enrollment, which is equivalent to just \$533 per month for a family of three. Climb’s five-year cumulative outcomes for participants show average monthly wages of \$513 at enrollment; wages that more than triple to \$1,914 three months post program. After just 90 days, Climb graduates are earning self-sufficient wages and benefits that allow them to transition off public assistance and provide financial stability for their children. Total Annual Earnings for 2019 Campbell County graduates increased from \$209,648 to \$523,445, a 150% increase.

- Enhance sustainability of community efforts beyond the funding period.

In over 30 years of experience, Climb has demonstrated that long-term, self-sufficiency depends not just on employment but also on the ability to navigate decisions, conflict, challenges and emotions successfully. Life skills training sessions take place weekly to help participants develop skills to succeed in all areas of their lives. Topics include budgeting, healthy relationships, nutrition, childcare, conflict management and negotiation skills. Since Climb’s focus is on mothers, it is important to offer parenting skills training. The more stable a participant is in her parenting life, the more successful she will be in a long-term job opportunity.

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

<p>Show progress each quarter toward the final goal of 80% of the individuals enrolled in the program successfully completing the program.</p>	<p>80% of participants who enter the program will successfully complete it.</p>	<p>During recruitment, Climb staff help participants address any barriers including childcare and transportation. During the program Climb advocates for participants and provides mental health counseling to overcome barriers for success.</p>	<p>Climb tracks the participants who graduate in our customized participant database that can demonstrate trends over time.</p>
<p>75% of Climb program graduates will be employed after program completion.</p>	<p>75% of these program graduates will be employed after program completion.</p>	<p>Climb programs include pre-employment skills including job searching techniques, resume writing, interviewing techniques, employee/employer relationships, and job retention. Climb staff work with the participants to ensure a successful interview process and support the participant during job placement as she practices new skills.</p>	<p>Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data. From program end to 12 months, Climb collects this data by Climb staff contacting participants via phone, email or text. From 15-24 months, Climb contracts with the Wyoming Survey and Analysis Center (WYSAC) to conduct the follow-ups via phone survey.</p>
<p>Show progress each quarter toward the final goal of individuals who completed the program earning 90% higher wages than when they entered the program.</p>	<p>75% of program graduates will be employed after program completion and will be earning a 90% higher wage than they were before the program.</p>	<p>Comprehensive training develops the participants' strengths and builds upon them through extensive training in high-demand, high-growth occupations that lead to self-sufficient wages. Climb staff follow up with employers to establish performance evaluations and communication for long-term success.</p>	<p>Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data.</p>
<p>Show progress each quarter toward the final goal of 90% of the individuals who complete the program experiencing a decrease in the dependence on food stamps.</p>	<p>Over time, 90% of program graduates will show a decrease in their dependence on food stamps.</p>	<p>To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability.</p>	<p>In order to assess decreasing dependence on government benefits, Climb collects food stamp and childcare data from the Wyoming Department of Family Services.</p>

50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public health insurance.	Of the graduates who enter the program utilizing public health insurance 50% will end their dependence on public health insurance.	To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability.	In order to assess decreasing dependence on government benefits, Climb collects health insurance data from the participants through the surveys.
Increased knowledge and skills regarding healthy relationships, strong and stable environments, communication and health behaviors.	100% of single mother who enter the Climb program will have received life skills training and mental health counseling.	Climb offers life skills classes as parenting, budgeting, nutrition and more. Climb contracts with a licensed Mental Health Provider at each site and each participant receives individual and group counseling.	Climb staff determine the life skills for each program based on the needs of the participant group. All participants must participate in the mandatory individual and group counseling component of the Climb program.

3. Describe your data collection methods to be used.

Climb formally tracks the progress of program participants for two years after completing the program. Climb staff members use a standardized interview to collect outcome data on each client at the following post program intervals: 3-months, 6-months, 9-months and 12-months after program completion. Climb partners with the Wyoming Survey and Analysis Center (WYSAC) to conduct second year follow-ups. WYSAC staff members use the same standardized interview questions to collect outcome data on each participant at the following intervals: 15-months, 18-months, 21-months and 24-months after program completion.

A customized database tracks program records and ensures accurate, ongoing data collection. Climb utilizes participant self-report forms, staff observations, interviews and records to document each participant's progress and program outcomes. A pre- and post-program mental health assessment identifies mental health symptoms and tracks decreases in symptoms post program.

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

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

Program evaluation is a critical component of every Climb program. Always striving to better understand our impact and continually improve our efforts, Climb evaluates the results of the program quantitatively and qualitatively.

Quantitatively, staff track the number of candidates; participants who enroll in and complete the career training and job placement phase of the program; the number who acquire unsubsidized employment after program completion; changes in hourly wage rate; and childcare assistance, food stamps, and health care status before and after the program to evaluate levels of reliance on state assistance. Climb also tracks the Return on Investment for each participant. Climb tracks graduates through follow-ups at 3-month intervals from program completion to 24 months post program.

Statewide quantitative outcomes over the past five years include the following:

Graduation Rate: 93% of participants who started the Climb program successfully graduated.

Employment Rate and Wage: Though only 43% of participants were employed at application, 78% were employed two years after completing the program. The average wage of participants including the 57% that enter the program unemployed is \$513 per month. Reaching an average wage two years post program of \$1,797 demonstrates a 250% wage progression.

Public Benefits: Almost 60% of Climb participants were on food stamps at intake. Two years post program, 87% have shown a decrease in food stamp usage, with 97% of those with a decrease eliminating benefits altogether. The percentage of participants on public health insurance decreased from 44% at intake to 21% two years post program, demonstrating a 52% decrease in utilization.

Return on Investment: The proposed program provides at least a 1.5 to 1 Return on Investment as demonstrated below.

Qualitatively, the program is evaluated by improved participant mental health and family relationships through licensed providers' assessments and mental health data accumulated pre- and post-program. The pre- and post-program mental health assessment identifies mental health symptoms and tracks symptom reduction post program. Climb staff utilize client self-report forms, staff observations, client interviews and client records to document each participant's progress. Climb collects participant feedback and personal experiences through the interviews at the end of the program. From the analyses, Climb staff determine if program approaches are achieving desired objectives. Results are used to make data driven program adjustments as necessary to enhance participant success.

G. TANF Recruitment

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

Staff recruit candidates who are most in need and ready for a life change. During the recruitment phase, staff outline the required knowledge, skills, and abilities, and other training and job requirements for the identified occupation and evaluate each candidate's level of competency in the area. Staff also conduct a thorough assessment to determine additional services available in the community which may include food stamps, childcare and housing assistance, or counseling. Accessing these services and experiencing the stability they can provide a family is critical to successfully completing the program and starting a long-term career. Staff connect candidates to these services and support them along the way. Staff remain in contact with candidates for potential admission into a future program as a participant when they are more stable and ready.

Climb staff accept referrals from local agencies and organizations, post ads in local media, send direct mail, distribute posters and flyers, host an information meeting, and make presentations at community events. Climb extensively uses digital media to target and reach potential participants, including ads via Google, YouTube and Facebook.

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

During October 1, 2020 through September 30, 2021, Gillette Climb will serve low-income single mothers as follows:

- Gillette Climb will recruit approximately 100 candidates and work closely with them to increase their stability so that they can successfully complete the career training and job placement phase of the program in the future.
- Gillette Climb will enroll approximately 20 new TANF eligible single mothers and continue services to about 10 mothers already enrolled in the career training and job placement phase program for a total of 30 participants.
- Climb will also continue to work with approximately 35 graduates. This phase occurs after completion of the program. Graduates receive continued support by staff that is often critical to their long-term job success.

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.

Climb uses a rigorous process to ensure income eligibility for the Climb program. If a potential participant is utilizing food stamps, Climb program staff members verify this information with DFS to confirm TANF eligibility. If the potential participant is not utilizing food stamps, Climb program staff members verify employment and wages by checking pay stubs or verifying income with the applicant's employer to ensure that household income is less than or equal to 185% of the Federal Poverty Level. Other family income documents such as unemployment stubs, tax returns, or income verification from other applicable family members are also collected and included in documentation. Eligibility is documented on a provided TANF Eligibility Intake Form that is maintained in each participant's file and reviewed by a Climb home office employee who is specifically trained in eligibility determination. Any questions about eligibility are directed to the State of Wyoming's DFS TANF Program Manager prior to a participant's acceptance to Climb.

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*)

Other major funding sources (over \$1,000) include:

City of Gillette - \$29,500 (pending)
Campbell County - \$25,000 (pending)
Hughes Foundation - \$25,000 (awarded)
Wyoming Community Foundation - \$15,000 (awarded)
Daniels Fund - \$20,000 (awarded)
Cross Charitable Foundation - \$5,000 (awarded)
Powder River Energy Foundation - \$5,000 (will apply)
State Farm - \$2,500 (awarded)
Wells Fargo - \$2,000 (pending)
First Interstate Bank Gillette - \$2,500 (will apply)
Private Donors - \$20,000 (awarded)

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.

The following calculation is Climb’s projected Return on Investment (ROI) for the proposed program:

- Impact without Program: Climb participants are making an average annual wage of \$7,092 before the program (\$591 per month for 12 months).
- Impact from Program: 90 days post program, graduates are employed making an average annual wage of \$23,400 (\$1,950 per month for 12 months).
- Total increase in wages over first year period = Impact from program \$23,400 - Impact without program \$7,092 = \$16,308.
- Total Cost per Client Served = \$35,000 divided by 130 clients = \$269. Number of clients totals 100 candidates, 20 new participants, and continued services to 10 participants.
- Climb ROI = **60.62 to 1** based on \$16,308 ÷ \$269
- Climb ROI over the lifetime of a participant = **2,243.11 to 1** based on an average age of participant being 28 and working until age 65 (37 years post program) at an increased wage of \$16,308: 37 years x \$16,308 = \$603,396 ÷ \$269

Amount Requested from Proposal:

\$35,000

	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.	22,000	2,500	Program Director (\$60,000 annual salary) is responsible for oversight and/or implementation of all aspects of the Climb program model with a primary focus on program coordination, planning and administration. Assistant Program Director (\$50,000 annual salary) is responsible for assisting the Program Director with implementation of all aspects of the Climb program model with a primary focus on program coordination and planning. Both positions provide direct program services to participants, including recruitment, intensive training, job-placements and counseling. Administrative salaries are to support Climb’s centralized home office administrative staff that support the entire statewide operations to handle such things as budgeting, grant reporting, financial processing, insurance, auditing, and human resources. The amount reflected on this budget represents an allocation of time spent directly supporting the site as well as this grant.
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	500	300	Retirement, health, dental, vision, and life insurance expenses for those employees that participate in Climb's insurance plan. (Program Director, \$7,200; Assistant Program Director, \$5,000)
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	2,200	300	Employer paid payroll taxes are estimated at 10% of the salaries budgeted. (Program Director, \$6,000; Assistant Program Director, \$5,000)

Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Recruiting and Marketing Cannot include promotional items.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Travel Travel necessary to serve participants.	Click here to enter text.	Click here to enter text.	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.	2,700	N/A	Rent and utilities for office space, classrooms, and group/individual mental health treatment space. Also includes phone, fax, internet services, and cleaning of office space.
Participant Tuition and Class Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Class Supplies and Materials	100	N/A	Materials to meet needs of participants during training and group activities.
Participant License and Certification Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Drug and Aptitude Screening Can include other types of assessments.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Work Support Services and Clothing	400	N/A	Items needed to successfully complete training and work experience. Includes steel-toed boots, coveralls, gloves, tools, scrubs, professional attire and more.
Participant Wages	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	1,500	N/A	Incentives earned by participants for completed goals to assist them with living expenses while in training.
Other Student Needs: Mental Health Provider	2,500	N/A	Amounts paid to contracted mental health provider for group and individual counseling services.
Sub-Total	31,900	3,100	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	35,000		
Number of TANF Participants Planning to Serve	130		
Cost Per TANF Participants	269		

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 21 Quarterly Report and Invoice**

County/Tribe: _____
Reporting Period: _____
Date: _____

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.

Quarterly Invoice: County Commissioners

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	Annual Program Budget	Annual Admin Budget
Salaries						
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
TOTAL (Program + Admin)						
Number of TANF Participants Served						
Cost Per TANF Participant						



Program Eligibility
(For Climb staff use)

Documentation of how Income Eligibility was verified:

Eligibility determined through food stamp verification (see page 2 of Climb program application)

Unemployed. Have participant initial here to verify unemployed: _____

FOB Unemployed. Have participant initial here to verify unemployed: _____

Income verified through applicant paystubs (one month's paystubs are attached)

Income verified through other family members paystubs as required for eligibility purposes (one month's paystubs are attached).

Income verified by participant's employer (see income verification form attached).

Income verified in another manner, such as previous year's income tax return (please explain): _____

Employment Information

What is your current employment status?:

Employed Full Time (30+ hours/week) Employed Part Time Unemployed

Do you work more than one job?: Yes No

What is the name of your main employer?: _____

Employer's city and state?: _____

What is your occupation: _____

What is your hourly wage?: \$ _____

How many hours a week do you work?: _____

Approximately when did you start work for this employer?: _____

Educational Information

Are you currently in school?: Yes No

If yes, name of school currently attending: _____ If yes, degree pursuing: _____

Contacts

Enter complete addresses and telephone numbers for TWO individuals who will know a way for us to reach you if we can't reach you directly:

_____	_____	_____
First Name	Last Name	Relationship to you
_____	_____	_____
Street address	City, State, Zip	Primary Phone
_____	_____	_____
First Name	Last Name	Relationship to you
_____	_____	_____
Street address	City, State, Zip	Primary Phone

Other ways to reach you: Please indicate on the lines below secondary phone numbers, e-mail addresses, Facebook or other social media profile information that will help Climb reach you:

Preferred Method of Contact:

Phone Call Text Email Facebook

Certification and Authorization (by signing on the next page)

- **I agree** to submit to monitored drug testing, random and otherwise, throughout this program.
- **I certify**, under penalty of law, that the above information is correct.
- **I understand** that my statements may be verified.



I give my permission for my progress to be monitored as it relates to services or training provided by Climb Wyoming. I authorize Climb Wyoming to release and receive my name, image and information for the purposes of statistics and analysis, reporting, eligibility determination and program publicity.

Applicant's Signature

Date

Applicant's Printed Name

ARTICLES OF INCORPORATION
NONPROFIT CORPORATION

Wyoming Secretary of State
The Capitol Building, Room 110
200 W. 24th Street
Cheyenne, WY 82002-0020

Phone (307) 777-7311/7312
Fax (307) 777-5339
E-mail: corporations@state.wy.us

-
1. Corporate Name: Our Families Our Future
 2. This is a _____ religious public benefit or _____ mutual benefit corporation.
(check appropriate category.) (You may refer to W.S. 17-19-1804 for definitions of these terms)
 3. The street address of the corporation's initial registered office and the name of its initial registered agent at that office: _____
314 East 21st Street

Cheyenne, Wy 82001

Ray Fleming Dinneen, Psy.D.-Executive Director
(The registered agent may be an individual who resides in this state, a domestic corporation or not-for-profit domestic corporation, or a foreign corporation or not-for-profit foreign corporation authorized to transact business in this state whose business office is identical with the registered office.)
 4. The mailing address where correspondence and annual report forms can be sent:
Same as Above

 5. The name and address of each incorporator is: _____
314 East 21st Street

Cheyenne, Wy 82001

Ray Fleming Dinneen, Psy.D.

 6. This corporation will not have _____ members (indicate if it will have or will not have members).

[The term "members" has a specific legal meaning which is that members elect, in a formal meeting, the board of directors. If your corporation has a board of directors which elects itself, then you do not have members. Members are not donors or volunteers.]

7. Provisions regarding the distribution of assets upon dissolution are:
(How will the assets be distributed, if the corporation is dissolved?)

If Our Families Our Future is dissolved, assets will be distributed to another 501(c)3 with a mission
similar to Our Families Our Future.

Date:

3/19/04

Signed:

Ray Fleming Dinneen

Contact Name: Ray Fleming Dinneen, Psy.D.

Daytime Phone Number: 307/778.0094

For name availability purposes, list the type of business the corporation will be conducting:

Our Families Our Future is organized to provide services to families and at-risk youth living in poverty. Our
program provides self-sufficiency and job preparation training and counseling that leads to employment.

Filing Fee: \$25.00

Instructions:

1. Articles of Incorporation must be accompanied by a written consent to appointment executed by the registered agent.
2. Make checks payable to "Secretary of State".
3. An official "Certificate of Incorporation" may be obtained for a \$3.00 fee.

**NONPROFIT CORPORATION
ARTICLES OF AMENDMENT**

Wyoming Secretary of State
The Capitol Building, Room 110
200 W. 24th Street
Cheyenne, WY 82002-0020

**WY Secretary of State
FILED: 09/20/2007
Original ID: 2004-000464087
Amendment ID: 2007-000638166**

1. The name of the corporation is: Our Families Our Future (NAME CHANGE)

2. Article 1 is amended as follows (attach a separate sheet if more room is needed):

Corporate Name: CLIMB

3. The amendment was adopted on August 10, 2007 by the board of directors.

(OR)

The amendment was adopted on _____ by the directors and members.

4. If approval by the members was not required, or if the corporation has no members, make that statement in this section and state that approval was obtained by a sufficient vote of the board of directors or incorporators.

The corporation has no members - approval was obtained by a sufficient vote
of the board of directors.

5. If approval by the members was required complete this section.

(A) The number of memberships outstanding and entitled to vote on the amendment: N/A

(B) The number of votes cast for and against the amendment: N/A



STATE OF WYOMING
Office of the Secretary of State

I, MAX MAXFIELD, Secretary of State of the State of Wyoming, do hereby certify that the filing requirements for the issuance of this certificate have been fulfilled.

CERTIFICATE OF NAME CHANGE

Current Name: **CLIMB**
Old Name: **Our Families Our Future**

I have affixed hereto the Great Seal of the State of Wyoming and duly executed this official certificate at Cheyenne, Wyoming on this **24th** day of **September, 2007**.



Filed Date: 09/20/2007

Max Maxfield
Secretary of State

By: Candice Dillmon

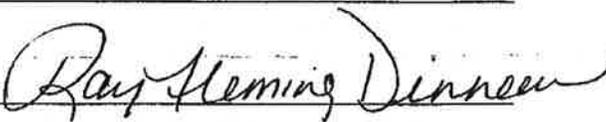
6. If approval of the amendment was required by some person or persons other than the members, the board of directors, or the incorporators, make a statement in this section that approval was obtained.

N/A

Date:

9/18/07

Signed:



Title: Executive Director

(May be executed by the Chairman of the Board, President or another of its officers.)

Filing Fee: \$3.00

STATE OF WYOMING
Office of the Secretary of State

I, EDWARD A. BUCHANAN, SECRETARY OF STATE of the STATE OF WYOMING, do hereby certify that according to the records of this office,

CLIMB
is a
Nonprofit Corporation

formed or qualified under the laws of Wyoming did on March 24, 2004, comply with all applicable requirements of this office. Its period of duration is Perpetual. This entity has been assigned entity identification number 2004-000464087.

This entity is in existence and in good standing in this office and has filed all annual reports and paid all annual license taxes to date, or is not yet required to file such annual reports; and has not filed Articles of Dissolution.

I have affixed hereto the Great Seal of the State of Wyoming and duly generated, executed, authenticated, issued, delivered and communicated this official certificate at Cheyenne, Wyoming on this 19th day of February, 2020 at 10:04 AM. This certificate is assigned ID Number 034883132.



Edward A. Buchanan
Secretary of State

Notice: A certificate issued electronically from the Wyoming Secretary of State's web site is immediately valid and effective. The validity of a certificate may be established by viewing the Certificate Confirmation screen of the Secretary of State's website <http://wyobiz.wy.gov> and following the instructions displayed under Validate Certificate.



Mark Gordon
Governor

State of Wyoming
Department of Workforce Services

Unemployment Tax
P.O. Box 2760
Casper, WY 82602 2760
Phone 307-235-3217
Fax 307-235-3278



Robin Sessions Cooley
Director

CLIMB WYOMING
BOBBI TOWNSEND
1001 W. 31ST ST.
CHEYENNE, WY 82001

UNEMPLOYMENT INSURANCE CERTIFICATE OF GOOD STANDING

CERTIFICATE

NUMBER: 89351
ONLY VALID AS ISSUED TO: CLIMB WYOMING
EFFECTIVE DATE: 2/18/2020
EXPIRATION DATE: 2/18/2021

PROJECT: FBI

A review of the Division files indicates that CLIMB is in compliance with the Wyoming Unemployment Insurance requirements as of the effective date shown above.

This certificate holds you, the recipient, harmless for unpaid Unemployment Insurance debt owed by the certified company during the period set forth above. If you continue to use CLIMB after the expiration date of this certificate, you may be held liable for their unpaid Unemployment Insurance debt pursuant to Wyoming Statute 27-3-502(f).

CLIMB
1001 W 31ST ST
CHEYENNE, WY 82001



Mark Gordon
Governor

**State of Wyoming
Department of Workforce Services**

5221 Yellowstone Rd
Cheyenne, WY 82002
307.777.6763 - Fax:307.777.5298
<http://www.wyomingworkforce.org>



Robin Sessions Cooley
Director

Recipient:

Employer:

CLIMB WYOMING
Attn: BOBBI TOWNSEND
1001 W. 31ST ST.
CHEYENNE, WY 82001

CLIMB
1001 W 31ST ST
CHEYENNE, WY
82001

WORKERS' COMPENSATION CERTIFICATE OF GOOD STANDING

Mail Date: 2/18/2020

EXPIRATION DATE: 2/18/2021

Job Reference: FBI

This is to certify that the above named employer is in compliance with the Wyoming Workers' Compensation Act. The account is in good standing as of the above date.

Wyoming Workers' Compensation monthly/quarterly payroll reports shall be submitted and payments made on or before the last day of the month following the month for which the earnings are computed and paid. Prime contractors may verify good standing of a sub-contractor's business by contacting the Division by telephone, after the initial certificate has been issued.

In private work, a contractor is liable for the payment of Workers' Compensation premiums for the employees of any subcontractor, if the subcontractor primarily liable has not paid the premiums as provided in the Act, pursuant to Wyoming Statute 27-14-206. Contractors should request a Certificate of Good Standing from the subcontractor before making final settlement of the contract.

If you have any further questions or concerns, please contact our office at 307-777-6763.

Sincerely,

Office Support Specialist
Division of Workers' Compensation



Financial Information

What is the total income* for your household for the previous month?: \$ _____

*Total income is considered monthly gross wages, child support, and any other cash benefits received.

Number of adults ages 18 or older in your household: _____

Number of people who contribute to pay the household expenses: _____

Number of people ages 0-17 in your household: _____

Number of children you have: _____

Do you pay child support if your children under age 18 do not live with you?:

- NA Yes No

Are you currently on food stamps*? Yes No

***Food Stamp Verification** (For Climb staff use)
Date verified: _____ Name of DFS/DWS Staff that verified: _____
Climb Staff Name: _____ Signature: _____

Do you currently receive child care assistance through the state? Yes No

If yes, approximate number of hours of child care per week: _____

Do you currently have health insurance for yourself? Yes No

If yes, is this health insurance:

- Public health insurance provided by the state (Medicaid)
- Private health insurance paid by you, family or an employer
- Both

Do you currently have health insurance for your children? Yes No

If yes, is this health insurance:

- Public health insurance provided by the state (Medicaid/Kid Care CHIP)
- Private health insurance paid by you, family or an employer
- Both

Please indicate below other specific assistance programs you are currently utilizing:

- POWER LIEAP WIC Section 8 -voucher amount _____
- Public Housing Low Income/Affordable Housing
- Other, please explain _____

How would you describe your current living situation? (check all that apply)

- Rent Own Living with Relative Living with Non-Relative
- Living in a Shelter Homeless
- Other, please explain _____

Program Eligibility
(For Climb staff use)

Explain how applicant calculated previous month income at left:

Family size as determined for Climb eligibility _____

Explain how you got to this figure and explain anyone living in the house, but not counted.

Document how you determined applicant is a single parent:

- Applicant has custody of her children as indicated at left
- Applicant has a reunification plan in place (obtained documentation of reunification plan from third party)
- Other explanation (i.e. grandmother who has custody of grandchildren). Please explain:

COVER PAGE

1. County/Tribe: Campbell

2. Project/Grant 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: Sherilyn England
Title: Executive Director
Organization: Youth Emergency Services, Inc. (Y.E.S. House)
Address: 905 N. Gurley Ave., Gillette, WY 82716
Phone: 307-686-0669
Email address: sengland@yeshouse.org

4. Program Name: Day Treatment

5. Requested Amount: _____

6. Authorized Representative: _____
County Commissioner Chair

Date: _____

Phone: _____ E-Mail: _____

PROPOSAL

Local Community Survey – Transportation and Homelessness

A number of federal studies, as well as state level data, show that the two most common barriers to employment and self-sufficiency for TANF families are transportation and homelessness. The Department of Family Services is interested in learning how local communities assist TANF families in these specific areas and how we might be able to assist in increasing the availability of these services in your area. As part of this year's application, please answer the following questions.

Commented [GA1]: Add this to the email notice when sending the app

1. What programs are available within your community to address transportation and homelessness?

Access to affordable and reliable transportation is a great need in Gillette. The town of Gillette is spread out over a large area. The new housing units have been built on the edges of town, however, employment and other essential services are located closer to the center of town. For several years, local social service providers have been working on addressing this challenge/barrier for low-income clients. A need assessment was conducted to show the need for a public transportation system in Gillette a couple of years back, however, no private or governmental entity stepped up to contribute financially and oversee the operation. Therefore, transportation continues to be an ongoing problem for the Y.E.S. House low-income clients and for the community overall.

There is no public transportation in Gillette, as mentioned above, except for taxis which are expensive. The Senior Center bus system has expanded their services to more people and purchased more buses, however, the Senior Center charges \$5 per trip. These options of transportation are still expensive for low-income clients.

Throughout the years, Y.E.S. House purchased 14 vehicles to meet the needs of our youth and young adults for transportation. Y.E.S. House staff provides approximately 42 rides per day, or 15,330 rides per year. Transportation is a critical component of the Y.E.S. House's ability to meet the treatment, counseling, educational and safety needs of our children; and ensuring that youth are transported to their court hearings, medical appointments, counseling, life skills groups, to and from work, appointments to explore post-secondary education options, etc. Staff also assists clients with obtaining their learner's permit or driver's license and searching for an affordable vehicle and/or affordable housing.

What Gillette needs is a public transit system. If the Department of Family Services is interested in meeting with the local social services coalition, Juvenile Services Partnership, and discussing how we can partner together in addressing this challenge for low-income families, we will appreciate it!

2. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention?

The Y.E.S. House is a regional hub for services to homeless youth or youth at risk of homelessness ages 14 to 24. The agency specializes and is a leading agent in regional services that focus on youth homelessness prevention and intervention when the situation occurs. The agency services

are founded on three principles: Youth Voice and Choice, Youth Positive Development, and Trauma Informed Care. The agency provides Independent Living and Transitional Living Programs to help youth to reach self-sufficiency and make it to the middle class by the age of 40. Services include on-the-job training opportunities and apprenticeships, helping youth to complete high school, pursue post-secondary education if interested, finding and retaining meaningful employment, and more. The newest endeavor is partnering with a local faith-based community in building and growing social enterprise. Youth chose to pursue an indoor hydroponic system. They are growing lettuce and herbs and selling them to local restaurants. Currently, we have one youth employed, and with expansion (renting a larger space, growing a greater variety of vegetables) more youth will be employed running this enterprise! The latest, greatest endeavor of the Y.E.S. youth has been the establishment of their Youth Action Board that focuses on implementing systematic changes in the K-12 education system and post-secondary education, including housing options and employment opportunities for youth who are at risk of homelessness or have a history of homelessness. Youth, with the support of community members/partners, have been meeting with the local K-12 administration and Gillette College to propose their strategies/approaches to increase the graduation rate for vulnerable youth.

Youth identified several strategies in combating youth homelessness in the northeast region of Wyoming. For example, increase access to Career Technical Education opportunities in the K-12 educational system for non-traditional youth who are not successful in core academic subjects. Another strategy is assisting youth in post-secondary schools with housing expenses during college breaks. This is when a significant number of youth who have no families are faced with homelessness and most likely drop out of college. Establishing Permanent Supportive Housing options to prevent youth homelessness was another essential service youth identified. Youth and the Y.E.S. House would like to invite DFS/TANF to partner with us in enhancing direct services and building infrastructure that prevents youth homelessness.

A. Summary of Proposed Program

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

The Day Treatment program operates from 8am to 7pm Monday through Friday year-round. It is designed with the goal of helping low-income families keep their children at home, remain free of substance use, strengthen family functioning and help families to reach self-sufficiency. The program consists of two major sections: 8am to 3pm children attend the Y.E.S. House on-site 7-12 grade school; and 3pm to 7pm children and their families receive treatment services.

Youth receive individual and group counseling, participate in substance abuse groups and in life skills sessions. Education is provided on anger management, addictions, parent/child relations, peer relations, employment, criminal thinking errors, character development, educational skills and building self-esteem. The family, as a whole, receives family counseling.

A broad range of services are offered to youth and their families in addition to the core treatment services: 1). parent education through the Y.E.S House’s Nurturing Parent classes (a 12-week evidence-based program for parents and youth); 2). Healthy eating and nutrition education through the Y.E.S. House resources and the Campbell County Extension Office; 3). Work readiness training and job-related skills in higher paying occupations and industries through a partnership with the Gillette Workforce Center. 4). Life skills such as general nutrition, budgeting, obtaining employment, pursuing technical or post-secondary education, setting goals, finding enjoyment in life without the use of drugs and alcohol, dealing with adversity, conflict resolution, self-respect, and values. 5). Mentoring services – matching at-risk youth with positive adult role-models. 6). Wyoming Personal Responsibility Education Program – an evidence-based 8-10 session pregnancy prevention program. 7). Linkage of parents to various community resources based on the needs of the families. 8). Artistic and cultural enrichment opportunities are offered through the 5-month Dance Outreach residency that introduces youth to various dance styles: jazz, ballet, tap, ethnic and modern dance. 9). Aftercare is provided for an additional 12 months after the youth’s graduation from the program. These services ensure that the youth and their family continue to maintain a positive and constructive lifestyle. If during the aftercare period youth and their family need additional services, they are either provided by the Y.E.S. House, or the partners of the program.

2. **Is this program different than previous programs operated with TANF funds in the past?**
Yes No **If so, how is it different?**

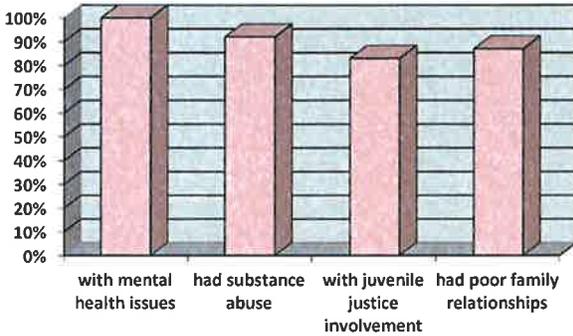
3. **Area(s) served.**

Campbell County

3. **Population served.**

The population that will be served is directly linked to the intent of the TANF program areas. The program will serve at-risk, low-income families with children who are transitioning from out-of-home placement or detention back into families, and those who are at risk of out-of-home placement (court involvement). The children that will receive services will be children whose families are living with incomes that are at or below 185% of the federal poverty level. Some of the children that the program will serve will come from families that deal with generational substance abuse and family dysfunction. The program will focus on low-income families with children and provide comprehensive services that address mental health/substance abuse issues, support, family counseling, parent education classes and pregnancy prevention. In the planning, design and implementation of services the program will focus on, and strengthen the entire family and move them towards self-sufficiency, meeting the goals established by the TANF/CPI program, and this request for proposal.

The chart below explains the profile of 15 TANF eligible families from March 1, 2019 through March 31, 2020.



Eight to ten youth will be served in the program daily, making a total of thirty (30) individual youth, one-hundred and five (105) family members will be served during twelve months.

4. Beginning and end date of program.

October 1, 2020 – September 30, 2021

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

The Day Treatment Program will operate from 8am-7pm, working with families until 8:30pm, Monday through Friday year round at the Y.E.S. House Center. It will consist of two major sections: from 8am to 3pm children will attend the Y.E.S. House on-site 7-12 grade school; and from 3pm to 7pm children will receive treatment/prevention services. The family as a whole will receive family counseling, and life skills training in the afternoon and early evenings. Families attend Nurturing Parent classes every Monday night for twelve weeks from 5:30pm to 8:00pm.

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.

The following data was used to estimate the need for Day Treatment services in Campbell County. Campbell County is a rural ranching community with coal and oil as its primary industries. Controlled substances abuse is pervasive, and includes an acceptance of juvenile usage of alcohol, tobacco and other drugs. For several years Campbell County has been designated as a “High Intensity Drug Trafficking Area”. Due to the make-up of the community, it attracts the transitional population and a devastating number of parents with children that are substance users.

1. Families living in poverty:

- In the 2018-2019 school year, 30% of children were eligible for free and reduced cost lunches at Campbell County School District #1.
- In 2018-2019 there were 369 self-reported homeless children receiving educational services at the Campbell County School District #1.
- 124 homeless youth and young adults sought emergency services at the Y.E.S. House in 2019.
- 15.3% of families in Campbell County live below the poverty level (2018 Annie E. Casey Kids Count reports).

2. Families with at-risk factors

- Wyoming Prevention Needs Assessment Survey's was conducted in 2018 with 6th, 8th, 10th and 12th grade students with the goal of assessing adolescent substance use, anti-social behavior, school safety and the risk and protective factors that predict youth behavior problems. This survey revealed that in Campbell County: 1). *risk factor – poor family management*: 6 graders – 26%; 8 graders – 37%; 10 graders – 28%; and 12 graders – 31%; 2). *risk factor – parents attitude favorable to ASB (anti-social behavior)*: 6 graders – 28%; 8 graders – 44%; 10 graders – 45%; and 12 graders – 33%. *risk factor – parents attitude favorable to Drugs*: 10th graders – 45%; 12 graders – 57%.
- Family structure can also have adverse effects on youth. Families are struggling to stay together. According to the Centers for Disease Control and Prevention, in 2016 the national divorce rate was 3.2 divorces per 1,000 people; in Campbell County that rate was 4.8 according to Wyoming Department of Health.
- Department of Family Services in Campbell County receives between 960 to 1,200 reports on child abuse and/or neglect annually; and there were 120 children in foster care on any given day.

3. Suicide and Children; Youth Risk Behavior Survey 2015

31% of youth felt sad or hopeless
20% seriously considered attempting suicide
18% made a plan about how they would attempt suicide
11% attempted suicide
Wyoming ranked #1 in number of suicides per 100,000 population in 2016 (American Foundation for Suicide Prevention 2016).

2. **What is the resource gap(s) that is being addressed by your program?**

The need for the Day Treatment Program was identified and supported by the Campbell County Juvenile Services Partnership (JSP) Coalition which includes representatives from more than thirty agencies, organizations, businesses and individuals that work with or are committed to children and families. The members of the Coalition identified a gap or lack of adequate services to youth that combines treatment with education while allowing families to stay together and children to remain in the community. JSP also stressed that poor family management skills and parents attitude favorable to anti-social behaviors and drug use need to be addressed as well.

3. Describe what research-based programs and strategies will be utilized to make the program successful.

The Day Treatment program utilizes several research-based practices that are effective when working with high-risk families. First of all, the core of the program is based on active family involvement, their voice and choice, utilizing Positive Practices and on addressing risk factors by building on the positive assets that families possess. It is a family-centered program.

The Day Treatment educational component is geared to meet the individual academic needs of youth through a highly structured, individualized and supportive setting.

The treatment portion of the program utilizes the following evidence-based treatment modalities: cognitive behavioral therapy, motivational interviewing, (<http://www.nrepp.samhsa.gov>, both are rated best practice by the Substance Abuse and Mental Health Services Administration, SAMSHA); components of Family Behavioral Therapy and Functional Family Therapy (<http://www.drugabuse.gov>, rated best practice by the National Institute of Drug Abuse). When substance use is an issue for youth, relapse prevention and a 12-Step Program are utilized (<http://www.drugabuse.gov>, are rated best practice by National Institute of Drug Abuse). Treatment goals are developed on an individualized basis in collaboration with the family. Both the individual and family strengths are utilized to encourage therapeutic change.

Furthermore, an individualized behavioral plan, that outlines goals and issues, is developed for each youth using the Family Group Conferencing model. Youth's involvement in positive recreation, and artistic and cultural experiences serve as an additional strong reinforcement for youth to succeed.

Families' participation in the Nurturing Parent Program. This 12-week evidence-based Nurturing Parenting Program builds protective factors in families and increases the health and well-being of youth and their families. (<http://www.nrepp.samhsa.gov>, rates best practice by the Substance Abuse and Mental Health Services Administration, SAMSHA and <http://www.ojjdp.gov>, by the Office of Juvenile Justice and Delinquency Prevention). The Nurturing Parenting Program continues to make significant impact on families and their functionality.

C. Community Partnerships

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

Campbell County is a team-oriented community. The JSP coalition meets monthly to share concerns, identify the gaps and needs of the community, establish goals, set guidelines, and make decisions. The following need assessment surveys were reviewed to identify the priorities for children and families in Campbell County: the Preventive Needs Assessment (PNA) and Youth Risk Behavior Survey (YRBS) for Campbell County, the Campbell County CARE Board need assessment for low-income families, data provided by the DFS, County Attorney's Office, Diversion and Juvenile Probation Department, Gillette Police Department, Sheriff's Office, Council of Community Services, Healthy Community Needs Assessment, Census data, etc. The members also looked at the Community Human Service Resource Manual that details the services provided by human resource agencies and organizations in Campbell County. Based on the data provided and identified service gaps, the JSP members assessed the needs of the community and

chose the risk factors (poor family management skills, parents attitude favorable to anti-social behaviors and drug use, high alcohol and tobacco use among teens) that the TANF/CPI funds will be used to address.

The JSP members felt that the Y.E.S. House Day Treatment program is made of elements that address these risk factors, and strengthen such protective factors such as bonding among family members, empowering families to become nurturing and a stronger unit, connecting youth to positive role models through mentoring and building healthy values and beliefs. Therefore, the services that Day Treatment provides which combine counseling, mentoring, substance abuse groups, parenting classes while allowing families to stay together and youth to remain in the community were one of the focuses during the community planning process.

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
Diversion and Juvenile Probation Departments	Assist with referrals and participate in the youth's case management
Department of Family Services	Assists with referrals and development of individual treatment plans, the evaluation process, conducts background checks of employees and volunteers
Campbell County Extension Office	Provides instructors to teach nutrition and healthy living classes
Workforce Center	Coordinates internships/apprenticeships for clients to learn job-related skills and provide pre/post-employment training
Gillette Abuse Refuge Foundation (a domestic violence shelter)	Conducts educational presentations to parents and teens at our Nurturing Parent classes

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

The need for the Day Treatment Program was determined by the Campbell County Juvenile Services Partnership Coalition. The community felt it was our major priority to start serving youth that needed treatment and educational services while keeping them in their homes. The Coalition members meet the second Friday of every month and discuss various programs that are implemented in the community, and how they can be sustained. The main factor in the sustainability of the program beyond the TANF funding is the community involvement in serving needy children and families. Additionally, the Y.E.S. House has a long history of collaborating with private, governmental and corporate entities in the community for referral services, support, employment opportunities for our youth, volunteers' involvement, etc. This is another important factor in sustaining the Day Treatment Program. The Y.E.S. House Foundation also started an Endowment Fund with the goal to ensure that the programs at our agency will be sustained as long as there is a need for them.

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?**

It is the goal of the program to assist families in moving towards self-sufficiency by providing youth with treatment and educational services while keeping them in their homes; and by providing families with individual and family counseling, family classes, etc. The whole program is a collaborative community-based and data-driven project to address the pressing needs of children and families in Campbell County.

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
Keep families intact	77% of youth will be safely maintained and cared for in their homes	- Nurturing Parent classes for parents and teens - Substance abuse and mental health groups - Individual and family counseling - Life skills groups	Case notes while clients in the program, and follow up records with families after the discharge
Decrease in teen pregnancies	20% reduction in unplanned pregnancies among clients that took the class	Participation in the Wyoming Personal Responsibility Education Program	Pre and post surveys Case notes while clients in the program, and follow up records with families after the discharge
Improve family management skills and functioning	86% of families improve their family management skills; and learn about healthy relationships, communication and healthy behaviors	Participation in the Nurturing Parent Program	Pre and post Nurturing Quiz
Improve family management skills and functioning	86% of families improve their family management skills; and learn about healthy relationships, communication and healthy behaviors	Participation in the Nurturing Parent Program	Pre and post Nurturing Quiz

3. Describe your data collection methods to be used.

Data will be collected from the Wyoming Personal Responsibility Education surveys, Nurturing Parent quizzes, interviews, clients' satisfaction surveys, case notes, and follow ups will be utilized to assess program's effectiveness. During quarterly meetings, the partners of the program will discuss if the program is meeting its benchmarks, analyze what data is revealing, discuss solutions and make the strategic plan for the next four months.

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

Data from the above instruments, interviews, and documents will be compiled monthly and submitted on a quarterly basis. This is accomplished through a combined, team effort that includes therapists, educational personnel, youth advocates/case managers and evaluator. The Project Evaluator will report on what the analyzed data has revealed. Much of the data is subject to analysis for rate and percentage of change. The evaluation plan will consist of incorporating key methodologies, that of process and outcome evaluations, into the overall plan. The PROCESS evaluation will tell if the program is effective in reducing teen pregnancies, if parents are improving their family management skills; if cooperation with the outside agencies is contributing to the program's effectiveness, etc. The OUTCOMES Evaluation will address whether the program is achieving its intended outcomes. The partners will estimate the direction of the trend, and if the program is achieving its goals.

A post-discharge instrument will also be utilized which follows the family at 3, 6 and 12 months after discharge from the Day Treatment Program. The information on this instrument is acquired by phone or face-to face visits with the youth and/or family. If the family moves out of area, attempts will be made to obtain an address and phone number to follow-up.

G. TANF Recruitment

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

The program does extensive outreach to reach out to the TANF eligible families that need Day Treatment. Staff conduct weekly communications with organizations that work with families; present to counselors at the Campbell County School District and at civic organizations/clubs. Program's representatives serve on local coalitions and boards such as Juvenile Services Partnership, Community Juvenile Services Board, Campbell County Prevention Council, Child Protection Team and CARE board (oversees CSBG funds for low-income families) to communicate to the community about the Y.E.S. House programs, enrollment process and eligibility. The enrollment process is simple and client friendly. The Coordinator for Day Treatment reviews all referrals, assesses eligibility, makes a contact with the family and then refers family to the Y.E.S. House therapy department to do an initial clinical intake/assessment. The Y.E.S. House financial specialist meets with the family to go over the income verification. The family is enrolled in the Day Treatment services between 7 to 14 days.

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

Ten to eight youth will be served in the program daily, making a total of thirty (30) individual youth, one-hundred and five (105) family members will be served during twelve months.

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 youth that will receive services will be youth whose families are living with incomes that are at or below 185% of the federal poverty level. The TANF eligibility intake form will be utilized to determine eligibility. Parents will be asked to bring two of their most current pay stubs and tax returns for the last 2 years to confirm eligibility.

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)**

Day Treatment is supported by the City of Gillette 1% tax, private donations, and private insurance/Medicaid if clients have insurance.

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.**

There are two very clear cost-benefits associated with the Day Treatment program. The first is monetary or dollar savings; and the second is the cost benefit to quality of life for the child, family and community.

The Y.E.S. House anticipates that from October 1, 2020 through September 30, 2021 the Day Treatment program will serve 30 TANF eligible children for a total of 2,800 child service days. The daily cost per day per child for this TANF/CPI grant is \$20.19. It is important to further note that the Day Treatment Program is not focused solely on the child, but focuses on the entire family, making the total number of people served by the program 105, further reducing the cost per day.

The financial benefit to the state of Wyoming as a result of the Day Treatment is impressive. For every 50 Wyoming families that reach self-sufficiency, Wyoming experiences the following cost savings:

Eliminated foster care cost (25 children)	\$330,000
Food stamps savings (27 families)	\$77,150
Medicaid savings (20 families)	\$175,000
Eliminated incarceration cost (9 youth)	\$493,560
<hr/> Annual savings to Wyoming	<hr/> \$1,075,710

The cost benefit as it relates to the quality of life for the youth, family and community is directly related to the youth remaining in their homes and the community. The youth continues to maintain strong bonds with their family and allows them to develop positive support systems that will directly impact their success after they have graduated from the program. Treatment and case management involving the entire family is crucial to the success of the youth. There must be developed a positive, supportive recovery environment for youth to be successful. Furthermore, families frequently have more than one child and the success and knowledge they experience will benefit other family members.

Annual Amount Requested from Proposal:

56,525

	Program Costs	Admin Costs	Summary and Justification for Budget Expense
Salaries <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	37,991	4,040	- Admin: supervision, grant/outcomes management - Program: 32% of wages of 2 FT Case Managers, 20% of salaries of 2 FT therapists
Employer Paid Benefits <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	4,483	-	Benefits are 11.8%.
Employer Payroll Taxes <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	3,799	-	Payroll taxes are 10%
Supplies <u>Admin:</u> Supplies and expenses needed to manage the grant. <u>Program:</u> Supplies needed for instructor use.	3,655	381	- Program: client supplies such as paper, books, art supplies, food - Admin: office supplies
Recruiting and Marketing Cannot include promotional items.	-	-	
Travel Travel necessary to serve participants.	500	-	to transport clients to services they need
Rent and utilities <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.	1,100	576	Program: Utilities for the space used by clients - \$75 per month x 12 months. Admin: utilities for the space used to manage the grant - \$57 per month x 12 months.
Participant Tuition and Class Fees	Click here to enter text.	Click here to enter text.	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	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Drug and Aptitude Screening Can include other types of assessments.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Work Support Services and Clothing	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Wages	Click here to enter text.	Click here to enter text.	Click here to enter text.

Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other Student Needs: Description -	Click here to enter text.	Click here to enter text.	Click here to enter text.
Sub-Total	51,528	4,997	Total Administrative Costs cannot exceed 10% of your total <i>Program Costs</i>
TOTAL BUDGET (Program + Admin)	56,525		
Number of TANF Participants Planning to Serve	30		
Cost Per TANF Participants	\$1,884	or \$20.19 per participant a day	

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 21 Quarterly Report and Invoice**

County/Tribe: _____
Reporting Period: _____
Date: _____

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.

Quarterly Invoice: County Commissioners

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	Annual Program Budget	Annual Admin Budget
Salaries						
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
TOTAL (Program + Admin)						
Number of TANF Participants Served						
Cost Per TANF Participant						

STATE OF WYOMING
Office of the Secretary of State

I, EDWARD A. BUCHANAN, SECRETARY OF STATE of the STATE OF WYOMING, do hereby certify that according to the records of this office,

Youth Emergency Services, Inc.

is a

Nonprofit Corporation

formed or qualified under the laws of Wyoming did on **February 26, 1976**, comply with all applicable requirements of this office. Its period of duration is Perpetual. This entity has been assigned entity identification number **1980-000134523**.

This entity is in existence and in good standing in this office and has filed all annual reports and paid all annual license taxes to date, or is not yet required to file such annual reports; and has not filed Articles of Dissolution.

I have affixed hereto the Great Seal of the State of Wyoming and duly generated, executed, authenticated, issued, delivered and communicated this official certificate at Cheyenne, Wyoming on this 5th day of April, 2020 at 6:35 PM. This certificate is assigned ID Number 035715826.




Secretary of State

Notice: A certificate issued electronically from the Wyoming Secretary of State's web site is immediately valid and effective. The validity of a certificate may be established by viewing the Certificate Confirmation screen of the Secretary of State's website <http://wyobiz.wy.gov> and following the instructions displayed under Validate Certificate.

**STATE OF WYOMING * SECRETARY OF STATE
EDWARD A. BUCHANAN
BUSINESS DIVISION**

Herschler Bldg East, Ste.100 & 101, Cheyenne, WY 82002-0020

Phone 307-777-7311

Website: <http://soswy.state.wy.us> · Email: business@wyo.gov

Filing Information



Please note that this form CANNOT be submitted in place of your Annual Report.

Name **Youth Emergency Services, Inc.**

Filing ID **1980-000134523**

Type Nonprofit Corporation

Status

Active

General Information

Old Name Youth Emergency Services

Sub Status

Current

Fictitious Name

Standing - Tax

Good

Standing - RA

Good

Sub Type Public Benefit

Standing - Other

Good

Formed in Wyoming

Filing Date

02/26/1976 12:00 AM

Term of Duration Perpetual

Delayed Effective Date

Inactive Date

Principal Address

7890 Rimrock Dr
PO Box 3241
Gillette, WY 82718

Mailing Address

PO Box 2151
Gillette, WY 82717

Registered Agent Address

Tom D Roberts
7890 Rimrock Dr
PO Box 3241
Gillette, WY 82718

Parties

Type **Name / Organization / Address**

Notes

Date **Recorded By** **Note**

Filing Information



Please note that this form CANNOT be submitted in place of your Annual Report.

Name	Youth Emergency Services, Inc.			
Filing ID	1980-000134523			
Type	Nonprofit Corporation		Status	Active
00718990	Original	06/15/2006	2006	\$25.00
00744925	Original	12/19/2006	2007	\$25.00
00835293	Original	12/19/2007	2008	\$25.00
Principal Address 1 Changed From: P.O. Box 2151 To: 400 S Douglas Hwy				
Principal Postal Code Changed From: 82717 To: 82716				
00983156	Original	02/24/2009	2009	\$25.00
01107419	Original	01/21/2010	2010	\$25.00
Principal Address 1 Changed From: 400 S Douglas Hwy To: 700 Longmont				
01357671	Original	06/24/2011	2011	\$25.00
01471189	Original	01/20/2012	2012	\$25.00
01768000	Original	01/08/2013	2013	\$25.00
01964178	Original	01/24/2014	2014	\$25.00
02169045	Original	01/27/2015	2015	\$25.00
02391973	Original	01/21/2016	2016	\$25.00
02659602	Original	12/15/2016	2017	\$25.00
03193494	Original	12/21/2017	2018	\$25.00
04053186	Original	12/21/2018	2019	\$25.00
05337513	Original	12/19/2019	2020	\$25.00

Amendment History

ID	Description	Date
2012-001344599	Name Change	06/06/2012
Filing Name Changed From: Youth Emergency Services To: Youth Emergency Services, Inc.		
2011-001225340	RA Name/Address Change	06/24/2011
Registered Agent # Changed From: 0002371 To: 0021175		
Registered Agent First Name Changed From: J To: Tom		
Registered Agent Middle Name Changed From: I To: D		
Registered Agent Last Name Changed From: Mcgrath To: Roberts		
Registered Agent Physical Address 1 Changed From: 1136 E 12th St To: 7890 Rimrock Dr		
Registered Agent Physical Address 2 Changed From: No Value To: PO Box 3241		
Registered Agent Physical Postal Code Changed From: 82716 To: 82718		
Principal Address 1 Changed From: 700 Longmont To: 7890 Rimrock Dr		
Principal Address 2 Changed From: No value To: PO Box 3241		
Principal Postal Code Changed From: 82716 To: 82718		



Mark Gordon
Governor

State of Wyoming
Department of Workforce Services

5221 Yellowstone Rd
Cheyenne, WY 82002
307.777.6763 - Fax:307.777.5298
<http://www.wyomingworkforce.org>



Robin Sessions Cooley, J.D.
Director
Elizabeth Gagen, J.D.
Deputy Director

Recipient:

Employer:

TANF GRANT
Attn: TATYANA WALKER
PO BOX 2151
GILLETTE, WY 82717

YOUTH EMERGENCY SERVICES INC
P O BOX 2151
GILLETTE, WY
82717-2151

WORKERS' COMPENSATION CERTIFICATE OF GOOD STANDING

Mail Date: 4/7/2020

EXPIRATION DATE: 4/7/2021

Job Reference: TANF Grant Request

This is to certify that the above named employer is in compliance with the Wyoming Workers' Compensation Act. The account is in good standing as of the above date.

Wyoming Workers' Compensation monthly/quarterly payroll reports shall be submitted and payments made on or before the last day of the month following the month for which the earnings are computed and paid. Prime contractors may verify good standing of a sub-contractor's business by contacting the Division by telephone, after the initial certificate has been issued.

In private work, a contractor is liable for the payment of Workers' Compensation premiums for the employees of any subcontractor, if the subcontractor primarily liable has not paid the premiums as provided in the Act, pursuant to Wyoming Statute 27-14-206. Contractors should request a Certificate of Good Standing from the subcontractor before making final settlement of the contract.

If you have any further questions or concerns, please contact our office at 307-777-6763.

Sincerely,

Office Support Specialist
Division of Workers' Compensation



THE STATE OF WYOMING

Department of Workforce Services

UNEMPLOYMENT TAX

P.O. BOX 2760, CASPER WY 82602 2760
PHONE – 307-235-3217 FAX – 307-235-3278

TANF GRANT
PO BOX 2151
GILLETTE, WY 82717

UNEMPLOYMENT INSURANCE CERTIFICATE OF GOOD STANDING

CERTIFICATE

NUMBER: 2019138677
ONLY VALID AS ISSUED TO: TANF GRANT
EFFECTIVE DATE: Friday, April 26, 2019
EXPIRATION DATE: Sunday, April 26, 2020

PROJECT:

A review of the Department files indicates that YOUTH EMERGENCY SERVICES INC is in compliance with the Wyoming Unemployment Insurance requirements as of the effective date shown above.

This certificate holds you, the recipient, harmless for unpaid Unemployment Insurance debt owed by the certified company during the period set forth above. If you continue to use YOUTH EMERGENCY SERVICES INC after the expiration date of this certificate, you may be held liable for their unpaid Unemployment Insurance debt pursuant to Wyoming Statute 27-3-502(f).

To request a new certificate, use our website: <https://doe.state.wy.us/cert/default.aspx>

YOUTH EMERGENCY SERVICES INC
PO BOX 2151
GILLETTE, WY 82717

T.A.N.F. Application

QUALIFIES

DOES NOT QUALIFY

For Office Use-

- _____ # Family Income
- _____ # of Family Members
- _____ Income Verification
- _____ Check Stub
- _____ Child Support
- _____ SSI
- _____ Title XIX
- _____ Protective/State Custody Other. .

*****PROOF OF INCOME MUST BE PROVIDED*****

DATE: _____

Name	Date of Birth	Social Security Number

Gross Monthly Income : _____ (Include All Household Member's Income)

Employment \$ _____ Social Security \$ _____ Child Support \$ _____ SSI \$ _____ TANF \$ _____	AFDC \$ _____ Unemployment \$ _____ SSD \$ _____ Worker's Comp. \$ _____ Temp. Labor \$ _____ Other (Explain)- \$ _____
--	--

Client Signature: _____

Phone Number: _____

Mailing Address: _____

Street Address: _____

City/State/Zip: _____

State of Wyoming

Department of Family Services

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

PROPOSALS DUE: April 24, 2020
Proposal Issue Date: March 16, 2020
Proposal Contacts: Georgia Auch
E-mail: georgia.auch1@wyo.gov

Part 1. APPLICATION GUIDANCE DOCUMENT

I. GENERAL

1.1 PURPOSE

The Temporary Assistance for Needy Families Community Partnership (TANF CPI) Grant is patterned after the 21st 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.

Following are the 185% FPL monthly income guidelines effective 4/2020:

Household Size	185% FPL	185% FPL
	Potential TANF eligible Monthly Income	Potential TANF eligible Yearly Income
1	1,967	23,606
2	2,657	31,894
3	3,348	40,182
4	4,039	48,470
5	4,729	56,758
6	5,420	65,046
7	6,111	73,334
8	6,801	81,622

For families/households with more than 8 persons, add \$8,288/ 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 1st through September 30th.

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 24, 2020 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.
Wyoming TANF Program Manager

Technical Assistance:

For technical assistance or questions regarding this proposal, please contact:
Georgia Auch at georgia.auch1@wyo.gov, 307-746-3901

COVER PAGE

1. County/Tribe: Campbell County
2. Project/Grant 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: Bethany Raab

Title: Grants Specialist

Organization: Campbell County Government

Address: 500 S. Gillette Avenue Suite 1100

Phone: (307) 687-6324

Email address: blr01@ccgov.net

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

Name: Mikel Scott

Title: Executive Director

Organization: Council of Community Services

Address: 114 S. 4J Road Gillette, WY 82716

Phone: 307-686-2730

Email address: mikel@ccswy.org

4. Program Name: Permanent Supportive Housing for Chronically Homeless Families

5. Requested Amount: 60,000

6. Authorized Representative: _____
County Commissioner Chair

Date: _____

Phone: _____ E-Mail: _____

PROPOSAL

Local Community Survey – Transpiration and Homelessness

A number of federal studies, as well as state level data, show that the two most common barriers to employment and self-sufficiency for TANF families are transportation and homelessness. The Department of Family Services is interested in learning how local communities assist TANF families in these specific areas and how we might be able to assist in increasing the availability of these services in your area. **As part of this year's application, please answer the following questions.**

Commented [GA1]: Add this to the email notice when sending the app

1. What programs are available within your community to address transportation and homelessness?

The Council of Community Services (CCS) operates four housing units that all focus on housing chronically homeless individuals. We operate a Homeless Shelter, Permanent Supportive Housing for Chronically Homeless Families, Permanent Supportive Housing for Chronically Homeless Adults, and a Group Home for the Severely and Persistently Mentally Ill. Each one of these housing units has a vehicle available to them for staff to drive them to appointments, job interviews, and to do errands. CCS also operates Homeless Prevention, Street Outreach, and Rapid Rehousing Programs to prevent homelessness before it begins, find those who are living on the street, and quickly rehouse those who have become homeless.

We also refer individuals to the Senior Center Bus Program when they are not living in our housing units. The bus is available to seniors and non-seniors.

2. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention?

Having enough funding to employ additional case managers who have the time to assist to schedule appointments and drive any client who does not live in our housing units but utilizes our other programs would help to prevent homelessness and poverty.

A. Summary of Proposed Program

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

The Council of Community Services is applying for funding for our Permanent Supportive Housing for Homeless Families (Keeping Families Together Program). Our program operates under the tenants of Low-Barrier Housing and the Keeping Families Together format. The services provided under our Supportive Housing program are designed to help parents struggling with overwhelming poverty and complex physical or mental health issues. The program works with the parents through the interventions of both our Council of Community Services Housing Case Manager, and the designated DFS case manager who work together providing constant support and stable and reliable housing. By partnering with DFS, we can provide wrap-around supportive services to six (6) families in our apartments. The goal of the program is to build the parents capacity to parent through aligned case management, a variety of classes such as parenting, health, budgeting, and even gardening, as well as assistance through the Council's other poverty alleviating programs.

The Keeping Families Together model focuses on the idea of creating a stronger environment for the entire family-not just the child or just the parents. Using this model, the families become the focal point for holistic intervention and support, preventing crisis situations and the removal of children to foster care. This form of supportive housing for vulnerable families can break the intergenerational cycle of poverty, homelessness, and abuse by providing families with services they need to stay together. It creates a better environment for the children and parents and protects children who are otherwise at high risk for abuse and neglect. Without the supportive services provided by the Council, these families may not succeed in other forms of affordable housing. By partnering child welfare services and homeless assistance programs, together we can address the

complex needs of high needs families rather than each agency focusing on individual parts and pieces of the problem.

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

Yes No If so, how is it different?

CCS has not applied for TANF funding in the past. Our program is different than any other program in our community and is one of only a few in the Nation. It is the only housing program in our community that houses families together and focuses on the success of the family as a whole. The Keeping Families Together initiative is the first federal investment specifically focused on creating supportive housing to reduce child welfare system involvement through the investment made by the US Department of Health and Human Services Administration for Children Youth and Families (ACYF) for a five-year evaluation in five sites based on the success of the CSH Keeping Families Together pilot programs. The Council believes that this program will prevent foster care placement for those families who are homeless or unstably housed and is a high need in our community. Data on Supportive Housing for Families Working with Department of Family Services shows that it not only increases families housing stability, but it has also been shown to improve outcomes across multiple domains such as education, employment and health care access. These are all improvements in domains that will help to prevent future poverty situations for these families and children.

3. Area(s) served.

Campbell County

4. Population served.

This program serves chronically homeless, low income families with open cases with DFS. Families are first identified for our program through their DFS case manager. The DFS case manager uses a set of criteria provided by the Council which prioritizes chronically homeless families and meets the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless. Families must also meet all four (4) criteria categories and at least one criteria in each subcategory. The four (4) categories include: (1) Family has long term or repeat pattern of homelessness or housing instability (2) Family has an open case with Child Protective Services (3) Primary caregiver has persistent challenges and little support (4) Other risk factors that might put families within a higher risk factor for Child Protective Services. These risk factors include subcategories such as domestic violence, age of youngest child is under two, primary caregiver has a criminal arrest history within the past five years, household has been involved with child protective services in the past, and primary caregiver has a history of abuse or neglect as a child or spent time in the foster care system as a child.

Since supportive housing is an intensive intervention and a scarce resource, only the highest need households, those facing complex challenges and for whom housing is a factor in the imminent placement of children in out of home care, should receive services. The criteria and subcategories were meticulously chosen through the guidance of the Corporation for Supported Housing and have been used successfully by Keeping Families Together initiatives through the country. It was also designed for targeting criteria within a federal framework to ensure that supportive housing served households for whom the program would likely have the biggest effect. The key eligibility criteria for households include, child welfare involved households. Households that are most likely to experience negative child welfare outcomes (e.g. out of home placement, long-term open cases, reentry to the child welfare system in the form of re-reports of abuse or neglect, and repeat open cases), households with high service needs (households with multiple needs, such as mental or physical health problems, substance use, or disabled children), and households with severe housing issues (households who are homeless or unstably housed).

5. Beginning and end date of program.

This program will run continuously. CCS operates on a calendar year budget.

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

This program focuses on stable housing, it will run continuously. Families will be able to stay in the program as long as they need to feel stable enough to be successful. Typically, this is shortly after they have had success in closing their DFS case and have utilized CCS's case manager to help them find stable housing within their budget.

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.

In initial discussion with our local DFS office, they had a 50-family waitlist that would qualify for these apartments. We have also seen an increase in the past year at our Homeless Shelter for families. In 2019 our Shelter housed 15 families, with more families approaching the Shelter but leaving due to not having designated family rooms. Although that is a need CCS is planning to address in the next year. According to data provided by Wyoming Foster Care, 1,239 children were in the foster care system in Wyoming in 2012 (most current data on Wyoming Department of Family Services). 642 of those were placed into foster homes with the average length of stay being 334.60 days. 72% of the young people leaving the system in 2012 were reunified with their birth parent(s) after their foster care stay. The Council's goal through our program, is to reduce the number of children going into foster care, as well as, reduce the number of children entering and leaving the foster care system multiple times. Not only does this help the parents and children, it reduces the high cost associated with the foster care system. In Wyoming, as of 2012, the rates for foster care ranged from \$835.00 to \$850.00 a month per child.

2. What is the resource gap(s) that is being addressed by your program?

Working in extremely close partnership with the case managers and administration at our local Department of Family Services, we will work to address family homelessness and instability. This is the only supportive housing program for families in Campbell County. By immediately securing housing and then providing supportive services such as access to education, medical and dental assistance, assistance with legal fees, and basic life skills, we are helping families stay together and providing a pathway to stability.

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

CCS is following the Keeping Families Together Program format that has been used successfully across the country and has shown success in our community since 2017. Keeping families together leads to less trauma for the children and parents. Children that are removed from their families and enter into the foster care system have higher risk for impaired neurodevelopment, psychiatric problems, abuse, poverty, homelessness, incarceration, suicide and early death. CCS is seeking to continue to improve the lives of families in Campbell County by creating a stronger environment for the entire family-not just the child. Families become the focal point for holistic intervention and support, and crises leading to removal of children could be averted.

The Metis Associates evaluation of the pilot program of Keeping Families Together found that family placement into the program, had a high rate of family reunification. All six children who were placed in foster care at the time of the family move-in and had the goal of reunification, ended up reunited with their families. These six children had spent a total of 3,239 days in foster care in the two years prior to the program and following the placement in Keeping Families Together, the children consumed only 744 days of foster care.

The study also concluded that the program reduced the families use of homeless shelters. In the two years prior to joining the program, the families consumed a total of 14,323 days of single family shelter and 618 days in single and adult shelter. In the two years following, the shelter use declined to 620 days in family shelters.

By providing a permanent supportive housing, the Council seeks to reduce the rate of costs accrued to the community. By providing stable housing alongside intense case management, the program reduces the need for high cost foster care, as well as calls to law enforcement and homeless shelter costs. Staff also helps

residents manage chronic health issues by offering support, coordinating appointment, referrals, and more to help the chronically high need and DFS involved families lead healthy, independent lives. CCS is also using HMIS to measure performance based on accurate data in order to determine efficiency and ensure CCS is in line with HUD's policy priorities. HMIS will also assist our case managers in understanding how families are doing in meeting their goals.

C. Community Partnerships

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

CCS worked closely with the Department of Family Services, The Corporation for Supportive Housing, and Housing and Urban Development to implement the program in 2017. We continue to work closely with DFS to provide support services to our families that support DFS's case management and family goals. The program also supports HUD's goals of reducing family homelessness and generational poverty. All of our families receive referrals to any programs in Campbell County that would help them become more self-sufficient or will benefit the children in the home. Our Case Managers work with the families to sign up for any programs, assist in finding affordable housing, and navigate complicated government systems. Every week, our Case Manager completes an apartment inspection to ensure families are able to keep up with basic hygiene and life skills (laundry, children's homework, dishes, etc) since that can be one barrier to family reunification or a catalyst to family separation. When families are overwhelmed by these tasks, our Case Manger assists them in finding ways to complete them together as a family. CCS stays in communication with the DFS case manager to ensure that parents and children are safe and complying with all DFS requirements.

Families are first identified for our program through their DFS case manager. The DFS case manager uses a set of criteria provided by the Council which prioritizes chronically homeless families and meet the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless. Families must also meet all four (4) criteria categories and at least one criteria in each subcategory. The four (4) categories include: (1) Family has long term or repeat pattern of homelessness or housing instability (2) Family has an open case with Child Protective Services (3) Primary caregiver has persistent challenges and little support (4) Other risk factors that might put families within a higher risk factor for Child Protective Services. These risk factors include subcategories such as domestic violence, age of youngest child is under two, primary caregiver has a criminal arrest history within the past five years, household has been involved with child protective services in the past, and primary caregiver has a history of abuse or neglect as a child or spent time in the foster care system as a child.

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
Department of Family Services	Referrals, Case Management
Campbell County School District/McKinney Vento	Funding for supplies
Wyoming Continuum of Care	Resources and program support
Corporation for Supportive Housing	Program support and oversight
Housing and Urban Development	Program Funding
Early Head Start	Support for Families

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

The Council of Community Services has been in operation for over 50 years. Our apartments for families have been operating under different family programs since 1999. HUD has allocated funding through the CoC to support some of the operations of the program, as well as using some of that funding to assist in supporting the clients directly with medical, legal, and other supportive costs to help them achieve stability. As a private nonprofit, CCS also uses monetary and in-kind donations to support families whenever possible. In the last several

years, CCS has worked diligently to advertise the programs available to the community and has been able to expand our donor base.

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?

The goals for our Permanent Supportive Housing for Chronically Homeless Families is to stabilize families who are either at risk of family separation or are working toward family reunification.

Stabilization of a family would mean that they are reunified and DFS has deemed their case closed. It would also mean that they have shown progress toward other goals such as increased income, ability to create and maintain a budget, ability to maintain a safe home environment, and the ability to communicate effectively with their partner and children. All of these goals are easier to achieve with supportive housing. The reduced rent payments of the supportive apartments, require income but allow for flexibility to continue education or seek higher paying employment. The supportive services provided by CCS help the families navigate through the barriers that have been holding them back from success.

Preventing families from separation or reunifying families quickly, lessens the trauma that occurs to both the parents and children. The trauma caused by separation has been shown to lead to negative outcomes for the children resulting in behavior problems, learning difficulties, and poor mental health. Our partnership with DFS removes the high barrier of housing immediately, and allows for quicker unification of parents with children. By working together and bringing in other partners such as Head Start/Early Head Start, Campbell County School District, Boys and Girls Club, and many other local agencies, we are able to successfully provide the support our families need to be self-sufficient. We are providing assistance to the most difficult DFS families who are using the most resources in Campbell County. Since May 2017, we have housed 15 such families (19 adults and 46 children). Our partnership with DFS has seen 7 families successfully move into permanent housing, while 5 families are still currently housed in the program.

Our goal is to assist DFS Case Managers in addressing family's barriers to success. We meet weekly with each family in order to address ongoing problems such as trouble with basic living skills, such as keeping a clean and hygienic home for the family. They work with families on how to make chore charts, what a clean home should look like, and how parents need to model behavior for their children. CCS Case Managers work with families on communication skills and conflict resolution. We provide life skills classes, budget classes, and even family gardening days and healthy cooking days. Our goal is to enable the parents to feel stable and empowered by supporting them and increasing their skill set for future self-sufficiency. Because most of the families entering the program are the families with the highest need, they often lack knowledge of basic skills, healthy coping strategies, and appropriate communication. Our program helps them learn these, gains them access to resources, while providing them extremely low-income housing and support. The program provides the families with the tools they need for success.

Each family is different that enters our program and our case managers adjust to help them set and reach their goals. Some families are quickly reunited and graduate from the program and others take longer to reach stability. For example, Laura entered our program and quickly gained employment and had regular visits with her son. But, because she had let her abuser come around, she was not able to fully reunite with her son. After weekly case management meetings and having the Council's housing and support programs, she felt able to completely separate herself from her abuser and no longer rely on him financially. Within 6 months of living in our supportive apartments, she was able to fully reunite with her son and her case was closed at DFS. By having a stable and safe place to live, she was able to break free from abuse, increase her wages, and be united with her son. After her case was closed, Laura decided to stay in our apartments. Once she gained enough confidence and savings, she was able to successfully move out on her own into stable permanent housing.

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
Children exit foster care and unified with parents	Clients will be reunified with children in their home.	Weekly case management meetings and apartment walk-throughs to meet DFS case goals.	Notes entered into HMIS to track goal progress.
Family exits program into stable housing	Clients will be reunified or stabilized and move into stable housing.	Clients meet with case manager weekly to evaluate goal progress and work toward stability.	Will be entered into HMIS to show clients have successfully graduated from program and into stable housing.
Parents gain knowledge of basic life skills	Clients show progress on weekly apartment walk-throughs.	Clients will take life skills classes, participate in weekly case management.	Will be entered into HMIS data tracking system to evaluate progress and track successes.

3. Describe your data collection methods to be used.

The Council will be able to track this data using HMIS and the Coordinated Entry system. HMIS will track the family length of homelessness, how many times they were homeless, and when they entered permanent housing. This information will help the Council in establishing system-level performance measures which can be reported to our State CoC. The council will also work with families who are unstable in their housing and are at risk of becoming homeless, thus reducing the number of families that enter homelessness. This data will also be tracked through the HMIS system. Families who apply for the program will work with the Case Manager to fill out a VI-SPDAT in HMIS and be entered into the Coordinated Entry system, regardless of whether or not they qualify or enter the program. Any data collected will ensure that the Council can continuously evaluate the programs performance over time and be able to make changes during evaluation that may prove more successful.

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

Once families are placed in our Permanent Housing program, they will receive intense case management, with the goal of increasing stability, as well as income through services such as Skills Training, access to continuing education, Social Security and Social Security Disability when possible, meeting TANF's performance goal to, "create effective pathways to economic opportunity, including access to mainstream education and training and individualized services for those with barriers to employment". Services will help to ensure that those families who enter our Permanent Housing do not return back to homelessness. The Council will be able to track client's rates of return to homelessness or success in stable housing through HMIS and Coordinated Entry. These rates will help the Council determine the success of the program and meet the goals of "alleviate poverty and prevent hardship among children and families, and programs or services to keep children in their homes or in the homes of relatives". The Council's Section 8 Voucher assistance will help the families exit Permanent Housing when they are ready and enter into low-income rental units. This will help families stay in stable housing and decrease their chance of going back into homelessness.

G. TANF Recruitment

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

Families who meet the chronic homeless definition and also meet at least one criterion in each sub- category could be eligible to go to the top of the priority list. Those families that are identified by DFS, are advised to make contact with the Housing Case Manager at the Council. Those families work with the Housing Case Manager to fill out a VI-SPDAT assessment. The assessment will help to prioritize the neediest families based on a scoring system. Each family is then also entered into the Coordinated Entry system, regardless of whether they make it into our Supportive Housing Program. Families are then put on a waitlist for an apartment unit, with the highest need families receiving priority.

Once families are in the program, they are referred by their Council case manager to the Council's other programs such as our Food Pantry, Soup Kitchen, Medical and Dental Emergency Funding, and when families are stable and ready to move out, they are assisted with Section 8 applications. When families leave our program, priority will be given to chronically homeless families for permanent housing. Should there be no chronically homeless families within our area, the available permanent housing will go to the family with the highest priority using the VI-SPDAT assessment and the Coordinated Entry system. Families will also receive services through our Seconds on the Avenue Thrift Store which will provide the family with vouchers for free clothing, furniture, school supplies for children, and necessary household items such as cookware, kitchen tables, and cooking appliances. These items will assist the families in setting up their stable household.

An example of a family who has already moved in to our program and has started services are the *Smith' s. They are a couple with three children, one is a newborn. The father has been diagnosed with a learning disability, as well as the oldest of the children. The Smith family has had over five separate reports of child neglect within the last five years. This resulted in two episodes of 'out of home placement' for two of the children. They were at high risk of losing their other children if they were unable to find stable housing.

The Council partnered with DFS and using the Coordinated Entry System, the Council was able to place them into Permanent Supportive Housing for Homeless Families. The Smith's had not had permanent housing for over a year and half and had been bouncing between living with different friends. This resulted in an extremely unstable environment for the parents and children. The environment was filled with drug addiction and overcrowding. The Smith's moved into our housing this Summer. When they first arrived into our housing unit, they had no housekeeping skills, resulting in unsanitary conditions for themselves and their children. They did not have the basic living skills needed to thrive, such as understanding basic human hygiene or health. Our case manager has worked closely with the family to educate them in these skills and checks on them weekly to ensure the parents and children are following the new program.

Our case manager discovered that the family did not understand eating off the floor and sharing the

same plate with the family dog was not healthy or safe. She worked with our Thrift Store manager to find a family table and then taught them how to eat at the table, together. The parents also didn't comprehend the importance of chores such as laundry so that the children were not wearing dirty clothes. Our case manager has worked closely with them to make chore and tasks lists and educate them on why this is important and how keeping up with tasks makes them a lot easier.

Future plans for the Smiths are to bring in specific educators and teachers, to teach the family budgeting, basic life skills, Cent\$ible Nutrition, and parenting and communication classes. Our case manager is also working to get them signed on for Social Security benefits. Once this is accomplished, it will increase their income from the paper route they currently work. Our case manager will continue working closely with DFS, as well as the children's special education teachers when they start back to school. Working with this family will decrease the cost on the state and community and increase the stability and happiness of the parents and children. The Council plans on working with many more families like this through the program to decrease public costs and increase the number of successfully housed families in Campbell County.

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

We are able to house 6 families at a time with a maximum of 43 people.

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.

CCS Case Manager will use client's previous monthly income to determine their income eligibility for TANF services. Client's will need to meet 185% Family Poverty Level. For households with more than 8 persons, \$8,288/year will be added for each additional person.

DFS case manager also uses a set of criteria provided by the Council which prioritizes chronically homeless families and meets the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless.

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*)

We receive HUD funding from the Continuum of Care grant. We receive about 30,000 in operating money and 20,000 in direct client assistance. The Council also uses fundraising income to help support the program and will continue to utilize this funding stream for all programs.

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.

The program is not only designed to assist high need families and keep children out of foster care, it also reduces the costs in public service use. Because our program is so new, we do not have local data on success rates, but according to a Metis Associates evaluation of the Keeping Families Together program, the cost of this supportive housing intervention does reduce public service use by the families. The analysis examined the costs associated with the families use of foster care services and homeless shelter in the two years prior to and two years following family placement into Keeping Families Together. The changes in public costs associated with the reduced use of these two service systems were then compared with the cost of supportive housing.

The cost offset analysis found that families placed into the program, reduced their actual and potential use of foster care services by a total of 5,415 days over two years, and their shelter use by 13,703 days over two years. The analysis shows that this reduction in foster care and shelter days, represented a total offset in costs of \$1,866,592 over two years (\$64,365 per family). In this analysis, Metis Associates is assuming a two-year per unit cost of supportive housing of \$66,552. Under this assumption, foster care and shelter reductions alone offset 97% of the cost of supportive housing.

According to data provided by Wyoming Foster Care, 1,239 children were in the foster care system in Wyoming in 2011. 642 of those were placed into foster homes with the average length of stay being 334.60 days. 72% of the young people leaving the system in 2011 were reunified with their birth parent(s) after their foster care stay. The Council's goal through our program, is to reduce the number of children going into foster care, as well as, reduce the number of children entering and leaving the foster care system multiple times. Not only does this help the parents and children, it reduces the high cost associated with the foster care system. In Wyoming, as of 2010, the rates for foster care ranged from \$645.00 to \$732.00 a month per child. Specialized care rates were \$650.00 to a maximum of \$800.00 per month per child.

The Metis Associates evaluation of the pilot program also found that family placement into the Keeping Families Together program, had a high rate of family reunification. All six children who were placed in foster care at the time of the family move-in and had the goal of reunification, ended up reunited with their families. These six children had spent a total of 3,239 days in foster care in the two years prior to the program and following the placement in Keeping Families Together, the children consumed only 744 days of foster care.

The study also concluded that the program reduced the families use of homeless shelters. In the two years prior to joining the program, the families consumed a total of 14,323 days of single-family shelter and 618 days in single and adult shelter. In the two years following, the shelter use declined to 620 days in family shelters.

By providing a permanent supportive housing, the Council seeks to reduce the rate of costs accrued to the community. By providing stable housing alongside intense case management, the program reduces the need for high cost foster care, as well as calls to law enforcement and homeless shelter costs. Staff also helps residents manage chronic health issues by offering support, coordinating appointment, referrals, and more to help the chronically high need and DFS involved families lead healthy, independent lives. CCS is also using HMIS to measure performance based on accurate data in order to determine efficiency and ensure CCS is in line with HUD's policy priorities. HMIS will also assist our case managers in understanding how families are doing in meeting their goals.

Annual Amount Requested from Proposer

2020

	Program Costs	Admin Costs	Summary and Justification for Budget Expense
<p>Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.</p>	19,000	1,000	We have staff who monitor the building and are available to residents 24 hours a day. The families also have a Case Manager who works 8am-5pm in the office.
<p>Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.</p>	4,250	750	Paid benefits include sick leave, vacation leave, and a portion of health insurance costs.
<p>Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.</p>	1,500	250	Click here to enter text.
<p>Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.</p>	250	Click here to enter text.	Supplies are typically ink, paper, binders, and folders.
<p>Recruiting and Marketing Cannot include promotional items.</p>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<p>Travel Travel necessary to serve participants.</p>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<p>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.</p>	13,000	Click here to enter text.	Rent is paid to HOME at a low rate to repay the mortgage. Utilities include internet, electric, gas, sewer, alarm, telephone, maintenance, and garbage
<p>Participant Tuition and Class Fees</p>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<p>Participant Class Supplies and Materials</p>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<p>Participant License and Certification Fees</p>	Click here to enter text.	Click here to enter text.	Click here to enter text.

Participant Drug and Aptitude Screening can include other types of assessments.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Work Support Services and Clothing	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Wages	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other Participant Needs: Description – Medical/Daycare	Click here to enter text.	Click here to enter text.	This are direct client services that we pay for which include medical costs, day care or even legal fees.
Sub-Total	Click here to enter text.	Click here to enter text.	Total Administrative Costs cannot exceed 10% of your total <i>Program</i> Costs
TOTAL BUDGET (Program + Admin)	40,000		
Number of TANF Participants Planning to Serve	35		
Cost Per TANF Participants	1,714		

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 21 Quarterly Report and Invoice**

County/Tribe: — _____

Reporting Period: — _____

Date: — _____

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.

Quarterly Invoice: County Commissioners

Submit To:
Georgia Auch

Expenditures for the Month and Year of: _____

	Program Costs	Admin Costs	YTD Program	YTD Admin	Annual Program Budget	Annual Admin Budget
Salaries						
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
TOTAL (Program + Admin)						
Number of TANF Participants Served						
Cost Per TANF Participant						

georgia.auch1@wyo.gov

Submitted on: _____



Mark Gordon
Governor

State of Wyoming
Department of Workforce Services

Unemployment Tax
P.O. Box 2760
Casper, WY 82602 2760
Phone 307-235-3217
Fax 307-235-3278



Robin Sessions Cooley, J.D.
Director
Elizabeth Gagen, J.D.
Deputy Director

COUNCIL OF COMMUNITY SERVICES
MIKEL SCOTT
114 S. 4-J ROAD
GILLETTE, WY 82716

UNEMPLOYMENT INSURANCE CERTIFICATE OF GOOD STANDING

CERTIFICATE

NUMBER: 93337
ONLY VALID AS ISSUED TO: COUNCIL OF COMMUNITY SERVICES
EFFECTIVE DATE: 4/14/2020
EXPIRATION DATE: 4/14/2021

PROJECT:

A review of the Division files indicates that COUNCIL OF COMMUNITY SERVICES is in compliance with the Wyoming Unemployment Insurance requirements as of the effective date shown above.

This certificate holds you, the recipient, harmless for unpaid Unemployment Insurance debt owed by the certified company during the period set forth above. If you continue to use COUNCIL OF COMMUNITY SERVICES after the expiration date of this certificate, you may be held liable for their unpaid Unemployment Insurance debt pursuant to Wyoming Statute 27-3-502(f).

COUNCIL OF COMMUNITY SERVICES
114 S 4J RD
GILLETTE, WY 82716-3621

**Way Station II
2020 Budget**

Income	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	total
NOFA 19/20													
1400 - FEDERAL/STATE CONTRACTS	4,652	4,652	4,652	4,652	4,652	4,652	4,652	4,652	4,652	4,652	4,652	4,652	55,819
1800 - PROPERTY RENT	1,820	1,820	1,820	1,820	1,820	1,820	1,820	1,820	1,820	1,820	1,820	1,820	21,840
Total Income	6,472	6,472	6,472	6,472	6,472	6,472	6,472	6,472	6,472	6,472	6,472	6,472	77,659
Expense													
2100 - SALARIES	5,003	5,003	5,003	5,003	5,003	5,003	5,003	5,003	5,003	5,003	5,003	5,003	60,036
2200 - EMPLOYEE BENEFITS/PAYROLL TAXES	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	13,800
2220 - EMPLOYMENT REQUIREMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0
2400 - OFFICE SUPPLIES	40	40	40	40	40	40	40	40	40	40	40	40	480
2500 - COMMUNICATIONS	450	450	450	450	450	450	450	450	450	450	450	450	5,400
2700 - UTILITIES/MAINTENANCE	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400
2800 - INSURANCE	230	230	230	230	230	230	230	230	230	230	230	230	2,760
3200 - TRAVEL	5	5	5	5	5	5	5	5	5	5	5	5	60
3500 - PROFESSIONAL FEES	500	500	500	500	500	80	80	80	80	80	80	80	3,060
3600 - DEBT SERVICE (whole loan payments)	224	224	224	224	224	224	224	224	224	224	224	224	2,694
Total Expense	8,802	8,802	8,802	8,802	8,802	8,382	8,382	8,382	8,382	8,382	8,382	8,382	102,690
Net Cash Income (Loss)	(2,331)	(2,331)	(2,331)	(2,331)	(2,331)	(1,911)	(25,031)						
9010 - Depreciation (allowance for replacements)	1,276	1,276	1,276	1,276	1,276	1,276	1,276	1,276	1,276	1,276	1,276	1,276	15,317
Net Income (Loss) with allowance for depreciation	(3,607)	(3,607)	(3,607)	(3,607)	(3,607)	(3,187)	(40,348)						
Add back principal portion of Debt Service	197	197	197	197	197	197	197	197	197	197	197	197	2,367
Net Financial Income (Loss)	(3,410)	(3,410)	(3,410)	(3,410)	(3,410)	(2,990)	(37,980)						



Mark Gordon
Governor

State of Wyoming
Department of Workforce Services

5221 Yellowstone Rd
Cheyenne, WY 82002
307.777.6763 - Fax:307.777.5298
<http://www.wyomingworkforce.org>



Robin Sessions Cooley, J.D.
Director
Elizabeth Gagen, J.D.
Deputy Director

Recipient:

Employer:

COUNCIL OF COMMUNITY SERVICES
Attr: MIKEL SCOTT
114 S. 4-J ROAD
GILLETTE, WY 82716

COUNCIL OF COMMUNITY SERVICES
114 S 4J RD
GILLETTE, WY
82716-3621

WORKERS' COMPENSATION CERTIFICATE OF GOOD STANDING

Mail Date: 4/14/2020

EXPIRATION DATE: 4/14/2021

Job Reference:

This is to certify that the above named employer is in compliance with the Wyoming Workers' Compensation Act. The account is in good standing as of the above date.

Wyoming Workers' Compensation monthly/quarterly payroll reports shall be submitted and payments made on or before the last day of the month following the month for which the earnings are computed and paid. Prime contractors may verify good standing of a sub-contractor's business by contacting the Division by telephone, after the initial certificate has been issued.

In private work, a contractor is liable for the payment of Workers' Compensation premiums for the employees of any subcontractor, if the subcontractor primarily liable has not paid the premiums as provided in the Act, pursuant to Wyoming Statute 27-14-206. Contractors should request a Certificate of Good Standing from the subcontractor before making final settlement of the contract.

If you have any further questions or concerns, please contact our office at 307-777-6763.

Sincerely,

Office Support Specialist
Division of Workers' Compensation

The following page(s) contain the backup material for Agenda Item: [9:55 County Facility Closure Review](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

MEMORANDUM

TO: Campbell County Board of Commissioners

FROM: Matt Olsen, P.E., Environmental Services Manager *Mto*

DATE: April 21, 2020

SUBJECT: Public Dump Days - Saturdays

As part of the overall response to slow the spread of the Coronavirus (COVID-19), on March 24, 2020 the Campbell County North Landfill stopped allowing the public to dump at the active face of the landfill. The decision for this course of action was largely driven by the highly contagious nature of COVID-19 and the fact that landfills act as petri dishes for disease/viruses with the consolidation of contaminated waste into one area.

The Solid Waste Division of Public Works acknowledges that this will inconvenience people that live out in the County and don't burn their trash or hire a private hauler for their waste. A plan of action was developed to allow for the public to dump at the North Landfill with measures in place to facilitate a safe environment for public dumping. Public Dump Days were established to allow dumping on the first and third Saturday of the month until further notice. In response to requests from members of the public to make the landfill more accessible, the plan of action is revised (in bold) as follows:

- 1. Public Dump Days will be conducted on Saturdays with the first being held April 4, 2020 until further notice**
2. The hours will be from **7:30AM – 4:30PM**
3. Additional staff members, if available, will be called in to help direct traffic
4. Commercial haulers and contractors will NOT be allowed to dump on these days and will be notified prior to the event. No loads of shingles
5. All loads will go to the MSW active cell (aka Pit 2)
6. Appliances needing to have freon evacuated will NOT be accepted
7. Used tires will NOT be accepted
8. Loads will be weighed coming in and going out, but no interaction will take place with scale house personnel and the public. No charges will be assessed to the public during the event
9. The dump area will be graded with a suitable soil base to not have waste exposed
10. The dump area will be segregated to one predetermined area that Solid Waste staff feels is most accessible for the public and easiest to manage from a health and operations standpoint
11. The number of public allowed to dump at any given time will be predetermined and managed on a one-out, one-in basis (i.e. if 20 are allowed to dump at one time, when one leaves another will be allowed to enter)
- 12. All loads must be secured and tarped during transport to the North Landfill**
13. Children under the age of 15 and pets are to remain in their vehicle at all times
14. A limited number of vehicles will be allowed into the pit at one time. Expect delays

RESOLUTION NO. 2032.3

ESTABLISHING ADDITIONAL HOURS OF OPERATION OF THE CAMPBELL COUNTY LANDFILL TO THE GENERAL PUBLIC DURING THE CORONAVIRUS DISEASE 2019 (COVID-19) PANDEMIC

WHEREAS, on March 23, at 8:00 the Board of Campbell County Commissioners held a special meeting during which it adopted Resolution No. 2032 closing the county courthouse and other county facilities to the general public; and

WHEREAS, because it is unknown the length of time the community will continue to be required to remain under restrictions due to COVID-19 and the disposal of household waste is a necessary service; and

WHEREAS, accordingly, on March 31, 2020, the Board of Campbell County Commissioners adopted Resolution No. 2032.1 establishing hours of operation of the Campbell County Landfill to the general public on alternating Saturdays effective April 4, 2020; and

WHEREAS, based upon evidence of additional need, the Department of Public Works is recommending additional hours of operation be established for landfill use by the general public;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF CAMPBELL COUNTY COMMISSIONERS THAT:

The Board of Campbell County Commissioners hereby approves the Campbell County North Landfill opening to the general public on every Saturday of each month beginning Saturday, April 25, 2020 from 7:30 a.m. until 4:30 p.m. until further notice subject to conditions and restrictions as established by the Department of Public Works.

ADOPTED AND APPROVED THIS _____ day of April, 2020.

BOARD OF COUNTY COMMISSIONERS
IN AND FOR CAMPBELL COUNTY

D.G. Reardon, Chairman

Rusty Bell, Member

Robert Maul, Member

Del Shelstad, Member

Colleen Faber, Member

ATTEST:

SUSAN SAUNDERS, COUNTY CLERK

Vote: ___ - Ayes
 ___ - Nays

By: _____
Kendra Anderson, Chief Deputy Clerk