

AGENDA

CAMPBELL COUNTY BOARD OF COMMISSIONERS

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

SEPTEMBER 1, 2020

09:00 MEETING CALLED TO ORDER PLEDGE OF ALLEGIANCE

CONSENT AGENDA

- A. [Consent Agenda](#)
-

VOUCHERS

- B. Vouchers

PUBLIC COMMENT

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

REGULAR BUSINESS

- D. [9:15 County Health Officer Contract](#) Jane Glaser
- E. [9:20 Visionary Service Order & Agreement, Microwave Replacement Project](#) Sheriff Matheny
- F. [9:25 TANF/CPI Contract](#) Beth Raab
- G. [9:30 CLIMB Wyoming, TANF/CPI Grant Agreement](#) Jenny Mashak
- H. [9:35 Council of Community Services, TANF/CPI Grant Agreement](#) Mikel Scott
- I. [9:40 YES House, TANF/CPI Grant Agreement](#) Tatyana Walker
- J. [9:45 CST Surcharge Application, Juvenile & Family Drug Court](#) Jim Lyon
- K. [9:50 CST Surcharge Application, Adult Treatment Courts](#) Chad Beeman
- L. [9:55 Wright Water & Sewer District, Mineral Royalty Grant](#) Justin Starck
- M. 10:00 EOG Land Trade Lee Isenburger

WORKSHOP

- N. 10:30 PFM Quarterly Investments Report Brian Quinn/Joan Evans

ADJOURN

*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.

Consent Agenda

MINUTES

Board of Commissioners Special Meeting, August 14, 2020
Board of Commissioners Directors Workshop, August 17, 2020
Board of Commissioners Regular Meeting, August 18, 2020
Board of Commissioners Executive Session, August 18, 2020
Board of Commissioners Fair Board Meeting, August 20, 2020

PAYROLL PAYMENTS

July 25, 2020
July 31, 2020
August 8, 2020

CANCELLATION/REBATE OF TAXES

#4128 - 4156

CAPITAL REQUESTS

CAM-PLEX – To reallocate funds initially budgeted for new chairs in Energy Hall be used to complete the ceiling in the Fair Office \$4,759.56, paint administrative office \$8,134.63, and audiovisual package for Energy Hall conference rooms \$15,000 in account 025.6347.

Road & Bridge/HR Risk – To purchase a Zoll Defibrillator in the amount of \$1,399.00 from account 020.7531.

CONTRACTS

Updated insurance language in the contract between Wyoming Secretary of State’s office and Campbell County Clerk’s Office for physical improvements to secure the storage of election information and equipment in the amount \$19,228.34.

POSITION VACANCY JUSTIFICATIONS

Extension Office – Administrative Assistant or Senior Administrative Assistant

SOCIAL MEDIA REQUESTS

Extension Office – Mandy Reynolds, Horticulture Program Coordinator

HAND WARRANTS

Campbell County Treasurer – Landfill Credit Card Account	\$12,000.00
	AMOUNT
Campbell County Clerk Tax Account	322,146.95
WAG – Division of Criminal Investigation	45.00
Campco Federal Credit Union	276.01
Wyoming Child Support	1,688.38
Campbell County Parks & Recreation Activity Fund	31.00
Campbell County Treasurer – HSA/FLX	43,891.65
Great West Trust Company	36,091.66

*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.

Circuit Court of Campbell County	70.00
Campbell County Sheriff Civil Account	50.00
WAG – Division of Criminal Investigation	39.00

*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.

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

*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.

Office of County Commissioners
August 14, 2020
Gillette, Wyoming

Special Meeting

The Campbell County Board of Commissioners met in a Special Meeting, Friday, August 14, 2020 at 8:15 AM.

The purpose of the Special Meeting was to consider approval of a catering permit to provide catering services for a wedding.

Present were DG Reardon, Rusty Bell, Del Shelstad, Bob Maul, Colleen Faber, Commissioners; Kendra Anderson, Deputy County Clerk, Carol Seeger, Commissioners Administrative Director and Jenny Staeben, Deputy County Attorney.

Commissioner Maul moved to approve the catering permit submitted by Pokey's BBQ to cater a wedding on August 15, 2020. Commissioner Bell seconded the motion. All Voted – Aye. Carried.

There being no further business to come before the Board, the meeting was adjourned at 8:20 AM.

Kendra Anderson, Deputy Clerk
Board of County Commissioners

DG Reardon, Chairman
Board of County Commissioners

Office of County Commissioners
August 17, 2020
Gillette, WY

Directors Workshop

The Campbell County Board of Commissioners met for a Directors Workshop, Monday, August 17, 2020 at 1:30 PM.

Present were Rusty Bell, Del Shelstad, DG Reardon, Bob Maul, Colleen Faber, Commissioners; Susan F. Saunders, County Clerk; Brandy Elder, HR Director; Carol Seeger, Commissioners Administrative Director; Kevin Geis, Road and Bridge Director; Kevin King, Public Works Director; Tony Langone, Fleet Manager; Bob Tranas, CDSCC Director, Rick Mansur, Parks & Recreation Director; Todd Chatfield, Director of Operations-Airport; Ivy McGowan-Castleberry, Public Information Coordinator; JR Fox, Division Chief-Fire; Jane Glaser, Public Health Director; Jeff Esposito, CAM-PLEX Director; Quade Schmelzle, Weed & Pest Director; Jay Lundell, Airport Director; Terri Lesley, Library Director; Robert Henning, Museum Director; Liz Edwards, Fair Coordinator and Jenny Staeben, Deputy County Attorney.

Discussion was held on position vacancy justifications for the Fire Department.

Brandy Elder provided an update on the county blood draw and benefits.

Rick Mansur provided information on their 10 Year Anniversary Celebration to be held September 10, 2020, uses being over three million, ice arena being prepared and city pool closing.

Jeff Esposito announced the remodel at CAM-PLEX is almost complete.

Terri Lesley informed the Commissioners that the Library is scheduling a meeting with Public Works for the door project.

Discussion was held with Tony Langone on fleet vehicles and the possibility of selling the shuttle vans.

Discussion was held on the Resolutions, pertaining to COVID-19, from Goshen County and the City of Sheridan.

Commissioner Bell provided an update on the possibility of DEQ providing roll off dumpsters for people to deposit carcasses to limit chronic wasting disease.

Discussion was held on amendments to Chapter 4 Rules Regulating Construction.

Discussion was held on the distribution of CSBG funds through the CARE Board and the Care Boards roles and responsibilities.

There being no further business to come before the Commissioners, the meeting was adjourned

at 3:20 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

DG Reardon, Chairman
Board of County Commissioners

Office of County Commissioners
August 18, 2020
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, August 18, 2020. Chairman Reardon called the meeting to order at 9:00 AM. Pastor Ed Sisti led in prayer and Chairman Reardon led the Pledge of Allegiance.

Present were DG Reardon, Rusty Bell, Bob Maul, Del Shelstad, Collen Faber, Commissioners; Susan F. Saunders, County Clerk; Carol Seeger, Commissioners Administrative Director and Jenny Staeben, Deputy County Attorney.

The following consent agenda was presented:

MINUTES:

Board of Commissioners Library Board Meeting, July 27, 2020
Board of Commissioners Directors Workshop, August 3, 2020
Board of Commissioners Regular Meeting, August 4, 2020

MONTHLY REPORTS:

Clerk of District Court – July 2020
County Clerk – July 2020
Sheriff's Office – July 2020
Sheriff's Office, Detention – July 2020
County Salaries
941 Tax Report – 2nd Qtr 2020
Worker's Comp Report – 2nd Qtr 2020

AGREEMENTS – OPTIONAL ONE PERCENT FY 2020-21:

Contract for Services between the Board of Campbell County Commissioners and Council of Community Services in the amount of \$31,500.
Contract for Services between the Board of Campbell County Commissioners and Cowboy State Games in the amount of \$11,250.
Contract for Services between the Board of Campbell County Commissioners and Predator Management District of Campbell County in the amount of \$45,000.
Contract for Services between the Board of Campbell County Commissioners and The Salvation Army in the amount of \$12,000.
Contract for Services between the Board of Campbell County Commissioners and Senior Center Association, Inc. in the amount of \$391,500.

CONTRACTS:

Contract for Purchase between Campbell County and IT Outlet to purchase the Annual 2020 Computer and Peripheral Equipment.

CATERING PERMITS:

Spotted Horse Bar for James Heald Ranch Rodeo at the Recluse Community Arena on August 29, 2020.

LINE ITEM TRANSFERS:

Transfer \$693 from 020.7085 District Support Grants to 020.7085.21 Rocky Point

I&S

POSITION VACANCY JUSTIFICATIONS:

Fire Department – Firefighter (2 Positions)

HAND WARRANTS:

Campbell County Clerk Tax Account	331,478.94
Campbell County Treasurer – HSA/FLX	1,533.64
Campco Federal Credit Union	276.01
Great West Trust Company	35,641.66
Wyoming Child Support	1,359.62
Campbell County Parks & Recreation Activity Fund	31.00
HM Life Insurance	201,312.20
Campbell County Clerk Tax Account	20,797.74
Campbell County Treasurer – HSA/FLX	2,437.49
Campco Federal Credit Union	950.00
Great West Trust Company	4,525.00
Wyoming Department of Revenue & Taxation	47.86
CCCBT	30,764.65
CCEHBTA – Health	749,554.74
CCEHBTA – Dental	42,874.50
Delta Dental Plan of Wyoming	2,090.50
Tyler Technologies Inc.	23,535.53
Tyler Technologies Inc.	31,772.00
Youth Emergency Services	17,679.70

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

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

The Commissioners thanked everyone that helped with the Primary Election.

No public comment or open government topics were provided.

Commissioner Faber moved to approve the submission of an application to the Wyoming Department of Transportation, Aeronautics Division, for funding in the amount of \$24,248.30 for the annual contract to provide service and maintenance of non-federal NAVAIDS at the Northeast Wyoming Regional Airport, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the Contract between the Wyoming Department of Health, Public Health Division and Campbell County, to provide home visitation services, Children’s Special Health (CSH) Program Services, and other Maternal and Child Health (MCH) services that support Title V priorities, in an amount of \$180,206 for the period of July 1, 2020 through June 30, 2022, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the simple subdivision for Stacy L. Ary Trust, Case Number 19.05 CRSD, to divide 51.16 acres into two parcels, 16.07 acres and 35.09 acres in size, pending completion of all planning considerations, as recommended and presented by the

Campbell County Planning Commission and Department of Public Works. Commissioner Bell seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to reconsider the vote on the motion relating to approve the Collins Simple Subdivision. I voted against that motion. Commissioner Bell seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to approve the simple subdivision for John and Karen Collins, Case Number 19.01 CRSD, to divide 39.99 acres into two parcels, 20.01 acres and 19.98 acres in size, pending completion of all planning considerations, as recommended and presented by the Campbell County Planning Commission and Department of Public Works. Commissioner Bell seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the amendments to Chapter 4 Rules Regulating Construction as proposed and presented, to be effective immediately upon filing with the County Clerk. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to award the Southern Campbell County Arterial Road Reconstruction AML Project to HDR Engineering of Gillette to serve as the project consultant, in an amount not to exceed \$323,878 and authorize the execution of all documents to complete the project, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the Memorandum of Understanding between Campbell County and the Wyoming Office of Guardian Ad Litem for the Guardian Ad Litem Program, with a County match of twenty five percent of the state funds expended for the program in Campbell County, for the period of July 1, 2020 through June 30, 2022, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Tony Knievel, Chief Surveyor and Miles Geis, GIS Technician gave a presentation on the work Miles achieved this summer.

Commissioner Bell moved to enter into an Executive Session on Personnel and Potential Litigation at 10:10 AM. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

The Board reconvened in regular session at 10:55 AM.

There being no further business to come before the Board of Commissioners, the meeting was adjourned at 10:55 AM. The next regular meeting of the Commissioners will be held Tuesday, September 1, 2020, at 9:00 AM in the Commissioners Chambers in the Courthouse.

Susan F. Saunders, County 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

Office of County Commissioners
August 20, 2020
Gillette, WY

The Campbell County Board of Commissioners attended the Fair Board meeting, Thursday, August 20, 2020 at 6:00 PM.

Present were Rusty Bell, DG Reardon, Bob Maul, Del Shelstad, Colleen Faber, Commissioners and Susan F. Saunders, County Clerk and Ivy McGowan-Castleberry, Public Information Coordinator.

Discussion was held on issues from the 2020 Fair.

Liz Edwards, Fair Coordinator and the Fair Board gave a review of the 2020 County Fair.

Discussion was held on next year's budget for the Fair due to not being able to hold the 100 Year Fair Celebration in 2020.

Commissioner Bell moved to approve a Corona Virus Grant Application through the Office of State Loan and Investment in the amount of \$329,500 and Resolution No. 2051. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

There being no further business to come before the Board, the Commissioners left the meeting at 6:35 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

DG Reardon, Chairman
Board of County Commissioners

PAYROLL PAYMENT

FOR THE PAY PERIOD (s) ENDING

July 25, 2020

July 31, 2020

August 8, 2020

We do hereby approve the County Payroll as presented this 1st day of September, 2020

Member

Member

Member

Member

Chairman

7-14-20
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4128

NAME: SADLER CRAIG

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME ABANDONED

PARTIAL
 REBATE
 CANCELLATION

YEAR 2019

TAX NOTICE NO. 21289

DISTRICT NO. 150

ASSESSED VALUATION: 337

AMOUNT:\$ 22.90

Joy A. Clements COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS _____ DAY OF _____, 20 _____

BOARD OF COUNTY COMMISSIONERS

C

FILED _____, 20 _____

COUNTY CLERK

7-17-20
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 4129

NAME: BALLARD PETROLEUM HOLDINGS LLC

NOTICE ISSUED FOR:

NOVC# 2020-0268

OTHER:

PARTIAL
 REBATE
 CANCELLATION

YEAR 2015

TAX NOTICE NO. 228

DISTRICT NO. 100

ASSESSED VALUATION: 239,876

AMOUNT:\$ 14,293.74

Froy A. Clements **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS _____ **DAY OF** _____ , **20** _____

BOARD OF COUNTY COMMISSIONERS

FILED _____ , **20** _____

C

COUNTY CLERK

7-17-20
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 4130

NAME: BRUNS TAMRA

NOTICE ISSUED FOR:

NOVC#

OTHER: ABANDONED TITLE

PARTIAL
 REBATE
 CANCELLATION

YEAR 2017

TAX NOTICE NO. 12283

DISTRICT NO. 150

ASSESSED VALUATION: 349

AMOUNT:\$ 23.56

Joy A. Clements COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS _____ DAY OF _____, 20 _____

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 _____

COUNTY CLERK

C

7-17-20
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL **No: 4131**

NAME: BRUNS TAMRA

NOTICE ISSUED FOR:
NOVC#
OTHER: ABANDONED TITLE

PARTIAL
 REBATE
 CANCELLATION

YEAR 2018
TAX NOTICE NO. 12177
DISTRICT NO. 150

ASSESSED VALUATION: 351

AMOUNT:\$ 23.74

Joyce A. Jaramila **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS _____ **DAY OF** _____ , **20** _____

BOARD OF COUNTY COMMISSIONERS

✓

FILED _____ , **20** _____

COUNTY CLERK

PETITION FOR REBATE/CANCELLATION OF TAXES

7-17-20
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4132

NAME: PERRY ALICIA

NOTICE ISSUED FOR:

NOVC#
OTHER: ABANDONED TITLE

PARTIAL
 REBATE
 CANCELLATION

YEAR 2019
TAX NOTICE NO. 20082
DISTRICT NO. 150

ASSESSED VALUATION: 354

AMOUNT:\$ 24.04

Joy S. Gammuto COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS _____ DAY OF _____, 20 _____

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 _____

COUNTY CLERK

C

PETITION FOR REBATE/CANCELLATION OF TAXES

7-17-20
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4133

NAME: BALLARD PETROLEUM HOLDINGS LLC

NOTICE ISSUED FOR:

NOVC# 2020-0268

OTHER:

PARTIAL
 REBATE
 CANCELLATION

YEAR 2016

TAX NOTICE NO. 240

DISTRICT NO. 100

ASSESSED VALUATION: 508,535

AMOUNT:\$ 30,269.02

Troy A. Clements **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS _____ **DAY OF** _____, **20** _____

BOARD OF COUNTY COMMISSIONERS

U

FILED _____, **20** _____

_____ **COUNTY CLERK**

PETITION FOR REBATE/CANCELLATION OF TAXES

7-17-20
date processed

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 4134

NAME: BALLARD PETROLEUM HOLDINGS LLC

NOTICE ISSUED FOR:

NOVC# 2020-0268

OTHER:

PARTIAL
 REBATE
 CANCELLATION

YEAR 2017

TAX NOTICE NO. 219

DISTRICT NO. 100

ASSESSED VALUATION: 261,201

AMOUNT:\$ 15,532.58

Joy A. Clements **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS _____ **DAY OF** _____, **20** _____

BOARD OF COUNTY COMMISSIONERS

FILED _____, **20** _____

_____ **COUNTY CLERK**

C

PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL

7-17-20
date processed

No: 4135

NAME: URBAN OIL & GAS GROUP LLC

NOTICE ISSUED FOR:

NOVC# 2020-0269

OTHER:

PARTIAL
 REBATE
 CANCELLATION

YEAR 2015

TAX NOTICE NO. 5566

DISTRICT NO. 100

ASSESSED VALUATION: _____ 2

AMOUNT:\$ _____ .12

Joy A. Leonard COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS _____ DAY OF _____, 20 _____

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 _____

COUNTY CLERK

C

7-17-20
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL **No: 4136**

NAME: URBAN OIL & GAS GROUP LLC

NOTICE ISSUED FOR:
NOVC# 2020-0269
OTHER:

PARTIAL
 REBATE
 CANCELLATION

YEAR 2015
TAX NOTICE NO. 23225
DISTRICT NO. 150

ASSESSED VALUATION: 16,847

AMOUNT:\$ 1,138.66

Troy S. Clements **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS _____ **DAY OF** _____, 20 _____

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 _____

C

COUNTY CLERK

7-17-20
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL **No: 4137**

NAME: URBAN OIL & GAS GROUP LLC

NOTICE ISSUED FOR:
NOVC# 2020-0269
OTHER:

PARTIAL
 REBATE
 CANCELLATION

YEAR 2016
TAX NOTICE NO. 5583
DISTRICT NO. 100

ASSESSED VALUATION: _____ 2

AMOUNT:\$ _____ .12

Froy A. Clements **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS _____ **DAY OF** _____, 20 _____

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 _____

C
COUNTY CLERK

7-25-2010
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4138

NAME: S7 CONCEPTS

NOTICE ISSUED FOR:

NOVC#

OTHER: NOT IN BUSINESS

PARTIAL
 REBATE
 CANCELLATION

YEAR 2012

TAX NOTICE NO. 22751

DISTRICT NO. 150

ASSESSED VALUATION: 475

AMOUNT:\$ 32.08

Joy A. Clements **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS _____ **DAY OF** _____, **20** _____

BOARD OF COUNTY COMMISSIONERS

✓

FILED _____, **20** _____

COUNTY CLERK

7-20-2013
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 4139

NAME: S7 CONCEPTS

NOTICE ISSUED FOR:

NOVC#

OTHER: NOT IN BUSINESS

PARTIAL

REBATE

CANCELLATION

YEAR 2013

TAX NOTICE NO. 22730

DISTRICT NO. 150

ASSESSED VALUATION: 475

AMOUNT:\$ 32.18

 **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS _____ **DAY OF** _____ , 20 _____

BOARD OF COUNTY COMMISSIONERS

FILED _____ , 20 _____

COUNTY CLERK

7-20-2014
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 4140

NAME: S7 CONCEPTS

NOTICE ISSUED FOR:

NOVC#

OTHER: NOT IN BUSINESS

PARTIAL
 REBATE
 CANCELLATION

YEAR 2014

TAX NOTICE NO. 22837

DISTRICT NO. 150

ASSESSED VALUATION: 475

AMOUNT:\$ 32.18

 **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS _____ **DAY OF** _____, **20** _____

BOARD OF COUNTY COMMISSIONERS

FILED _____, **20** _____



COUNTY CLERK

7-20-2020
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL **No: 4141**

NAME: S7 CONCEPTS

NOTICE ISSUED FOR:

NOVC#

OTHER: NOT IN BUSINESS

PARTIAL

REBATE

CANCELLATION

YEAR 2015

TAX NOTICE NO. 22725

DISTRICT NO. 150

ASSESSED VALUATION: 475

AMOUNT:\$ 32.10

Joy Agamentos **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS _____ **DAY OF** _____ , 20 _____

BOARD OF COUNTY COMMISSIONERS

FILED _____ , 20 _____

_____ **COUNTY CLERK**

U

7-20-2020
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL **No: 4142**

NAME: S7 CONCEPTS

NOTICE ISSUED FOR:
NOVC#
OTHER: NOT IN BUSINESS

PARTIAL
 REBATE
 CANCELLATION

YEAR 2016
TAX NOTICE NO. 22786
DISTRICT NO. 150

ASSESSED VALUATION: 475

AMOUNT:\$ 32.10

Froy A. Gammuto **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS _____ **DAY OF** _____ , 20 _____

BOARD OF COUNTY COMMISSIONERS

FILED _____ , 20 _____

_____ **COUNTY CLERK**

C

7-26-2020
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 4143

NAME: S7 CONCEPTS

NOTICE ISSUED FOR:

NOVC#

OTHER: NOT IN BUSINESS

PARTIAL

REBATE

CANCELLATION

YEAR 2017

TAX NOTICE NO. 22585

DISTRICT NO. 150

ASSESSED VALUATION: 475

AMOUNT:\$ 32.06

Joy A. Clements **COUNTY ASSESSOR**

APPROVED: _____

DENIED: _____

THIS _____ **DAY OF** _____, **20** _____

BOARD OF COUNTY COMMISSIONERS

FILED _____, **20** _____

_____ **COUNTY CLERK**

PETITION FOR REBATE/CANCELLATION OF TAXES

7-20-2018
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4144

NAME: S7 CONCEPTS

NOTICE ISSUED FOR:

NOVC#

OTHER: NOT IN BUSINESS

PARTIAL
 REBATE
 CANCELLATION

YEAR 2018

TAX NOTICE NO. 22447

DISTRICT NO. 150

ASSESSED VALUATION: 475

AMOUNT:\$ 32.12

Joy A. Clements COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS _____ DAY OF _____, 20 _____

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 _____

COUNTY CLERK

✓

7-20-2020
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL **No: 4145**

NAME: S7 CONCEPTS

NOTICE ISSUED FOR:
NOVC#
OTHER: NOT IN BUSINESS

PARTIAL
 REBATE
 CANCELLATION

YEAR 2019
TAX NOTICE NO. 22499
DISTRICT NO. 150

ASSESSED VALUATION: 475

AMOUNT:\$ 32.26

Froy A. Clements **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS _____ **DAY OF** _____ , 20 _____

BOARD OF COUNTY COMMISSIONERS

FILED _____ , 20 _____

C

_____ **COUNTY CLERK**

7-20-20
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 4146

NAME: SCRIBNER BRADLEE & KRISTY

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME PUT ON AS REAL PROPERTY

 PARTIAL
 REBATE
 CANCELLATION

YEAR 2009

TAX NOTICE NO. 5394

DISTRICT NO. 100

ASSESSED VALUATION: 5,267

AMOUNT:\$ 309.70

Froy Aclements COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS _____ DAY OF _____, 20 ____

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 ____

COUNTY CLERK

✓

7-20-20
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL **No: 4147**

NAME: SCRIBNER BRADLEE & KRISTY

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME PUT ON AS REAL PROPERTY

PARTIAL
 REBATE
 CANCELLATION

YEAR 2010

TAX NOTICE NO. 5178

DISTRICT NO. 100

ASSESSED VALUATION: 5,238

AMOUNT:\$ 313.08

Joy A. Clements **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS _____ **DAY OF** _____ , **20** _____

BOARD OF COUNTY COMMISSIONERS

FILED _____ , **20** _____

COUNTY CLERK

C

7-20-20
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 4148

NAME: SCRIBNER BRADLEE & KRISTY

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME PUT ON AS REAL PROPERTY

 PARTIAL
 REBATE
 CANCELLATION

YEAR 2011

TAX NOTICE NO. 5203

DISTRICT NO. 100

ASSESSED VALUATION: 5,173

AMOUNT:\$ 307.38

Froy A. Clements COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS _____ DAY OF _____, 20 _____

BOARD OF COUNTY COMMISSIONERS

C

FILED _____, 20 _____

COUNTY CLERK

7-20-20
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 4149

NAME: SCRIBNER BRADLEE & KRISTY

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME PUT ON AS REAL PROPERTY

PARTIAL
 REBATE
 CANCELLATION

YEAR 2012

TAX NOTICE NO. 5017

DISTRICT NO. 100

ASSESSED VALUATION: 5,085

AMOUNT:\$ 302.62

Froy A. Clements COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS _____ DAY OF _____, 20 _____

BOARD OF COUNTY COMMISSIONERS

U

FILED _____, 20 _____

COUNTY CLERK

7-20-20
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 4150

NAME: SCRIBNER BRADLEE & KRISTY

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME PUT ON AS REAL PROPERTY

PARTIAL
 REBATE
 CANCELLATION

YEAR 2013

TAX NOTICE NO. 4838

DISTRICT NO. 100

ASSESSED VALUATION: 5,081

AMOUNT:\$ 303.56

Frog A. Clements **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS _____ **DAY OF** _____, **20** _____

BOARD OF COUNTY COMMISSIONERS

FILED _____, **20** _____

COUNTY CLERK

C

7-20-20
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL No: 4151

NAME: SCRIBNER BRADLEE & KRISTY

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME PUT ON AS REAL PROPERTY

PARTIAL
 REBATE
 CANCELLATION

YEAR 2014

TAX NOTICE NO. 4839

DISTRICT NO. 100

ASSESSED VALUATION: 4,997

AMOUNT:\$ 298.52

Joy A. Jernstedt COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS _____ DAY OF _____, 20 _____

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 _____

COUNTY CLERK

✓

7-20-20
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 4152

NAME: SCRIBNER BRADLEE & KRISTY

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME PUT ON AS REAL PROPERTY

PARTIAL
 REBATE
 CANCELLATION

YEAR 2015

TAX NOTICE NO. 4853

DISTRICT NO. 100

ASSESSED VALUATION: 4,978

AMOUNT:\$ 296.64

Froy A. Gammels **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS _____ **DAY OF** _____, **20** _____

BOARD OF COUNTY COMMISSIONERS

FILED _____, **20** _____

e

COUNTY CLERK

7-20-20
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 4153

NAME: SCRIBNER BRADLEE & KRISTY

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME PUT ON AS REAL PROPERTY

 PARTIAL
 REBATE
 CANCELLATION

YEAR 2016

TAX NOTICE NO. 4882

DISTRICT NO. 100

ASSESSED VALUATION: 4,387

AMOUNT:\$ 261.26

Froy A. Jernstedt COUNTY ASSESSOR

APPROVED: _____ **DENIED:** _____

THIS _____ **DAY OF** _____, 20 _____

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 _____

COUNTY CLERK

C

7-20-20
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4154

NAME: SCRIBNER BRADLEE & KRISTY

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME PUT ON AS REAL PROPERTY

PARTIAL
 REBATE
 CANCELLATION

YEAR 2017

TAX NOTICE NO. 4889

DISTRICT NO. 100

ASSESSED VALUATION: 4,240

AMOUNT:\$ 252.14

Joy A. Clements COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS _____ DAY OF _____, 20 _____

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 _____

COUNTY CLERK

PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL

7-20-20
date processed

No: 4155

NAME: SCRIBNER BRADLEE & KRISTY

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME PUT ON AS REAL PROPERTY

PARTIAL
 REBATE
 CANCELLATION

YEAR 2018

TAX NOTICE NO. 4796

DISTRICT NO. 100

ASSESSED VALUATION: 3,994

AMOUNT:\$ 238.08

 COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS _____ DAY OF _____, 20 _____

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 _____

COUNTY CLERK



PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL

7-20-20
date processed

No: 4156

NAME: SCRIBNER BRADLEE & KRISTY

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME PUT ON AS REAL PROPERTY

PARTIAL
 REBATE
 CANCELLATION

YEAR 2019

TAX NOTICE NO. 4803

DISTRICT NO. 100

ASSESSED VALUATION: 4,006

AMOUNT:\$ 240.02

Troy A. Gement COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS _____ DAY OF _____, 20____

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20____

COUNTY CLERK

U

CAMPBELL COUNTY
Request for Change of Capital Purchase

Agency Requesting Change: CAM-PLEX

Description of Original Purchase Item: Banquet Chairs for Energy Hall

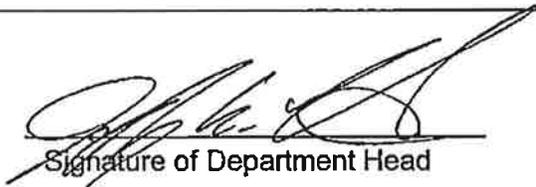
Description of New Purchase Item: Funds used to complete the renovation project of Energy Hall and Heritage Center Theater.

Account Number: 025,6347

Reason for Change: We budgeted \$60,000 in the current fiscal year for new chairs in Energy Hall. However, after seeing the final colors of the room, we have a set of chairs that look really terrific. These funds can now be used to finish the ceiling in the Fair Office (\$4,759.56), paint the administrative office (\$8,134.63), and the audiovisual package for the Energy Hall Conference Rooms (\$15,000). Remaining funds will be left in the capital budget and likely be requested to furnish the lobby of Heritage Center Theater and to purchase a sound system for Barn 3 which failed during Fair.

Do you intend to purchase the original capital item later this fiscal year? _____ No

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


Signature of Department Head

8/13/20
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: Road & Bridge/HR Risk

Description of Original Purchase Item: Lifepak CRPlus Defibrillator

Description of New Purchase Item: Zoll Defibrillator

Account Number: 020.7531

Reason for Change: Lifepak is no longer in current use/expired with the County. Zoll has been the replacement vendor since approximately 2015.

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? The 10% account because it is for public health & safety.

Kenneth
Signature of Department Head

8-27-2020
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

[Signature]
8/27/2020

CUSTOMER BILL TO:		CUSTOMER SHIP TO:	
NAME: Crystal Nichols	NAME: Crystal Nichols	NAME: Crystal Nichols	NAME: Crystal Nichols
COMPANY: Campbell County Human Resources			
ADDRESS: 500 S. Gillette Ave Suite 1200			
CITY: Gillette	CITY: Gillette	CITY: Gillette	CITY: Gillette
STATE: WY ZIP 82716			
PHONE: 307-687-6319 FAX:	PHONE: 307-687-6319 FAX:	PHONE: 307-687-6319 FAX:	PHONE: 307-687-6319 FAX:

PURCHASE ORDER INFORMATION	DIVISION INFORMATION
Purchase Order # _____	Salesperson Name: Linda Krikorian
A unique Purchase Order # must be assigned to each order!	Phone: 720-670-6940
FOB - Shipping Point	Confirmation e-mail linda.krikorian@redcross.org
(Indicate one) Taxable: _____	Comment(s): _____
*Non-taxable: _____	ZOLL a/c 169511 ARC National & Constituent Chapters/Regions
* Attach Tax Exempt Certificate	

PAYMENT METHOD

Check
 Visa/Mastercard
 Amex
 Standard Payment Terms: NET 30

Card #: _____ Exp. Date: _____

Cardholder's Name: _____

WITH EACH DEFIBRILLATOR PURCHASE FROM ZOLL MEDICAL CORP., THE AMERICAN RED CROSS RECEIVES A NON-TAX DEDUCTIBLE CONTRIBUTION FROM ZOLL MEDICAL EQUAL TO A PORTION OF THE PURCHASE PRICE TO HELP OFFSET TRAINING AND EDUCATION EXPENSES.

Quantity #	Part Number	Description	ARC Group Purchase Price	Quote Price	Total
1	22500010101011010	ZOLL AEDPlus, CPR-D Padz, batteries, carry case, Red Cross Responder Pack, medical prescription	\$1,399.00	\$1,399.00	\$1,399.00
	22500710701011010	ZOLL AEDPlus Fully Automatic, CPR-D Padz, batteries, carry case, Red Cross Responder Pack, medical prescription	\$1,399.00		\$0.00
1	8000-0855	Standard AED Wall Cabinet	\$199.00	\$199.00	\$199.00
		Optional:			\$0.00
	8900-0800-01	Replacement CPR-D Padz	\$169.00		\$0.00
7	8900-0810-01	Replacement Pediatric Pads (1 ea)	\$95.00	\$76.00	\$532.00
	8000-0807-01	Replacement Batteries	\$75.00		\$0.00
	8000-001052-01	En-Pro Plus Trac5	\$499.00		\$0.00
	8000-001051-01	En-Pro Plus Trac1	\$199.00		\$0.00
	8000-001468-01	ZOLL AED Backpack G3, w/ZOLL Logo	\$225.00		\$0.00
1	8000-0386-01	ARC Responder Pack	\$20.00	\$16.00	\$16.00
1	8000-0802-01	AED Plus Carry Case	\$105.00	\$84.00	\$84.00
		Standard AED Wall Cabinet PROMO January 1, 2020 - March 31, 2020	(\$199.00)	(\$199.00)	(\$199.00)

Shipping terms: Next Day
 2nd Day Air
 3rd Day
 Ground - Standard

IF Collect, Provide Account Number _____

Signature below authorizes product shipment and invoice per the terms of this order. AED's are intended for use by or on order of a physician or persons licensed by state law.

TOTAL \$2,031.00

Signature _____ Print Name _____ Date _____

AMERICAN RED CROSS DISCLAIMER:
 THE AMERICAN RED CROSS IS NOT, AND SHALL NOT BE CONSTRUED TO BE, A MANUFACTURER, A MANUFACTURER'S REPRESENTATIVE OR A DISTRIBUTOR OF ZOLL AUTOMATED EXTERNAL DEFIBRILLATORS OR ANY RELATED ANCILLARY PRODUCTS FOR ANY PURPOSE AND PROVIDES NO WARRANTIES OR GUARANTEES OF ANY KIND FOR SUCH DEVICES. THIS PRODUCT ORDER WORKSHEET IS NOT A BINDING CONTRACT, NOR SHALL IT BE CONSTRUED TO BE A BINDING CONTRACT BETWEEN THE AMERICAN RED CROSS (INCLUDING ITS LOCAL CHAPTERS AND OPERATING UNITS) AND THE PURCHASER OF THE AUTOMATED EXTERNAL DEFIBRILLATOR. THE AMERICAN RED CROSS (INCLUDING ITS LOCAL CHAPTERS AND OPERATING UNITS) SHALL NOT BE CONSTRUED TO HAVE DETERMINED OR CERTIFIED THE SAFE DESIGN, OPERATION, USE OR FUNCTION OF ZOLL AUTOMATED EXTERNAL DEFIBRILLATORS OR ANY RELATED ANCILLARY PRODUCTS OR THAT ZOLL OR PURCHASER IS IN COMPLIANCE WITH ANY LAWS, CODES, OR ORDINANCES.

**CONTRACT BETWEEN
WYOMING SECRETARY OF STATE'S OFFICE
AND
CAMPBELL COUNTY CLERK'S OFFICE**

1. **Parties.** The parties to this Contract are the Wyoming Secretary of State's Office Agency), whose address is: 122 W 25th St, Suites 100 and 101, Cheyenne, WY 82002-0020, and the Campbell County Clerk's Office (County), whose address is: 500 South Gillette Avenue, Suite 1600, P.O. Box 3010, Gillette, WY 82716/82717.
2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the County shall utilize the requested funding to a) install key fob access to doors in the elections office and equipment storage room; b) install three cameras within the elections office and equipment storage room; and c) increase the physical security to the door in the basement of the courthouse. Reference Attachment A – Campbell County's WYSOS Physical and Cyber Security Funding Request application, which is attached to and incorporated into this Contract by this reference.
3. **Term of Contract.** This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from Effective Date through October 15, 2020. All services shall be completed during this term.
4. **Payment.**
 - A. The Agency agrees to pay the County for the services described in Section 5 below and Attachment A. Total payment shall not exceed nineteen thousand, two hundred twenty-eight dollars and thirty-four cents (\$19,228.34). Payment shall be made to the County once the Contract is effective.
 - B. No payment shall be made before the Effective Date of this Contract. Should the County fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such time as the County performs its duties and responsibilities to the satisfaction of Agency.
 - C. Except as otherwise provided in this Contract, the County shall pay all costs and expenses, including travel, incurred by County or on its behalf in connection with County's performance and compliance with all of County's obligations under this Contract.
5. **Responsibilities of County.** The County agrees to:
 - A. Complete the project described in Attachment A.
 - B. Purchase the hardware and materials appearing in Attachment B – Estimate of Cost, which is attached to and incorporated into this Contract by this reference. The County shall implement such hardware and materials in the Campbell County

environment thereby further protecting Campbell County's voting equipment from physical threats and ensuring the integrity of upcoming elections.

- C. Within ten (10) days of completion of the project described in Attachment A, provide a report to the Agency which contains the following:
- (i) Zero-balance receipt(s) for the purchase of the hardware and materials in Attachment B and the date on which the project was complete.
 - (ii) Information about how the completion of this project mitigates the County's risk in relation to elections as critical infrastructure.
 - (iii) Information about how the County plans to continue to mitigate cyber and physical security risks in relation to elections as critical infrastructure.

6. **Responsibilities of Agency.** The Agency agrees to pay County in accordance with Section 4 above.

7. **Special Provisions.**

- A. **Assumption of Risk.** The County shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the County's failure to comply with state or federal requirements. The Agency shall notify the County of any state or federal determination of noncompliance.
- B. **Environmental Policy Acts.** County agrees all activities under this Contract will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- C. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Contract may be terminated without penalty if a private entity that receives funds under this Contract:
- (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (ii) Procures a commercial sex act during the period of time that the award is in effect; or
 - (iii) Uses forced labor in the performance of the award or sub-awards under the award.
- D. **Kickbacks.** County certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If County breaches or violates this warranty, Agency may, at its

discretion, terminate this Contract without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

- E. Limitations on Lobbying Activities.** By signing this Contract, County certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by County or its sub-grantees in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.
- F. Monitoring Activities.** Agency shall have the right to monitor all activities related to this Contract that are performed by County or its sub-grantees. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Contract; and to observe personnel in every phase of performance of Contract related work.
- G. Nondiscrimination.** The County shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Contract.
- H. No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract, shall be paid by either party.
- I. Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the County and related to the services and work to be performed under this Contract, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- J. Suspension and Debarment.** By signing this Contract, County certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Contract suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, County agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal

funds during the term of this Contract.

- K. Administration of Federal Funds.** County agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. Copyright License and Patent Rights.** County acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Contract; and (2) any rights of copyright to which County purchases ownership using funds awarded under this Contract. County must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Contract.
- M. Federal Audit Requirements.** County 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. County agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Contract, County shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records.
- N. Non-Supplanting Certification.** County 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. County should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Contract.
- O. Program Income.** County shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Contract must be used to increase the scope of the program or returned to Agency.

8. General Provisions.

- A. Amendments.** Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed by all parties to this Contract.
- B. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms

“hereof,” “hereunder,” “herein,” and words of similar import, are intended to refer to this Contract as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.

- C. Assignment Prohibited and Contract Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The County shall not use this Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.
- D. Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the County which are pertinent to this Contract.
- E. Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Contract, the Contract may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the County at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. Award of Related Contracts.** The Agency may award supplemental or successor contracts for work related to this Contract or may award contracts to other grantees for work related to this Contract. The County shall cooperate fully with other grantees and the Agency in all such cases.
- G. Compliance with Laws.** The County shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Contract.
- H. Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the County in the performance of this Contract shall be kept confidential by the County unless written permission is granted by the Agency for its release. If and when County receives a request for information subject to this Contract, County 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.
- I. Entirety of Contract.** This Contract, consisting of nine (9) pages; Attachment A, Campbell County’s WYSOS Physical and Cyber Security Funding Request

application, consisting of four (4) pages; and Attachment B, Estimate of Cost, consisting of three (3) pages, represent the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of conflict between payment terms stated in the Contract and Attachment B and those stated in Attachment A, the payment terms stated in the Contract and Attachment B shall govern over those stated in Attachment A.

- J. Ethics.** County 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 County's profession.
- K. Extensions.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein.
- L. Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.
- M. Indemnification.** Each party to this Contract shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- N. Independent Contractor.** The County shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Contract, the County shall be free from control or direction over the details of the performance of services under this Contract. The County shall assume sole responsibility for any debts or liabilities that may be incurred by the County in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the County 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 County 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 County or the County's agents or employees as a result of this Contract.

- O. Notices.** All notices arising out of, or from, the provisions of this Contract shall be in writing either by regular mail or delivery in person at the addresses provided under this Contract.
- P. 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 County in the performance of this Contract. Upon termination of services, for any reason, County 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.
- Q. Patent or Copyright Protection.** The County 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 County or its sub-grantees will violate any such restriction. The County shall defend and indemnify the Agency for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.
- R. Prior Approval.** This Contract shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Contract has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).
- S. Insurance Requirements.** County is protected by the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, et seq., County certifies that it carries its own insurance through a private carrier. County shall provide a certificate of insurance to the Agency providing proof of insurance coverage with limits that match or exceed the amounts allowed under Wyo. Stat. § 1-39-118.
- T. Severability.** Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of the Contract shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- U. Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Contract and the County expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, et seq., and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract shall not be strictly construed,

either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

- V. **Taxes.** The County 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.
- W. **Termination of Contract.** This Contract may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Contract may be terminated by the Agency immediately for cause if the County fails to perform in accordance with the terms of this Contract.
- X. **Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties, and obligations contained in this Contract shall operate only between the parties to this Contract and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract.
- Y. **Time is of the Essence.** Time is of the essence in all provisions of this Contract.
- Z. **Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Contract.
- AA. **Waiver.** The waiver of any breach of any term or condition in this Contract shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- BB. **Counterparts.** This Contract may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Contract. Delivery by the County of an originally signed counterpart of this Contract by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

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

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

WYOMING SECRETARY OF STATE'S OFFICE

Karen L. Wheeler, Deputy Secretary of State

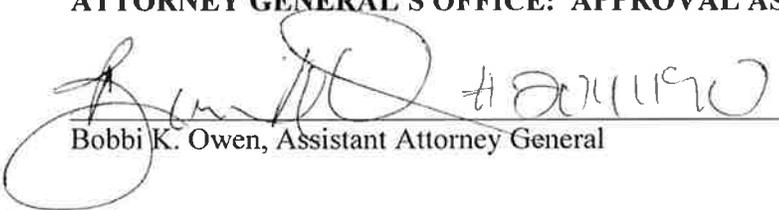
Date

COUNTY:
CAMPBELL COUNTY CLERK'S OFFICE

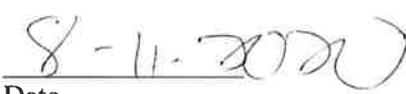
Susan G. Saunders, Campbell County Clerk
Authorized Signatory for County

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM



Bobbi K. Owen, Assistant Attorney General



Date

Attachment A
Campbell County's WYSOS Physical and Cyber Security Funding Request Application

WYSOS Physical and Cyber Security Funding Request

This funding request is being submitted to the Wyoming Secretary of State's Office (WYSOS) for consideration of funding assistance to the county making application for physical and/or cyber security improvement funds.

Counties requesting WYSOS funding assistance must commit to implementing the related project prior to August 1, 2020.

Incomplete requests may not be considered.

1. County *

Campbell ▼

2. Mailing Address *

PO Box 3010

3. Point of Contact Name *

Charity Stewart

4. Point of Contact Telephone *

307-686-1892

5. Point of Contact Email Address *

cds02@ccgov.net

6. Are you requesting funding assistance for physical security improvements or cyber security improvements? *

- Physical Security Improvements
- Cyber Security Improvements
- Both

7. If your project involves physical security improvements, please tell us which recommendations from the assessment report you are implementing.

Add key fob access to 2 doors in the elections office and 2 doors to the election equipment storage room located in the basement of the courthouse.

Add a total of 3 cameras to both locations and tie them into the already existing CCTV system at the courthouse.

Increase the physical security to the double door in the basement, including top and bottom bolts.

8. If your project involves cyber security improvements, please describe the project and how it supports elections and cyber security.

N/A

9. How will your project increase the capability or reduce vulnerabilities in protecting, preventing, responding, or recovering from an act of terrorism in relation to elections as critical infrastructure? *

These measures will further limit access to the secure areas where both election information and equipment are stored. Adding key fob entry provides a record of who enters the space and cameras provide further evidence, if needed.

10. What is the funding amount you are requesting? *

Supporting documentation such as quotes or bid information needs to be submitted to Andrea.Byrne@wyo.gov.

\$20,000

11. Milestones: Please submit a minimum of three (3) milestones. *

Milestones should represent a logical progression of the project to allow for realistic monitoring and management. Please include target dates for completion of each milestone.

1. Purchase necessary electronic equipment.
2. Add hardware to the basement double door.
3. Schedule installation of key fob entry and cameras.

Due to the current COVID-19 pandemic, we are unable to provide a proper timetable for the steps to be completed.

12. Are you currently utilizing, or have you utilized, any of the free DHS election cyber security services? *

Yes

No

13. If yes, describe which services and when those services started in your county.

Campbell County has signed up to receive regular updates and also plans to utilize the free cyber security review in the future.

14. Email Address of Respondent *

cds02@ccgov.net

This form was created inside of State of Wyoming.

Google Forms



Attachment B Estimate of Cost

IT OUTLET INC

Sales Proposal 54907

Date 6/4/2020

Terms NET 30

Valid for 30 days

SO 0

Customer	Ship To	Proposal By
CAMPBELL COUNTY WYOMING ATTN: ACCOUNTS PAYABLE 500 S. GILLETTE AVE #B700 GILLETTE, WY 82716 United States	CAMPBELL COUNTY WYOMING TECHNOLOGY SERVICES 500 S. GILLETTE AVE #B700 GILLETTE, WY 82716 United States	IT OUTLET INC 701 E 52nd St N Sioux Falls, SD 57104 United States
Attn: Lyle Foster	Attn: Lyle Foster	Attn: Justin Blom Fax: 855-275-4195 Email: jblom@itoutlet.com

Line	Item	Mfgr	Description	Qty	Unit Price	Extended
0001	01177-001	AXIS	M3057-PLVE 6 MEGAPIXEL NETWORK CAM Color, Monochrome - 65.62 ft Night Vision - H.264, MPEG-4 AVC, Motion JPEG - 3072 x 2048 - 1.60 mm - RGB CMOS - Cable - HDMI - Dome - Pole Mount, Recessed Mount, Corner Mount, Ceiling Mount, Pendant Mount, Parapet Mount, Wall Mount ILLUM VANDAL New	3	589.00	1,767.00

Your Price	\$ 1,767.00
-------------------	--------------------

All Currency Totals are in US Dollar

Full Name _____ Signature _____

You may use this form as a purchase order. Initial the items you want to purchase, enter Purchase Order (if any), sign, then mail, email or fax back to us

PO _____

TEMPERATURE TECHNOLOGY INC.

(TEM-TECH)

P. O. BOX 9063
RAPID CITY, SOUTH DAKOTA 57709
605-343-1144
FAX: 605-343-8446

SCOPE LETTER

DATE: June 1, 2020

JOB NAME: Campbell County Courthouse 3 Door Accesses

TO: Lyle

SCOPE: Provide and install all door hardware and door access controls for three doors in the Courthouse. Election Office doors and Ballot Storage door. All material, labor, checkout, and programming are included. Architectural Specialties number is included in this quote.

AMMENDMENTS ACKNOWLEDGED:

BASE BID: \$14,961.34

EXCLUSIONS:

TEMPERATURE TECHNOLOGY, INC.



Brad Ehresmann

Temperature Technology, Inc. is a Minority Owned Company

Position Vacancy Justification

Department:	Extension	Date:	8/24/2020		
Position Title:	Administrative Assistant or Administrative Assistant, Senior				
Classification Band / Range:	104 or 106	Current Salary of Incumbent:	\$25.38		
Salary Range:	Min \$15.99/\$19.00	Mid \$19.98/\$23.74	Max \$23.98/\$28.49		
Justification for Hiring Position:	Replacing an employee who is moving positions.				
Termed Incumbent:	<div style="background-color: black; width: 100%; height: 20px;"></div>				
Position Originated:					
Funding Source for Position:	County: Yes/No	State: Yes/No	Federal: Yes/No	Other: Yes/No	Explain Other:
Status Code:	Full-Time Yes/No	Part-Time Yes/No	Number of Annual Hours:		2080
Reason for Vacancy:	Replacement due to Termination: Employee Resigned		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	Yes/No				
Benefit Eligible:	Yes/No				
Department Head Signature & Date	<i>Kim Fung</i> 8-24-2020				
Commissioner Approval & Date:	<i>[Signature]</i> 8/25/2020				

CAMPBELL COUNTY SOCIAL MEDIA AND NETWORKING APPROVAL & AGREEMENT FORM

Name: Mandy Reynolds

Title: Horticulture Program Coordinator

Employee #: [Redacted]

Department: Extension

Justification: New position: marketing to clients, program needs.

Authorized to access the following County websites, social media pages, and social networking sites:

Facebook, Pinterest, Instagram, Youtube, (Posts for Extension Office, not CC Gov) JMG

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 activates 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.

Printed Name _____
(Signature) Mandy Reynolds (Date) 8/25/2020

Approved by Department Director: _____
(Signature) Kimberly Fry (Date) 8-25-2020

Public Information Coordinator Recommendation: Approve Deny _____
(Signature) [Signature] (Date) 8/25/20

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 County Health Officer Contract](#)

*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.



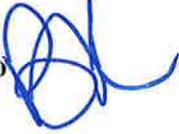
OFFICE
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab 

RE: County Health Officer Contract

DATE: 08/24/2020

Attached is a Contract between Wyoming Department of Health and Campbell County regarding the County Health Officer. This contract is to ensure the appointed County Health Officer (Dr. Patel) provides additional support to the Public Health Nursing Office in relation to public health preparedness and response. This contract is for \$9,600.00. This is federal funding. The County must match 10% of the funding amount (\$960.00), which is in Public Healths Budget. The County Attorney's Office and HR/Risk have both reviewed this contract, and have no suggested changes. Jane Glaser will be presening this contract.

Thank you!

GRANT CONTRACT REVIEW FORM

GRANT NAME:

County Health Officer 20121

Grants
Review:

P. [unclear]

8/21/00
(Date)

Risk Mgt.
Review:

None per Crystal

8/21/00
(Date)

Attorney
Review:

None per Jenny

8/21/00
(Date)

REVISIONS REQUIRED

NO REVISIONS REQUIRED

None

NOTES,
CHANGES
NEEDED,
ETC.:

DOCUMENT COMPLETE AND READY FOR COMMISSIONERS:

8/24/00

**CONTRACT BETWEEN
WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION
AND
CAMPBELL COUNTY**

1. **Parties.** The parties to this Contract are Wyoming Department of Health, Public Health Division (Agency), whose address is: 122 West 25th Street, 3rd Floor West, Cheyenne, Wyoming 82002, and Campbell County (Subrecipient), whose address is: 2301 South 4J Road, Gillette, Wyoming 82717. This Contract concerns the Public Health Preparedness and Response Unit.
2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the Subrecipient shall ensure the appointed County Health Officer (CHO) provides additional support to the Subrecipient's Public Health Nursing Office in relation to public health preparedness and response.
3. **Term of Contract.** This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from July 1, 2020, or Effective Date, whichever is later, through June 30, 2021. All services shall be completed during this term.
4. **Payment.**
 - A. The Agency agrees to pay the Subrecipient for the services described in Attachment A, which is attached to and incorporated into this Contract by this reference. Total payment under this Contract shall not exceed nine thousand, six hundred dollars (\$9,600.00). Funding will be distributed every three (3) months in four (4) payments of two thousand, four hundred dollars (\$2,400.00) beginning July 2020. Subrecipient must match ten percent (10%) of total federal funding. The match may be provided directly or through donations from public or private entities and may be in cash or in kind. Amounts provided by the federal government or services assisted or subsidized to any significant extent by the federal government may not be included in determining the amount of the match. Restrictions upon funding are outlined in the 2019-2024 Public Health Emergency Preparedness (PHEP) Cooperative Agreement CDC-RFA-TP19-1901-01 and supplemental guidance, which is incorporated into this Contract by this reference.
 - B. No payment shall be made for work performed before the Effective Date of this Contract. Should the Subrecipient fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such time as the Subrecipient performs its duties and responsibilities to the satisfaction of Agency.
 - C. **Travel.** The payment of travel expenses shall be allowed as set forth below. Subrecipient is expected to procure the most cost efficient travel arrangements.
 - (i) **Air Travel.** The Agency agrees to reimburse the Subrecipient's air travel expenses related to the performance of this Contract. Air travel shall be

reimbursed based on actual costs, including luggage fee for one (1) bag each way, supported by a copy of the original receipt with the invoice. Subrecipient must select the lowest airfare (fares available in the market at the time of booking, preferably well in advance of trip to attain the lowest possible airfare). Subrecipients shall book economy class fares for all domestic travel. First class bookings are not reimbursable.

- (ii) Personal Vehicle. Mileage shall be reimbursed at the current state rate per mile based on standard map mileage. When private vehicle transportation is used, the mileage reimbursement rate per the Governor's memorandum will be used.
- (iii) Miscellaneous Travel Expenses. The Agency agrees to reimburse the Subrecipient's miscellaneous travel expenses related to the performance of this Contract. Miscellaneous expenses will be reimbursed based on actual costs for round trip transportation by taxi or shuttle to and from airport and hotel; airport economy parking; and road tolls. Miscellaneous expenses must be approved by the Agency prior to purchases being made.

D. Lodging.

The Agency agrees to reimburse Subrecipient's lodging expenses related to the performance of this Contract. The Subrecipient shall be reimbursed for lodging/hotel up to the amount prescribed for the traveler's destination at the federal standard per diem rate per day. Requests for reimbursement shall state the amount allowed for lodging/hotel and list the actual number of travel days on the Subrecipient's invoice. Pre-tax lodging amounts exceeding the prescribed General Services Administration (GSA) rate must be pre-approved by the Agency.

E. Meals.

The Agency agrees to reimburse Subrecipient's meal and incidental expenses (M&IE) related to the performance of this Contract. The Subrecipient shall be reimbursed for travel for official business that extends beyond one day, to a location more than fifty (50) miles from their official domicile at the federal standard M&IE allowance. The M&IE amount will be computed so as to pay seventy-five percent (75%) of the traveler's destination rate on the day of departure, one hundred percent (100%) for all interim official business days, and seventy-five percent (75%) of the traveler's previous day's rate on the day of return.

5. Responsibilities of Subrecipient. The Subrecipient agrees to:

- A. Provide the services described in Attachment A.

6. Responsibilities of Agency. The Agency agrees to:

- A. Pay Subrecipient in accordance with Section 4 above.

- B. Provide support as described in Attachment A.
- C. Monitor and evaluate the Subrecipient's compliance with the conditions set forth in this Contract.

7. **Special Provisions.**

- A. **Assumption of Risk.** The Subrecipient shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Subrecipient's failure to comply with state or federal requirements. The Agency shall notify the Subrecipient of any state or federal determination of noncompliance.
- B. **Environmental Policy Acts.** Subrecipient agrees all activities under this Contract will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- C. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Contract may be terminated without penalty if a private entity that receives funds under this Contract:
 - (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (ii) Procures a commercial sex act during the period of time that the award is in effect; or
 - (iii) Uses forced labor in the performance of the award or subawards under the award.
- D. **Kickbacks.** Subrecipient certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If Subrecipient breaches or violates this warranty, Agency may, at its discretion, terminate this Contract without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
- E. **Limitations on Lobbying Activities.** By signing this Contract, Subrecipient certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Subrecipient or its subcontractors in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.

- F. Monitoring Activities.** Agency shall have the right to monitor all activities related to this Contract that are performed by Subrecipient or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Contract; and to observe personnel in every phase of performance of Contract related work.
- G. Nondiscrimination.** The Subrecipient shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Contract.
- H. No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract, shall be paid by either party.
- I. Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Subrecipient and related to the services and work to be performed under this Contract, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- J. Suspension and Debarment.** By signing this Contract, Subrecipient certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Contract suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Subrecipient agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Contract.
- K. Administration of Federal Funds.** Subrecipient agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. Copyright License and Patent Rights.** Subrecipient acknowledges that federal

grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Contract; and (2) any rights of copyright to which Subrecipient purchases ownership using funds awarded under this Contract. Subrecipient must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Contract.

- M. Federal Audit Requirements.** Subrecipient agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Subrecipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Contract, Subrecipient shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records.
- N. Non-Supplanting Certification.** Subrecipient hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Subrecipient should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Contract.
- O. Program Income.** Subrecipient shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Contract must be used to increase the scope of the program or returned to Agency.

8. General Provisions.

- A. Amendments.** Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed by all parties to this Contract.
- B. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Contract as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. Assignment Prohibited and Contract Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The

Subrecipient shall not use this Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.

- D. Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Contract. The Subrecipient 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 Subrecipient which are pertinent to this Contract. The Subrecipient shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Agency.
- E. Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Contract, the Contract may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Subrecipient at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. Award of Related Contracts.** The Agency may award supplemental or successor contracts for work related to this Contract or may award contracts to other subrecipients for work related to this Contract. The Subrecipient shall cooperate fully with other subrecipients and the Agency in all such cases.
- G. Compliance with Laws.** The Subrecipient shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Contract.
- H. Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Contract shall be kept confidential by the Subrecipient unless written permission is granted by the Agency for its release. If and when Subrecipient receives a request for information subject to this Contract, Subrecipient 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.
- I. Entirety of Contract.** This Contract, consisting of twelve (12) pages; and Attachment A, Public Health Preparedness and Response County Health Officer Statement of Work, consisting of three (3) pages, represent the entire and integrated Contract between the parties and supersede all prior negotiations, representations,

and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Contract and the language of any attachment or document incorporated by reference, the language of this Contract shall control.

- J. Ethics.** Subrecipient 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 Subrecipient's profession.
- K. Extensions.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein. Any extension of this Contract 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 Contract or any valid amendment thereto, and shall be effective only after it is reduced to writing and executed by all parties to the Contract.
- L. Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.
- M. Indemnification.** Each party to this Contract shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- N. Independent Contractor.** The Subrecipient shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Contract, the Subrecipient shall be free from control or direction over the details of the performance of services under this Contract. The Subrecipient shall assume sole responsibility for any debts or liabilities that may be incurred by the Subrecipient in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the Subrecipient 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 Subrecipient 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 Subrecipient or the Subrecipient's agents or employees as a result of this Contract.

- O. Notices.** All notices arising out of, or from, the provisions of this Contract shall be in writing either by regular mail or delivery in person at the addresses provided under this Contract.
- P. 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 Subrecipient in the performance of this Contract. Upon termination of services, for any reason, Subrecipient 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.
- Q. Patent or Copyright Protection.** The Subrecipient 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 Subrecipient or its subcontractors will violate any such restriction. The Subrecipient shall defend and indemnify the Agency for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.
- R. Prior Approval.** This Contract shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Contract has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).
- S. Insurance Requirements.**
- (i) During the term of this Contract, the Subrecipient 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 Subrecipient 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 Subrecipient or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.
 - (iii) The Subrecipient 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 Subrecipient, such insurance in the name of the Subrecipient 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 Subrecipient under this Contract.
- (vi) All policies required by this Contract 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.

T. Insurance Coverage. The Subrecipient 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 Contract 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 Subrecipient's home state to perform work under this Contract 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 Subrecipient 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 Contract, if such coverage is required by law. If workers' compensation coverage is obtained by Subrecipient through the Wyoming Department of Workforce Services' workers' compensation program, Subrecipient shall also obtain Employer's Liability "Stop Gap" coverage through an endorsement to the CGL policy required by this Contract, 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 Subrecipient shall be duly registered with the Department of Workforce Services and obtain such unemployment insurance coverage as required. The Subrecipient 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.

(v) Professional Liability or Errors and Omissions Liability Insurance. Professional liability insurance or errors and omissions liability insurance protecting against any and all claims arising from the Subrecipient's alleged or real professional errors, omissions, or mistakes in the performance of professional duties under this Contract, with minimum limits as follows:

- (a) \$1,000,000.00 each occurrence; and
- (b) \$1,000,000.00 general aggregate.

The policy shall have an extended reporting period of two (2) years.

U. **Severability.** Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of the Contract shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.

V. **Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Contract and the Subrecipient expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, *et seq.*, and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract shall not be strictly construed,

either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

- W. Taxes.** The Subrecipient shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- X. Termination of Contract.** This Contract may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Contract may be terminated by the Agency immediately for cause if the Subrecipient fails to perform in accordance with the terms of this Contract.
- Y. Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties, and obligations contained in this Contract shall operate only between the parties to this Contract and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract.
- Z. Time is of the Essence.** Time is of the essence in all provisions of this Contract.
- AA. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Contract.
- BB. Waiver.** The waiver of any breach of any term or condition in this Contract shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- CC. Counterparts.** This Contract may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Contract. Delivery by the Subrecipient of an originally signed counterpart of this Contract by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

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

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

AGENCY: WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION

Michael A. Ceballos, Director

Date

Stephanie Pyle, MBA
Senior Administrator, Public Health Division

Date

SUBRECIPIENT: CAMPBELL COUNTY

Chairman, Campbell County Board of Commissioners

Date

CAMPBELL COUNTY ATTORNEY: APPROVAL AS TO FORM

Campbell County Attorney

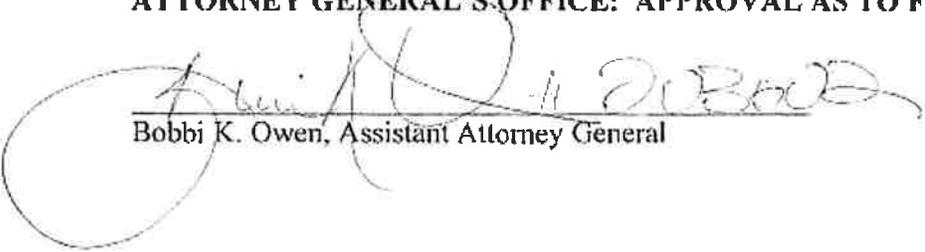
Date

COUNTY CLERK'S ATTESTATION

Campbell County Clerk

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM



Bobbi K. Owen, Assistant Attorney General



Date

**ATTACHMENT A
PUBLIC HEALTH PREPAREDNESS AND RESPONSE COUNTY HEALTH OFFICER
STATEMENT OF WORK**

GENERAL DESCRIPTION

This document is a Statement of Work (SOW) to identify and describe important milestones and deliverables for Campbell County (Subrecipient) as part of the County Health Officer (CHO) Contract with the Wyoming Department of Health, Public Health Division (Agency). The goal of the project is to provide supplemental funding to the Subrecipient for payment to the CHO to ensure the appointed CHO provides additional support to the Subrecipient and the Subrecipient's Public Health Nursing Office in relation to public health emergency preparedness and response. These supplemental funds and the additional duties that are required to obtain the funding will strengthen the local and county response to public health emergencies as well as ensure clinical and medical guidance and leadership in public health emergency matters in supporting the existing public health infrastructure within the county.

PAYMENT

The source of funds for this Contract is Cooperative Agreement from Centers for Disease Control Catalog of Federal Domestic Assistance (CFDA) No. 93.069, in the amount nine thousand, six hundred dollars (\$9,600.00).

Restrictions upon funding are as follows:

- A. Restrictions upon funding are outlined in the 2019–2024 Public Health Emergency Preparedness (PHEP) Cooperative Agreement CDC-RFA-TP19-1901-01 and Supplemental Guidance.
- B. All expenditures must support and relate to this Attachment A, Public Health Preparedness and Response County Health Officer Statement of Work, and 2019–2024 Public Health Emergency Preparedness (PHEP) Cooperative Agreement CDC-RFA-TP19-1901-01 and Supplemental Guidance.

TIMELINE AND DELIVERABLES

The following table shows specific tasks, milestones, completion dates, and estimated payments. This includes work to support the county in public health emergency preparedness and response.

Timetable and Deliverables for Subrecipient			
Description	Months	Cost	Date

CHO Duties	Three (3)	Estimated one quarter (1/4) payment	Upon execution of the Contract
<p>The Subrecipient shall appoint a CHO and establish procedures to ensure the CHO performs the following:</p> <ol style="list-style-type: none"> <li data-bbox="282 474 1388 646">1. The CHO shall provide support and expertise to Subrecipient’s emergency planners as needed to ensure the Subrecipient is prepared for public health emergencies. Any exceptions to this provision must be approved by the State Health Officer of the Wyoming Department of Health (SHO). Expected time spent is one (1) hour per two (2) month period. <li data-bbox="282 680 1388 852">2. The CHO shall work in conjunction with the SHO, the Subrecipient, and the Subrecipient’s Public Health Nursing (PHN) Office during public health emergencies. As such, the CHO is expected to participate in meetings or conference calls with the Agency or local officials as needed for the public health response. Expected time spent is variable depending on emergencies. <li data-bbox="282 886 1388 1297">3. The CHO shall participate in scheduled meetings, in person or via conference call, with the SHO and fellow county health officers to discuss issues of statewide concern. These meetings will be scheduled quarterly and the CHO shall attend a minimum of two (2) per year. Additional meetings may be warranted as determined by the SHO. An attempt will be made by the Subrecipient to schedule one (1) of these meetings during the annual Wyoming Public Health Association meeting. The CHO is encouraged to attend the annual Wyoming Public Health Association meeting, which is usually a three (3) day commitment. The CHO shall be reimbursed for attendance at this meeting by the Agency, if funding is available and with prior approval, up to the amount prescribed for the traveler’s destination at the federal standard per diem rate per day. Anticipated time spent is a minimum of two (2) hours and a maximum of thirty-two (32) hours per Contract term. <li data-bbox="282 1331 1388 1440">4. The CHO shall participate in a one (1) hour, monthly meeting with the Subrecipient’s PHN Office in order to review medical plans and contingencies, the protocols for events, the role of public health in county emergencies, and other issues of concern. <li data-bbox="282 1474 1388 1541">5. The CHO shall participate in various exercises that may be scheduled in the county. Expected time is four (4) hours per Contract. <li data-bbox="282 1575 1388 1717">6. The CHO is encouraged to develop and maintain a close working relationship with the Subrecipient’s Local Emergency Planning Committee (LEPC). Attendance at the meetings is strongly encouraged. Expected time spent is variable depending on meeting frequency in the county. 			

7. The CHO shall determine, in coordination with the Subrecipient's PHN Manager, Public Health Response Coordinator, and other local emergency planners, what role the CHO will have in the local emergency response incident management structure. If the CHO is identified as filling a command or general staff position in the county Incident Command System (ICS), appropriate training must be obtained (the Agency can assist with finding appropriate training). If the CHO is identified to fill a role in the county Emergency Operations Center, the CHO must work with the PHN Office and the county Emergency Management/Homeland Security Coordinator to identify and obtain appropriate training. Expected time spent is variable depending on the identified role of the CHO.

8. The CHO shall submit a progress report by January 31, 2021 and July 31, 2021. Template progress report will be emailed to the Subrecipient and CHO prior to report deadlines. The January payment will only be made once the CHO progress report has been submitted.

Description	Months	Cost	Date
Subrecipient Duties	Twelve (12)	N/A	Upon execution of the Contract

The Subrecipient shall notify the Agency if there is a change in the physician appointed as the CHO.

The Subrecipient shall provide a financial report to the Agency at the conclusion of the Contract summarizing the payment of funds to the CHO.

If funds are not expended, they will be returned to the Agency within thirty (30) days of the final day of this Contract.

The following page(s) contain the backup material for Agenda Item: [9:20 Visionary Service Order & Agreement, Microwave Replacement Project](#)

*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.

Sandra D. Beeman

From: Jill M. Baier
Sent: Wednesday, August 26, 2020 8:47 AM
To: Sandra D. Beeman
Cc: Scott D. Matheny; Quentin L. Reynolds; Joey L. Williams
Subject: VCN Service Order for Microwave Replacement Project
Attachments: VCN Fiber Contract for Microwave Replacement Project FY 20-21.pdf

Sandra:

You will find attached a Service Order Agreement for Chairman Reardon to sign. Our Capital Construction Project to replace the existing microwave system was approved during the FY 20-21 budget process. This agreement is for the fiber connection that we are transitioning to as part of the project. Char Edwards, Joey Williams and the Sheriff have all reviewed the contract. We are ready for the chairman to sign so we can move forward on this project. The \$5,770.00 of non-recurring costs are budgeted in the Capital Construction Project Budget and the ongoing monthly fees will be paid from the County-Wide Communications Maintenance budget (cost center 013). Sheriff Matheny and Joey Williams can attend the Commission meeting to answer any questions. Thank you,

Jill Baier
Sr. Financial Specialist
Campbell County Sheriff's Office
600 West Boxelder Road
Gillette, WY 82718-5219
307.687.6105 phone
307.687.6198 fax
Jmb05@ccgov.net or jbaier@ccgov.net



VISIONARY BROADBAND

Service Order Form

email: business@visionarybroadband.com

phone: 307.687.9933 fax: 307.682.2519

postal mail: Visionary Broadband . PO Box 2799 . Gillette WY 82717-2799

physical: Visionary Broadband . 1001 S Douglas Hwy . Suite 201 . Gillette WY 82716

Company Name: Campbell County Sheriffs Dept VFGIL

Account Number: SF-256514

Contact Name: Joey Williams

Service Order Number: SO-00016981

Billing Email:

Contract Date: August 17, 2020

Billing Address: 600 W Boxelder Rd

Requested Due Date:

City/State/Zip: Gillette WY 82718

Jurisdiction certification:

Phone:

Percentage of Interstate

Tax ID:

Utilization (PIU - 0% or 100%):

Circuit Description:

Layer 2 Fiber 10/10Mbps In Wright to Sheriffs Office in Gillette.
This includes a true wireless 10/5Mbps redundancy and automatic failover.

5 Year term

MRC \$750.00 NRC \$5,770.00

Visionary Fiber	\$635.05
Wireless 10Mbps/5Mbps Business	\$89.95
Managed CPE	\$25.00

Charges:

Term: 60 Months

\$750.00 MRC, does not include current taxes

\$5,770.00 NRC

NRC = Non-Recurring Cost, MRC = Monthly Recurring Cost

Location A

Location Z

Company: Visionary Broadband

Company: Campbell County Sheriffs Dept VFGIL

Service Address:

Service Address:
600 W Boxelder Rd Gillette WY 82718

Local Contact:

Local Contact: Joey Williams

Local Phone:

Local Phone: 307.687.6126

Location Notes:

43.744441,-105.467390

Location Notes:

Your signature below acknowledges you have read, understand and accept the Terms of this Service Order Form. This Service Order Form is subject to the Visionary Broadband Dedicated and High-Cap Service Agreement between the companies below, including the term length displayed on this form, and that you are duly authorized to execute and deliver this Contract as of the date set forth below.

Visionary Communications, Inc.

Campbell County Sheriffs Dept VFGIL

signed:

signed:

print:

print: D.G. Reardon

title:

title: Chairman of Campbell County Commission

Please execute Service Order Form and fax a copy to the number above, then mail a hard copy to the address above. ver 0519



VISIONARY BROADBAND

DEDICATED AND HIGH-CAP SERVICE AGREEMENT Terms and Conditions

1. Throughout this agreement you, the customer, will be referred to as "Client" and Visionary Communications, Inc. will be referred to as "VCN".

2. VCN shall provide to Client a dedicated connection to the Internet at the maximum throughput rate indicated on the Order Form and Contract (hereinafter referred to as the "Connection"). The connection is "always on", and bandwidth is shared with other users of VCN's networks. Client shall receive from VCN the requirements necessary to provide Client with the Connection, which may include, but not be limited to equipment, IP addresses and configuration information. This agreement is expressly conditioned upon Client's continued compliance with VCN's acceptable use policies as posted on its web site at <https://www.vcn.com>, including any changes that may subsequently be made.

3. All equipment is and shall remain the property of VCN unless purchased by the Client, and shall be returned to VCN, in original condition, within five (5) days of service termination. If, during the term of this agreement, the equipment fails to operate properly through no fault of client it will be replaced with serviceable equipment by VCN. Upon termination Client shall allow VCN employees to remove the hardware from Client's premises.

Installation includes up-to 100 feet of cabling unless otherwise stated. Additional cabling will be billed at \$0.50 per foot. Installation includes up to 2 hours of labor unless otherwise stated. Additional labor will be billed at \$80 per hour per tech.

4. Client shall pay VCN a monthly fee during the term of this agreement.

Client will be invoiced by E-mail (or optional paper invoice) monthly in advance for all amounts due and owing to VCN. Until Client notifies VCN in writing or by E-mail to use a different address or to request a paper invoice to be delivered to a physical address, VCN shall use the E-mail address assigned to Client as part of the Internet service offered by VCN.

All payments are due on the twentieth (20th) day of each month. Unless otherwise specified in writing by VCN, payments shall be made payable to "Visionary Communications, Inc." and mailed as directed on the invoice. Credit Card payments are also acceptable. Invoices not timely paid may be subject to a late payment charge of the lesser of one and one-half percent (1.5%) per month, or portion thereof, or the maximum amount allowed by law. Client account may be terminated and/or equipment removed without further notice if payment is not received within thirty (30) days of the invoice date. VCN reserves the right to charge a Reconnect / Disconnect fee of \$250.00. VCN may back-bill Client for any Services that have not been invoiced.

VCN may not increase the monthly price during the agreement term. After the agreement term it may be modified, alter or amend the prices upon thirty (30) days' written notice to Client. After Client's contract is up, they may be subject to new pricing.

5. This agreement is for an initial term reflected on the Service Order with the starting date of the term effective on the date of actual activation. After the initial term this agreement shall automatically continue from month-to-month unless terminated by either party ("Notice of Cancellation") with at least thirty (30) days prior notice. Upon cancellation by Client, VCN will bill Client for monthly charges for thirty (30) days following the Notice of Cancellation. If Client terminates this agreement any time after implementation, but before expiration, Client will pay a lump sum equal to the charges of the remainder of the agreement. If Client is terminated by VCN for violation of the Acceptable Use Policy, Client shall pay, immediately, a lump sum equal to the charges for the remainder of the then current term of the agreement.

6. VCN, solely, shall hold all information necessary to utilize the Connection provided by VCN. Upon termination of this agreement, VCN shall disable the Connection.

7. Client understands:

A dedicated Connection must be changed or altered with VCN, regardless of type of Connection. All changes and terminations must be directed to VCN, and Client understands that contact with another party does not alter the Contract.

Changes to the type of Connection, assignment of new settings, programming of routers, and any other alterations may incur a charge to the Client. The Client should provide ample notice and opportunity for VCN to quote these changes and schedule the change.

8. VCN is not responsible or liable for any of the following:

Changes made to settings in VCN or Client router after the initial setup by VCN.

Third party changes to the Client's network that require a change in the Connection for the network to function.

Installing hardware and/or software in a different computer, router, or similar after initial installation.

Re-configuration of network settings due to, but not limited to: temporary, re-installation of operating system, accidental removal, or moving of hardware.

9. Client hereby acknowledges that the Internet is not owned, operated, managed by, or in any way associated with VCN or any of its affiliates; it is a separate network of computers independent of VCN. Client's use of the Internet is solely at Client's own risk and is subject to all applicable local, state, national, and international laws and regulations. Access to the Internet is dependent upon numerous factors, technologies, and systems, many of which are beyond VCN's authority and control. Access to other networks via VCN's network must comply with the rules appropriate for those networks. VCN exercises no control whatsoever over the content of the information passing through its network.

10. VCN's network can only be used for lawful purposes. The transmission of any material in violation of any local, state, national, or international law or regulation is prohibited. This includes, but is not limited to, copyrighted material, material legally judged to be threatening or obscene, material protected by trade secret, or material that is otherwise deemed to be proprietary or judged by VCN to be inappropriate or improper such as bulk e-mail messages.

11. Actual connection speed between client and a remote server or user is dependent upon numerous factors, technologies, and systems, many of which are beyond VCN's authority and control. VCN warrants to Client, and only to Client, subject to the limitations set forth in this agreement, that it will use its best efforts to maintain contracted throughput speeds, which for purposes of this warranty means the ability of the network to transmit traffic at the contracted speed, measured over a rolling one-month period. Any down time exceeding a two day period (based on a thirty day month) will be credited. This is the Client's sole and exclusive remedy for throughput failure. The service credits shall not apply if: (a) any CPE used in the connection has been subjected to physical or electrical stress, misuse, neglect, accident or abuse, or damaged by any other external causes; (b) equipment has been installed, repaired, or altered by anyone other than VCN or its subcontractors or affiliates, without VCN's express and prior written approval; (c) the services or equipment are used in violation of applicable law or in violation of instructions furnished by VCN; (d) the Client has not provided VCN access to the Client premises to effect repairs; (e) performance is adversely affected by scheduled or emergency maintenance.

12. EXCEPT FOR THE WARRANTIES EXPRESSLY SET FORTH IN THIS AGREEMENT, ALL PRODUCTS AND SERVICES TO BE PROVIDED HEREUNDER ARE PROVIDED ON AN AS-IS BASIS. VISIONARY DOES NOT MAKE, AND HEREBY DISCLAIMS, ANY AND ALL OTHER STATUTORY, EXPRESS OR IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT OF THIRD-PARTY INTELLECTUAL PROPERTY RIGHTS, AND ANY WARRANTIES ARISING FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICE. EXCEPT AS EXPRESSLY STATED VISIONARY DOES NOT WARRANT THAT THE CONNECTION WILL PERFORM AT A PARTICULAR SPEED, OR WILL BE UNINTERRUPTED, ERROR-FREE, OR COMPLETELY SECURE. THIS INCLUDES LOSS OF DATA RESULTING FROM DELAYS, NON-DELIVERIES, MIS-DELIVERIES OR SERVICE INTERRUPTION HOWEVER CAUSED. USE OF ANY INFORMATION OBTAINED THROUGH VCN'S NETWORK IS AT CLIENT'S OWN RISK. VCN SPECIFICALLY DISCLAIMS ANY RESPONSIBILITY FOR THE ACCURACY OR QUALITY OF INFORMATION OBTAINED THROUGH ITS SERVICES FROM INTERNET SOURCES.

13. Routine maintenance and periodic system repairs, upgrades and reconfigurations, public emergency or necessity, force majeure, restrictions imposed by law, acts of God, labor disputes and other situations, including mechanical or electronic breakdowns may result in temporary impairment or interruption of service. As a result, VCN does not guarantee continuous or uninterrupted service and reserves the right from time to time to temporarily reduce or suspend service without notice. Client releases VCN and its directors, officers, employees, and agents from any and all obligations, charges claims, liabilities, costs and fees incurred as the result of interruptions or omissions of service, including the impact resulting to Client.

14. VCN reserves the right to monitor Client activity from time to time and to deny service to an individual or business that VCN views as an excessive bandwidth user. For purposes of this provision "excessive bandwidth user" means a client who transfers at more than twenty percent of the contracted rate on a daily average.

Upon acceptance of this order by VCN, the company will use its best efforts to provide dedicated connection service. Before installation begins VCN requires a deposit or prepayment. Client may cancel this order without penalty at any time until the work has begun to install the connection. If work has started on the connection, Client agrees to pay VCN actual costs incurred up to cancellation.

Client agrees to pay reasonable attorney's fees associated with VCN's collection for invoiced amounts. Wyoming shall be the choice of law for this Agreement.

I have read and understand the above Terms and Conditions, and I authorize these services to be ordered. I also agree to the terms and length of my contract.

August 17, 2020

Authorized Signature

Date

D.G. Reardon

Print Name

Chairman of Campbell County Commission

Title

CAMPBELL COUNTY CAPITAL CONSTRUCTION REQUEST FORM

Budget Year 2020-2021

One Project Per Form

NEW CONSTRUCTION REQUEST

Quarter you anticipate/require construction

DEPARTMENT/BOARD: Sheriff's Office	Sequential Priority # _____	1ST QTR <input checked="" type="checkbox"/>
PROJECT NAME: Microwave Radio System Replacemer		2ND QTR <input checked="" type="checkbox"/>
PROJECT LOCATION: Various RadioTower Locations		3RD QTR <input checked="" type="checkbox"/>
		4TH QTR <input checked="" type="checkbox"/>

BUDGET REQUEST: \$120,000.00 Please attach estimate information if available

GRANT SOURCE: _____ Will assistance be required from Facilities Maintenance or ITS?

GRANT AMOUNT: _____ YES NO (i.e. installation, assembly, electrical, cabling, carpentry, moving fixtures, etc.)

PROJECT DESCRIPTION

This project will cover the cost and labor to replace the current Campbell County Microwave system equipment. The current system is about 12 years old and parts are no longer available. The use of now existing fiber is being explored to reduce the overall cost of the project. See attached for full description.

JUSTIFICATION

See attached for full description.

[Signature]
 Authorized Signature: _____

3/26/20
 Date

Public Works Assessment ~ OFFICE USE ONLY

Received By: _____	Date Received: _____
Request Review By: _____	Date: _____
Recommended Changes: _____	
FY 20-21 Department Request \$ _____	
PW Recommended Budget \$ _____	

Notification of Change to Director/Board

Director/Member Notified: _____	Date: _____
Communication Method Used: _____	Director/Board Concur with Change
Notes:	N/A <input type="checkbox"/>
	YES <input type="checkbox"/>
	NO <input type="checkbox"/>
Board Chairman: _____	Date: _____
Department Director: _____	Date: _____
PW Representative: _____	Date: _____

Office Use Only

Increase: _____

Decrease: _____

Change: _____



Communication Technologies Inc

1900 Elk Street, Rock Springs WY 82901 Phone: 307-382-5663 Fax: 307-382-7323
204 Tulip, Lander WY 82520 Phone: 307-332-6425
189 Progress Circle Mills, Wy. 82644 Phone: 307-232-8870 Fax: 307-265-6578

Date: 03/23/20

Customer Name: Campbell County Sheriff's Office

Contact Name: Joey Williams

Address:

Quote No. 032320-01

City: Gillette

State: Wyomi9ng

Phone:

Fax:

Product/Service Name	Quantity	Price	Total
Radio Site infrastructure upgrade			
Replacement microwave from SO to Hitt radio sites	1	\$66,000.00	\$66,000.00
Rad IPmux24 Multiplexers	7	\$2,600.00	\$18,200.00
Installation and optimization	1	\$8,000.00	\$8,000.00
Fiber installation from Visionary Communications from SO to the Wright radio site.	1	\$5,770.00	\$5,770.00
Tone Remote encoders for Outdoor Warning Sirens	2	\$535.00	\$1,070.00
24 port network switches	4	\$500.00	\$2,000.00

Sub Total \$101,040.00

Discount

Taxes

Total \$101,040.00

Notes

1. Pricing valid for 60 days

2. Monthly Charge from VCN for fiber \$750.00 x 12 = \$9,000.00

Prepared by: Craig Post
Communication Technologies

Approval Date:

Approved By: _____

The following page(s) contain the backup material for Agenda Item: [9:25 TANF/CPI Contract](#)

*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.



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

Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: TANF/CPI Contract

DATE: 08/24/2020

Attached is the TANF/CPI contract. TANF/CPI stands for Temporary Assistance for Needy Families Community Partnership Initiative. This grant provides a community plan which will provide a continuum of services for Campbell County Families. This contract is from October 1, 2020- September 30, 2021, and it is for the \$91,000. These are federal funds. There are no matching funds required. Campbell County is the grantee on this contract, and we have advertised the opportunity for human service agencies in our community to be able to apply for these funds. After the advertisement, we had three agencies apply. We have awarded Council of Community Services (\$26,491.00), CLIMB Wyoming (\$21,492), and the YES House (\$43,017) with funds.

The Council of Community Services will use these funds to assist with their Permanent Supportive Housing for Homeless Families program. CLIMB Wyoming will use these funds to assist with their career training and job placement program. YES, House will use these funds to assist with their Day Treatment program. Campbell County will subgrant these funds via contract to these agencies. The Campbell County Attorney's Office and HR/RISK reviewed this contract and had no changes.

Bethany Raab will be presenting this contract.

Thank you!

GRANT CONTRACT REVIEW FORM

GRANT NAME:

Tanf/CPI

Grants Review:

Brett Koels

8/24/00

(Date)

Risk Mgt. Review:

By Crystal

8/21/00

(Date)

Attorney Review:

By Jenny

8/21/00

(Date)

REVISIONS REQUIRED

NO REVISIONS REQUIRED

No changes-

Requested subcontracts from Jenny
8/24/00.

**NOTES,
CHANGES
NEEDED,
ETC.:**

DOCUMENT COMPLETE AND READY FOR COMMISSIONERS:

8/24/00

Contract #: 205914

Entry Date:8/18/2020 5:11:18 PM

Department: Wyoming Department of Family Services

Agency Contact: Humphrey, Jacklyn

Phone: 5355

Other Agency Contact: Georgia Auch 307-
746-3901

WYOMING ATTORNEY
GENERAL'S OFFICE

AUG 19 2020

Client Comments: <p>Template 205754</p>
<p>100% federal funding</p>

Margaret A. R. Schwartz
APPROVED AS TO FORM

Contractor/Vendor Name: Campbell County Commissioners

Contract Title: CPI

Contract Type: General Services - Federal
Funds

Contract Amount: 0

Contract Effective Date:

Contract Expiration Date:

Status: AG Approved as to Form

RETURN VIA: Ink Signature - Inter-agency Mail

Assigned Attorney: Maggie Schwartz

**CONTRACT BETWEEN
WYOMING DEPARTMENT OF FAMILY SERVICES
AND
CAMPBELL COUNTY COMMISSIONERS**

1. **Parties.** The parties to this Contract are the Wyoming Department of Family Services (Agency), whose address is: 2300 Capitol Avenue, Third Floor, Hathaway Building, Cheyenne, Wyoming 82002, and the Campbell County Commissioners (Contractor), whose address is: 500 South Gillette Avenue Suite 1100, Gillette, Wyoming 82716.
2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the Contractor shall operate the Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI), a community plan which will provide a continuum of services to Campbell County families as outlined in Attachment A, which is attached to and incorporated into this Contract by this reference.
3. **Term of Contract.** This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from October 1, 2020 or the Effective Date, whichever is later, through September 30, 2021. All services shall be completed during this term.
4. **Payment.**
 - A. The Agency agrees to pay the Contractor for the services described in Section 5, below, and in Attachment A. Total payment under this Contract shall not exceed ninety-one thousand dollars (\$91,000.00). Payment shall be made within forty-five (45) days after submission of invoice pursuant to Wyo. Stat. § 16-6-602. Contractor shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Contract.
 - B. No payment shall be made for work performed before the Effective Date of this Contract. Should the Contractor fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such time as the Contractor performs its duties and responsibilities to the satisfaction of Agency. The federal source of funding for this Contract is the Temporary Assistance for Needy Families (TANF) grant, CFDA #93.558.
 - C. When the Contractor is working at a location requiring an overnight stay, the Contractor shall be reimbursed at the rates set out in Wyo. Stats. §§ 9-3-102 and 9-3-103.
5. **Responsibilities of Contractor.** The Contractor agrees to:
 - A. Provide the services described in Attachment A;
 - B. Enhance sustainability beyond the funding period;
 - C. Determine TANF eligibility for families participating in the program. Contractor shall ensure that the TANF Participant Application and Eligibility Form, which is attached to and incorporated into this Contract by this reference as Attachment C, shall be completed

for each family being billed under this Contract. Contractor shall use the TANF Participant Application and Eligibility Form, Attachment C, or, upon Agency approval, an acceptable substitute, when determining eligibility for families participating in the program.

- D. Bill the Agency for funding quarterly. The Contractor shall only bill for services provided to TANF eligible families. Contractor shall use the TANF CPI FFY21 Quarterly Report and Invoice, Attachment B, which is attached to and incorporated into this Contract by this reference, when submitting quarterly invoices. The quarterly invoice shall be submitted within thirty (30) days following the end of the quarter.
- E. Limit the administrative costs at ten percent (10%) of the program costs per invoice submission;
- F. Provide quarterly program performance reports to the Agency. Contractor shall validate all outcomes utilizing quantitative and qualitative data. The report in Attachment B shall be used for each quarterly report;
- G. Provide reporting that is sufficient to provide an audit trail for state or federal auditors to determine accuracy of direct and indirect costs. Reports shall be submitted within thirty (30) days following the end of each quarter;
- H. Submit a Year End Report summarizing the entire year no later than thirty (30) days after the term of the Contract;
- I. Not use funds to purchase non-tangible assets or to purchase or lease equipment. Leased equipment includes the rental of equipment for any period of time;
- J. Not use funds to provide cash, checks, cash equivalents or cash redeemable cards to individuals served by the program; and
- K. Obtain prior approval from the Agency for all budget changes which deviate from the submitted budget in Attachment A.

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

- A. Pay Contractor in accordance with Section 4 above;
- B. Instruct Contractor on eligibility for TANF funding;
- C. Monitor quarterly invoices and performance reports for accuracy and to ensure they meet the requirements of TANF and this Contract; and
- D. Monitor Contractor's efforts in securing other funding to ensure the program is sustainable after the funding period.

7. **Special Provisions.**

- A. Assumption of Risk.** The Contractor shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Contractor's failure to comply with state or federal requirements. The Agency shall notify the Contractor of any state or federal determination of noncompliance.
- B. Environmental Policy Acts.** Contractor agrees all activities under this Contract will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- C. Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Contract may be terminated without penalty if a private entity that receives funds under this Contract:
- (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (ii) Procures a commercial sex act during the period of time that the award is in effect; or
 - (iii) Uses forced labor in the performance of the award or subawards under the award.
- D. Kickbacks.** Contractor certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If Contractor breaches or violates this warranty, Agency may, at its discretion, terminate this Contract without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
- E. Limitations on Lobbying Activities.** By signing this Contract, Contractor certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Contractor or its subcontractors in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.
- F. Monitoring Activities.** Agency shall have the right to monitor all activities related to this Contract that are performed by Contractor or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Contract; and to observe personnel in every phase of performance of Contract related work.
- G. Nondiscrimination.** The Contractor shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age

Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Contract.

- H. **No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract, shall be paid by either party.
- I. **Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Contractor and related to the services and work to be performed under this Contract, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- J. **Suspension and Debarment.** By signing this Contract, Contractor certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Contract suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Contractor agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Contract.
- K. **Administration of Federal Funds.** Contractor agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. **Copyright License and Patent Rights.** Contractor acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Contract; and (2) any rights of copyright to which Contractor purchases ownership using funds awarded under this Contract. Contractor must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Contract.
- M. **Federal Audit Requirements.** Contractor 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. Contractor agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Contract, Contractor shall

provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records.

- N. **Non-Supplanting Certification.** Contractor 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. Contractor should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Contract.
- O. **Program Income.** Contractor shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Contract must be used to increase the scope of the program or returned to Agency.

8. **General Provisions.**

- A. **Amendments.** Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed by all parties to this Contract.
- B. **Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Contract as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. **Assignment Prohibited and Contract Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Contractor shall not use this Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.
- D. **Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Contractor which are pertinent to this Contract. The Contractor shall immediately, upon receiving written instruction from the Agency, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Contractor which are pertinent to this Contract. The Contractor shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Agency.
- E. **Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Contract, the Contract may be

terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Contractor at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.

- F. **Award of Related Contracts.** The Agency may award supplemental or successor contracts for work related to this Contract or may award contracts to other contractors for work related to this Contract. The Contractor shall cooperate fully with other contractors and the Agency in all such cases.
- G. **Compliance with Laws.** The Contractor shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Contract.
- H. **Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Contractor in the performance of this Contract shall be kept confidential by the Contractor unless written permission is granted by the Agency for its release. If and when Contractor receives a request for information subject to this Contract, Contractor shall notify Agency within ten (10) days of such request and shall not release such information to a third party unless directed to do so by Agency.
- I. **Entirety of Contract.** This Contract, consisting of eleven (11) pages; Attachment A, Program Description, consisting of thirty six (36) pages; and Attachment B, TANF CPI FFY21 Quarterly Report and Invoice, consisting of five (5) pages; and Attachment C, TANF Participant Application and Eligibility Form, consisting of two (2) pages represent the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Contract and the language of any attachment or document incorporated by reference, the language of this Contract shall control.
- J. **Ethics.** Contractor shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing Contractor's profession.
- K. **Extensions.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein.
- L. **Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature

of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

- M. Indemnification.** Each party to this Contract shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- N. Independent Contractor.** The Contractor shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Contract, the Contractor shall be free from control or direction over the details of the performance of services under this Contract. The Contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the Contractor in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the Contractor or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on behalf of the State of Wyoming or the Agency. The Contractor agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to State of Wyoming employees will inure to the benefit of the Contractor or the Contractor's agents or employees as a result of this Contract.
- O. Notices.** All notices arising out of, or from, the provisions of this Contract shall be in writing either by regular mail or delivery in person at the addresses provided under this Contract.
- P. 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 Contractor in the performance of this Contract. Upon termination of services, for any reason, Contractor agrees to return all such original and derivative information and documents to the Agency in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers.
- Q. Prior Approval.** This Contract shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Contract has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).
- R. Insurance Requirements.**
- (i) During the term of this Contract, the Contractor 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 Contractor 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 Contractor or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.
- (iii) The Contractor 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 Contractor, such insurance in the name of the Contractor, 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 Contractor under this Contract.
- (vi) All policies required by this Contract 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.

S. Insurance Coverage. The Contractor 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 Contract 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 Contractor's home state to perform work under this Contract 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 Contractor 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 Contract, if such coverage is required by law. If workers' compensation coverage is obtained by Contractor through the Wyoming Department of Workforce Services' workers' compensation program, Contractor shall also obtain Employer's Liability "Stop Gap" coverage through an endorsement to the CGI policy required by this Contract, 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 Contractor shall be duly registered with the Department of Workforce Services and obtain such unemployment insurance coverage as required. The Contractor 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.

T. **Severability**. Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of the Contract shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.

U. **Sovereign Immunity and Limitations**. Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Contract and the Contractor expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, *et seq.*, and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

- V. Taxes.** The Contractor shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- W. Termination of Contract.** This Contract may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Contract may be terminated by the Agency immediately for cause if the Contractor fails to perform in accordance with the terms of this Contract.
- X. Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties, and obligations contained in this Contract shall operate only between the parties to this Contract and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract.
- Y. Time is of the Essence.** Time is of the essence in all provisions of this Contract.
- Z. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Contract.
- AA. Waiver.** The waiver of any breach of any term or condition in this Contract shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- BB. Counterparts.** This Contract may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Contract. Delivery by the Contractor of an originally signed counterpart of this Contract by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

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

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

AGENCY:
Wyoming Department of Family Services

Korin A. Schmidt, Director

Date

Kristie Ameson, Economic Security Senior Administrator

Date

CONTRACTOR:
Campbell County Commissioners

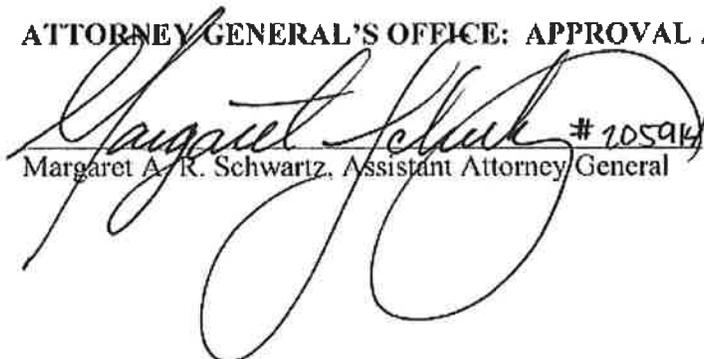
DG Reardon, County Commissioner Chair

ATTEST:
Campbell County Clerk

Susan F. Saunders, County Clerk

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM


Margaret A. R. Schwartz, Assistant Attorney General #10594

8/19/20

Date

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: \$60,000.00 – Awarded \$26,491.00

6. Authorized Representative: DG Reardon
County Commissioner Chair

Date: 4/21/20

Phone: 307-682-7283

E-Mail: dgr01@ccgov.ent

PROPOSAL
Council of Community Services

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

3. 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).

4. Beginning and end date of program.

This program will run continuously. CCS operates on a calendar year budget.

5. 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.

Council of Community Services
Annual Amount Requested from Proposal:
26,491

	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.	14,991	0	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.
Employer Paid Benefits <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	4,000	0	Paid benefits include sick leave, vacation leave, and a portion of health insurance costs.
Employer Payroll Taxes <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	1,000	0	Click here to enter text.
Supplies <u>Admin:</u> Supplies and expenses needed to manage the grant. <u>Program:</u> Supplies needed for instructor use.	0	Click here to enter text.	Supplies are typically ink, paper, binders, and folders.
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 <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.	6,500	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
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 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 Program Costs
TOTAL BUDGET (Program + Admin)	26,491		
Number of TANF Participants Planning to Serve	35		
Cost Per TANF Participants	756.00		

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 L. Raab
Title: Grants Specialist
Organization: Campbell County Government
Address: 500 South Gillette Avenue, Suite 1100 Gillette, WY 82716
Phone: 307-687-6324
Email address: BLR01@ccgov.net

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: Campbell County TANF/CPI

5. Requested Amount: \$35,000 for program - Awarded \$21,492.00

6. Authorized Representative: DG Reardon
County Commissioner Chair

Date: 4/21/20

Phone: 307-682-7283 E-Mail: dgr01@ccgov.ent

PROPOSAL

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.

6. 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.
7. Beginning and end date of program.

October 1, 2020 – September 30, 2021

8. 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.

4. 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.

5. 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.
6. 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 businesses 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

5. **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.

6. **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
Show progress each quarter toward the final goal of 80% of the individuals enrolled in the program successfully completing the program.	80% of participants who enter the program will successfully complete it.	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.	Climb tracks the participants who graduate in our customized participant database that can demonstrate trends over time.

75% of Climb program graduates will be employed after program completion.	75% of these program graduates will be employed after program completion.	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.	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.
Show progress each quarter toward the final goal of individuals who completed the program earning 90% higher wages than when they entered the program.	75% of program graduates will be employed after program completion and will be earning a 90% higher wage than they were before the program.	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.	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.
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.	Over time, 90% of program graduates will show a decrease in their dependence on food stamps.	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 food stamp and childcare data from the Wyoming Department of Family Services.
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.
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7. 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.

8. 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

4. 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.

5. 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.
6. 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:

5. 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.

6. 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.

7. 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.

8. 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:

3. 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)

4. 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 \div \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 \text{ years} \times \$16,308 = \$603,396 \div \269

Climb
Amount Awarded from Proposal:
\$21,492

	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.	15,000	1,400	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.	772	320	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.	1,000	200	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.	800	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	Click here to	Click here to enter	Click here to enter text.

Fees	enter text.	text.	
Participant Class Supplies and Materials	0	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	300	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	700	N/A	Incentives earned by participants for completed goals to assist them with living expenses while in training.
Other Student Needs: Mental Health Provider	1,000	N/A	Amounts paid to contracted mental health provider for group and individual counseling services.
Sub-Total	19,572	1,920	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	21,492		
Number of TANF Participants Planning to Serve	130		
Cost Per TANF Participants	165.32		

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 L. Raab

Title: Grants Specialist

Organization: Campbell County Government

Address: 500 South Gillette Avenue, Suite 1100 Gillette, WY 82716

Phone: 307-687-6324

Email address: BLR01@ccgov.net

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

Name: Sherilyn England

Title: Executive Director

Organization: Youth Emergency Services, Inc. YES House

Address: 905 N. Gurley Avenue Gillette, WY 82716

Phone: 307-686-0669

Email address: sengland@yeshourse.org

4. Program Name: Campbell County TANF/CPI

Requested Amount: \$56,525 for program - Awarded \$43,017.00

PROPOSAL

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.

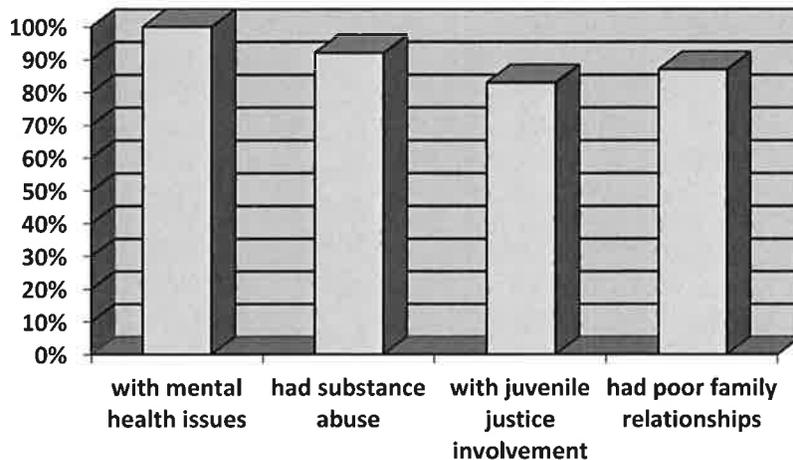
Campbell County

9. 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.

10. Beginning and end date of program.

October 1, 2020 – September 30, 2021

11. 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.

7. 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).

8. **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.

9. 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

10. 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

9. 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.

10. **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

11. **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.

12. **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

7. 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.

8. 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.

9. 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

5. 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.

6. 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	\$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.

YES House
Annual Amount Requested from Proposal:
43,017.00

	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.	28,711	3,000	- Admin: supervision, grant/outcomes management - Program: 30% 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.	3,387	-	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.	2,871	-	Payroll taxes are 10%
Supplies <u>Admin:</u> Supplies and expenses needed to manage the grant. <u>Program:</u> Supplies needed for instructor use.	2,800	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.	247	-	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.	1,104	516	Program: Utilities for the space used by clients - \$92 per month x 12 months. Admin: utilities for the space used to manage the grant - \$43 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	39,120	3,897	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	43,017		
Number of TANF Participants Planning to Serve	23		
Cost Per TANF Participants	\$1,870.30		or \$20 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: Chariman Reardon

Date: 4/21/20

Assurances must be signed for grant application to be considered.

Quarterly Report and Invoice



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

**TANF CPI
FFY21 Quarterly Report and Invoice**

County/Tribe: Campbell County
Reporting Period: _____
Date: _____

Evaluation of Outcomes:

Council of Community Services

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.		
Family exits program into stable housing	Clients will be reunified or stabilized and move into stable housing.		
Parents gain knowledge of basic life skills	Clients show progress on weekly apartment walk-throughs.		

YES:

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		
Decrease in teen pregnancies	20% reduction in unplanned pregnancies among clients that took the class		
Improve family management skills and functioning	86% of families improve their family management skills; and learn about healthy relationships, communication and healthy behaviors		

Climb:

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements

Show progress each quarter toward the final goal of 80% of the individuals enrolled in the program successfully completing the program.	80% of participants who enter the program will successfully complete it.		
75% of Climb program graduates will be employed after program completion.	75% of these program graduates will be employed after program completion.		
Show progress each quarter toward the final goal of individuals who completed the program earning 90% higher wages than when they entered the program.	75% of program graduates will be employed after program completion and will be earning a 90% higher wage than they were before the program.		
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.	Over time, 90% of program graduates will show a decrease in their dependence on food stamps.		
50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public health insurance.	Of the graduates who enter the program utilizing public health insurance 50% will end their dependence on public health insurance.		
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.		

Successes and Challenges:

Please share quarterly successes and challenges.

Quarterly Invoice: Campbell County Commissioners

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

Expenditures for the Month and Year of: _____
 Submitted on _____

	Program Costs	YTD Program	Admin. Costs	YTD Admin	Program Budget	Admin Budget
Salaries						
CCS					\$14,991.00	
CLIMB					\$15,000.00	\$1,400.00
YES					\$28,711.00	\$3,000.00
Employer Paid Benefits						
CCS					\$4,000.00	
CLIMB					\$772.00	\$320.00
YES					\$3,387.00	
Employer Payroll Taxes						
CCS					\$1,000.00	
CLIMB					\$1,000.00	\$200.00
YES					\$2,871.00	
Supplies						
YES					\$2,800.00	\$381.00
Travel						
YES					\$247.00	
Rent and Utilities						
CCS (client rent & utilities)					\$6,500.00	
CLIMB					\$800.00	
YES					\$1,104.00	\$516.00
Work Support Services and Clothing						
CLIMB					\$300.00	
Participant Incentives						
CLIMB					\$700.00	
Other Participant Needs						
CLIMB Mental Health Provider					\$1,000.00	
Sub-Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$85,183.00	\$5,817.00
Quarterly TOTAL (Program + Admin)					\$91,000.00	
Number of Participants Served						
Cost Per Participant						

TANF Participant Application and Eligibility Form

Instructions: All applicants shall complete a TANF Participant Application and Eligibility Form. Failure to provide the requested information will result in disqualification from participating in the program. The completed and signed form shall be kept in applicant's file. Participant files shall be kept for 3 years following program exit date.

PROGRAM DATA	
Program Name:	
Date of Program Enrollment:	
APPLICANT DATA	
Applicant Name:	
Social Security Number:	
Address, City, State, Zip:	
Phone:	
Date of Birth (mm/dd/yyyy):	
Parenting Adult:	<input type="checkbox"/> Custodial <input type="checkbox"/> Non-Custodial with Financial Responsibilities <input type="checkbox"/> Legal Guardian who is related to child(ren).
Other adult(s) in the Home and Relationship:	
Number of Children:	
Government Programs Enrolled in:	<input type="checkbox"/> SNAP <input type="checkbox"/> Child Care <input type="checkbox"/> LIEAP <input type="checkbox"/> WIC <input type="checkbox"/> POWER <input type="checkbox"/> Medicaid <input type="checkbox"/> Section 8 Housing
Court Ordered Child Support:	<input type="checkbox"/> Yes <input type="checkbox"/> No Monthly Amount \$
Is applicant currently employed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name of employer and amount:	Employer Name: _____ Hours worked per week Hourly Wage Monthly Gross Amount
Other Income in Household?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, source of income, who receives it and amount	Source: _____ Who: _____ Monthly Gross Amount \$
TOTAL Gross Household Income:	\$ _____
ELIGIBILITY CHECKLIST	
Eligibility is determined at time of enrollment; future changes in status will not affect applicant's ability to complete program.	
Applicant lives in Wyoming.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant is a U.S. Citizen or Legal Resident.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant and her family (<i>benefit unit</i>) meet income eligibility (<i>185% of Federal Poverty Guidelines</i>).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant is a parenting adult; custodial, non-custodial, or related guardian.	<input type="checkbox"/> Yes <input type="checkbox"/> No

I certify that the above information is correct to the best of my knowledge, and I agree that this information may be released to the Wyoming Department of Family Services.

Applicant Signature

Date

I certify that the above information is correct to the best of my knowledge. I agree to protect the confidentiality of the applicant information and to use the information for authorized statistical purposes only.

Program Representative

Date

**CONTRACT BETWEEN
WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION
AND
CAMPBELL COUNTY**

1. **Parties.** The parties to this Contract are Wyoming Department of Health, Public Health Division (Agency), whose address is: 122 West 25th Street, 3rd Floor West, Cheyenne, Wyoming 82002 and Campbell County, concerning the Community Advocacy Resources, Education Board (Subrecipient), whose address is: 500 South Gillette Avenue, Suite 1100, Gillette, Wyoming 82716-4211. This Contract concerns the Community Services Block Grant Program (CSBG).
2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the Subrecipient shall provide funding and oversight of the CSBG Coronavirus Aid, Relief, and Economic (CARES) Act supplemental funds to enhance the poverty-fighting efforts and prevent, prepare for, and respond to the impacts of the Coronavirus Disease pandemic through the CSBG network. The funds will act as a supplement to the FY2020, FY2021, FY2022 activities and services provided, and thus will be distributed and charged in a manner consistent with the CSBG Act.
3. **Term of Contract.** This Contract is effective when all parties have executed it (Effective Date). The performance period of the Contract is from March 27, 2020 through September 30, 2022. All services shall be completed during this term.
4. **Payment.**
 - A. Contingent on available funding, the Agency agrees to pay the Subrecipient for the services described in Attachment A, Statement of Work, which is attached to and incorporated into this Contract by this reference. Total payment under this Contract shall not exceed two hundred ninety-six thousand, five hundred four dollars (\$296,504.00). Initial funding not to exceed seventy-four thousand, one hundred twenty-six dollars (\$74,126.00) shall be paid upon execution of the Contract. Additional funding may be granted based upon receipt of federal funds not to exceed a total of two hundred twenty-two thousand, three hundred seventy-eight dollars (\$222,378.00). Payment shall be made within forty-five (45) days after submission of invoice pursuant to Wyo. Stat. § 16-6-602. Subrecipient shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Contract.
 - B. The maximum amount of federal funds provided under CFDA# 93.569 shall not exceed two hundred ninety-six thousand, five hundred four dollars (\$296,504.00).
 - C. No payment shall be made for work performed before March 27, 2020. Should the Subrecipient fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such

time as the Subrecipient performs its duties and responsibilities to the satisfaction of Agency.

- D. Except as otherwise provided in this Contract, the Subrecipient shall pay all costs and expenses, including travel, incurred by Subrecipient or on its behalf in connection with Subrecipient's performance and compliance with all of Subrecipient's obligations under this Contract.

5. **Responsibilities of Subrecipient.** The Subrecipient agrees to:

- A. Provide the services described in Attachment A, Statement of Work.

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

- A. Pay Subrecipient in accordance with Section 4 above.
- B. Recognize this Contract is subject to the FFY 2020 Wyoming CSBG State Management Plan and its addendums and the Subrecipient's CARES Act CSBG Supplemental Application, both of which shall be located for review at the Agency and are incorporated into this Contract by this reference.
- C. Consult with the Subrecipient, as necessary, regarding the requirements of this Contract.
- D. Monitor and evaluate the Subrecipient's compliance with the conditions set forth in this Contract.
- E. Provide training and technical assistance as necessary.

7. **Special Provisions.**

- A. **Assumption of Risk.** The Subrecipient shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Subrecipient's failure to comply with state or federal requirements. The Agency shall notify the Subrecipient of any state or federal determination of noncompliance.
- B. **Environmental Policy Acts.** Subrecipient agrees all activities under this Contract will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- C. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Contract may be terminated without penalty if a private entity that receives funds under this Contract:
 - (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;

- (ii) Procures a commercial sex act during the period of time that the award is in effect; or
 - (iii) Uses forced labor in the performance of the award or subawards under the award.
- D. **Kickbacks.** Subrecipient certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If Subrecipient breaches or violates this warranty, Agency may, at its discretion, terminate this Contract without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
- E. **Limitations on Lobbying Activities.** By signing this Contract, Subrecipient certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Subrecipient or its sub-subrecipients in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.
- F. **Monitoring Activities.** Agency shall have the right to monitor all activities related to this Contract that are performed by Subrecipient or its sub-subrecipients. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Contract; and to observe personnel in every phase of performance of Contract related work.
- G. **Nondiscrimination.** The Subrecipient shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Contract. Federal law requires the Subrecipient to include all relevant special provisions of this Contract in every subcontract awarded over ten thousand dollars (\$10,000.00) so that such provisions are binding on each sub-subrecipient.
- H. **No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract, shall be paid by either party.
- I. **Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by

or for the Subrecipient and related to the services and work to be performed under this Contract, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.

- J. Suspension and Debarment.** By signing this Contract, Subrecipient certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Contract suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Subrecipient agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Contract.
- K. Administration of Federal Funds.** Subrecipient agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; Subtitle B of Public Law 105-285, the “Community Services Block Grant Act”; C.F.R. Title 45, Part 96, Subpart I; the U.S. Department of Health and Human Services 2019 Poverty Guidelines for the 2020 federal fiscal year, 2020 Poverty Guideline for the 2021 federal fiscal year, and the 2021 Poverty Guidelines for the 2022 fiscal year which are incorporated into this Contract by this reference; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance, which is incorporated into this Contract by this reference as provided to it by Agency.
- L. Copyright License and Patent Rights.** Subrecipient acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Contract; and (2) any rights of copyright to which Subrecipient purchases ownership using funds awarded under this Contract. Subrecipient must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Contract.
- M. Federal Audit Requirements.** Subrecipient agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Subrecipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Contract, Subrecipient shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency’s records.

- N. Non-Supplanting Certification.** Subrecipient hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Subrecipient should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Contract.
- O. Program Income.** Subrecipient shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Contract must be used to increase the scope of the program or returned to Agency.
- P. Health Equity.** The Subrecipient shall ensure that services are equitable to under-resourced, socially disadvantaged, and ethnically diverse groups; provide services that are culturally and linguistically appropriate; collect demographic information, to the extent practicable; and engage in partnerships with other public or private providers to eliminate health disparities and improve the health of all people.
- Q. Construction Prohibitions.** Subrecipient agrees this Contract, unless superseded by program-specific regulations, may not be used for construction or the purchase of land.
- R. Drug-Free Workplace Requirement.** Subrecipient agrees to maintain a drug-free workplace and must publish a statement informing employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and establishing the actions that will be taken against employees violating these prohibitions. The Subrecipient agrees to notify the Agency if an employee is convicted of violating a criminal drug statute so the Agency can notify its federal funding source in a timely manner. Failure to comply with these requirements may be cause for debarment.
- S. Pro-Kids Act of 1994.** Subrecipient agrees to not permit smoking in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of eighteen (18), if the services are funded by CSBG or any other Federal programs whether directly or through State or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment.

The above language must be included in any subcontracts that contain provisions for children's services and all sub-subrecipients shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to one thousand dollars (\$1,000.00) per day.

- T. Purchase of American-Made Equipment.** Subrecipient agrees that, to the greatest extent practicable, all equipment and products purchased with CSBG funding should be American-made.
- U. Religious Activities.** The Subrecipient and any sub-subrecipient shall not use the CSBG funding to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.
- V. Whistleblower Protection Act.** Pursuant to 41 U.S.C. § 4712, an employee of any non-Federal employer receiving covered funds may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing, including a disclosure made in the ordinary course of an employee's duties, to the Board, an inspector general, the Comptroller General, a member of Congress, a State or Federal regulatory or law enforcement agency, a person with supervisory authority over the employee (or such other person working for the employer who has the authority to investigate, discover, or terminate for misconduct), a court or grand jury, the head of a federal agency, or their representatives, information that the employee reasonably believes is evidence of:
- (i) Gross mismanagement of a federal contract or grant relating to covered funds;
 - (ii) A gross waste of covered funds;
 - (iii) A substantial and specific danger to public health or safety related to the implementation or use of covered funds;
 - (iv) An abuse of authority related to the implementation or use of covered funds; or
 - (v) A violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a Contract) or grant, awarded or issued relating to covered funds.

8. General Provisions.

- A. Amendments.** Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed by all parties to this Contract.
- B. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Contract as a whole and not to any particular provision or part. The Courts

of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.

- C. Assignment Prohibited and Contract Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Subrecipient shall not use this Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.
- D. Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Contract. The Subrecipient 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 Subrecipient which are pertinent to this Contract. The Subrecipient shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Agency.
- E. Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Contract, the Contract may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Subrecipient at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. Award of Related Contracts.** The Agency may award supplemental or successor contracts for work related to this Contract or may award contracts to other Subrecipients for work related to this Contract. The Subrecipient shall cooperate fully with other subrecipients and the Agency in all such cases.
- G. Compliance with Laws.** The Subrecipient shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Contract.
- H. Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Contract shall be kept confidential by the Subrecipient unless written permission is granted by the Agency for its release. If and when Subrecipient receives a request for information subject to this Contract, Subrecipient 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.

- I. Entirety of Contract.** This Contract, consisting of eleven (11) pages; Attachment A, Statement of Work, consisting of three (3) pages, represent the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Contract and the language of any attachment or document incorporated by reference, the language of this Contract shall control.
- J. Ethics.** Subrecipient 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 Subrecipient's profession.
- K. Extensions.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein.
- L. Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.
- M. Indemnification.** Each party to this Contract shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- N. Independent Contractor.** The Subrecipient shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Contract, the Subrecipient shall be free from control or direction over the details of the performance of services under this Contract. The Subrecipient shall assume sole responsibility for any debts or liabilities that may be incurred by the Subrecipient in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the Subrecipient 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 Subrecipient 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 Subrecipient or the Subrecipient's agents or employees as a result of this Contract.

- O. Notices.** All notices arising out of, or from, the provisions of this Contract shall be in writing either by regular mail or delivery in person at the addresses provided under this Contract.
- P. 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 Subrecipient in the performance of this Contract. Except as set forth in Section K of Attachment A, upon termination of services, for any reason, Subrecipient 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.
- Q. Patent or Copyright Protection.** The Subrecipient 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 Subrecipient or its sub-subrecipients will violate any such restriction. The Subrecipient shall defend and indemnify the Agency for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.
- R. Prior Approval.** This Contract shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Contract has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).
- S. Insurance Requirements.** Subrecipient is protected by the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, et seq., and certifies that it is a member of the Wyoming Association of Risk Management (WARM) pool or the Local Government Liability Pool (LGLP), Wyo. Stat. § 1-42-201, et seq., and shall provide a letter verifying its participation in the WARM or LGLP to the Agency.
- T. Severability.** Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of the Contract shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- U. Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Contract and the Subrecipient expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, et seq., and

all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

- V. Taxes.** The Subrecipient 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.
- W. Termination of Contract.** This Contract may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Contract may be terminated by the Agency immediately for cause if the Subrecipient fails to perform in accordance with the terms of this Contract. If at any time during the performance of this Contract, in the opinion of the Agency, the work is not progressing satisfactorily or within the terms of this Contract, then, at the discretion of the Agency and after written notice to the Subrecipient, the Agency may terminate this Contract or any part of it. As of the termination date, the Subrecipient will be entitled to a pro rata payment for all work accomplished and accepted by the Agency; however, the Subrecipient shall be liable to the Agency for the entire cost of replacement services for the duration of the Contract term.
- X. Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties, and obligations contained in this Contract shall operate only between the parties to this Contract and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract.
- Y. Time is of the Essence.** Time is of the essence in all provisions of this Contract.
- Z. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Contract.
- AA. Waiver.** The waiver of any breach of any term or condition in this Contract shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- BB. Counterparts.** This Contract may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Contract. Delivery by the Subrecipient of an originally signed counterpart of this Contract by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency. The Subrecipient's failure to deliver, either personally or via US Mail,

postage prepaid, the originally signed counterpart to the Agency within five (5) business days shall be considered a material breach and may result in immediate termination of this Contract by the Agency.

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

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

AGENCY:

Wyoming Department of Health, Public Health Division

Michael A. Ceballos, Director

Date

Stephanie Pyle, MBA
Senior Administrator, Public Health Division

Date

SUBRECIPIENT:

Campbell County

DG Reardon, Commissioner Chairman

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Bobbi K. Owen, Assistant Attorney General

Date

**ATTACHMENT A
STATEMENT OF WORK
Community Services Block Grant**

General Description

This document is a Statement of Work (SOW) to identify and describe projects to be performed through the Community Services Block Grant Coronavirus Aid, Relief, and Economic Security Act (CARES Act) Supplemental in Campbell County, Wyoming during the term of this Contract. The goal of the CARES Act is to enhance the poverty-fighting efforts and prevent, prepare for, and respond to the impacts of the Coronavirus Disease pandemic through the Community Services Block Grant (CSBG) network.

Responsibilities of Subrecipient

Campbell County (Subrecipient) agrees to:

- A. State Management Plan and Application.** Recognize this Contract is subject to the FFY 2020 Wyoming CSBG State Management Plan and addendums and the Subrecipient's FFY 2020 CSBG CARES Act Application, both of which shall be located for review at the Wyoming Department of Health, Public Health Division (Agency).
- B. Annual Report.** Collect, maintain, and compile the federally required demographic, programmatic, and financial data and submit in compiled format the Annual Report to the Agency by a date determined by the Office of Community Services and the Agency. This is generally from December through March.
- C. Data Reporting.** Subrecipient shall utilize the CSBG statewide data system provided by the Agency.
- D. Eligibility Requirements.** Abide by the federal eligibility requirements of the CARES Act through an application process which requires proof of income that indicates the applicant(s) is at or below two hundred percent (200%) of the Federal Poverty Guidelines. The 2019 poverty guidelines will be used to determine eligibility until September 30, 2020. Beginning October 1, 2020, the 2020 poverty guidelines will be used to determine eligibility until September 30, 2021. Beginning October 1, 2021, the 2021 poverty guidelines will be used to determine eligibility until September 30, 2022.
- E. Grant Recovery.** CSBG CARES Act funds cannot be carried over. The Agency shall be entitled to recover from the Subrecipient any full or partial payment made under the Contract for: 1) any payments used for purposes not authorized, or performed outside the Contract; 2) any payments for services the Subrecipient is unable to provide; and 3) any payments for services the Subrecipient did not provide but was required to provide under the terms of the Contract.
- F. Monitoring.** Monitor each sub-subrecipient on-site at least one (1) time during the budget period to ensure compliance with federal requirements and performance goals. Monitoring reports should be completed within sixty (60) days after the visit and copies of the report should be provided to the sub-subrecipient and the Agency. Any findings should be noted and required follow-up should be explained in detail. Any sub-subrecipient with significant findings should be placed on a Corrective Action Plan (CAP) or Quality Improvement Plan (QIP) following the process for such as outlined in CSP Policy #4: Corrective Action, Termination, or Reduction of Funding, which is incorporated into this attachment by this reference. A follow-up visit should be scheduled within one (1) year of the first visit to re-evaluate the findings. A follow-up report should be completed within sixty (60) days after the visit and copies of the report sent to

**ATTACHMENT A
STATEMENT OF WORK
Community Services Block Grant**

the sub-subrecipient and the Agency. Any consistent noncompliance issues should be reported to the Agency as appropriate.

- G. Monthly Expenditure Report.** Submit monthly expenditure reports by the 10th day of each month for the preceding month. These reports should be completed by each service provider and a compiled report shall be completed by the Subrecipient. This report shall indicate the actual current month expenses, year-to-date expenses for the Contract term, and percent expended by line item, as approved and submitted in the Subrecipient's application.
- H. Quarterly Performance Report.** Submit a Quarterly Performance Report (QPR) to the Agency on the 10th day of the following month preceding the completion of a quarter. QPRs should be completed with input and guidance from the Subrecipient's Tripartite Board, and will require a Board Chair signature upon submission to the Agency. Failure to complete a QPR in the timeframe listed above will result in a hold placed on Subrecipient's reimbursement for the prior month of services.
- I. Referral for Employment and Training Activities.** To refer, as appropriate, income eligible clients to the Wyoming Department of Workforce, One-Stop Centers.
- J. Child Support Services Referrals.** To refer, as appropriate, custodial parents in single-parent families that participate in CSBG-funded programs, and eligible parents to the Wyoming Department of Health, Child Support Program.
- K. Retention of Records.** Maintain records, documents, and other evidence which sufficiently reflects all expenditures under this Contract for a period of three (3) years after the termination of this Contract. Such records shall be made available to the Agency or its designee, or the appropriate federal agency for review and audit.
- L. Subcontracts.** Sign a legally binding agreement or contract with any and all CSBG service providers to include the provisions of this Contract, as applicable. Provide the Agency with a copy of the agreement(s).
- M. Time Allocation Analysis.** Conduct a time allocation analysis for any position dually-funded from other sources of funds to account for apportioned time charged against this Contract.
- N. Financial Statements and Audits.** Abide by the Wyoming Department of Health Financial Statements and Audit policy FS-2011, which is incorporated into this attachment by this reference.

Timelines and Deliverables

**ATTACHMENT A
STATEMENT OF WORK
Community Services Block Grant**

The following table shows specific projects, estimated number of clients to be served, amount of funding allocated to each project, and end dates. Subrecipient will provide services and activities to low-income individuals and families until September 30, 2022 and will continuously pursue all options to effectively serve as many clients in need with the amount of funding granted to each project. Up to thirty percent (30%) of the total allocation can be shifted between the services and activities categories with prior approval by the Community Services Program Manager.

Campbell County CSBG Projects				
Project	Program Name	Estimated Clients to be Served	Amount Funded not to Exceed	Contract End Date
	Description			
1	Council of Community Services	135	\$296,504.00	9/30/2022
	Provide services and activities to prevent, prepare for, and respond to the impacts of COVID-19 through Education, Employment, Income and Asset Building, Housing, Health and Social/Behavioral Development, and Civic Engagement and Community Involvement federal domains.			
TOTALS		135	\$296,504.00	

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**CONTRACT BETWEEN
WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION
AND
CAMPBELL COUNTY**

1. **Parties.** The parties to this Contract are Wyoming Department of Health, Public Health Division (Agency), whose address is: 122 West 25th Street, Third Floor West, Cheyenne, Wyoming 82002, and Campbell County, concerning the Community Advocacy Resources, education Board (Subrecipient), whose address is: 500 South Gillette Avenue, Suite 1100, Gillette, Wyoming 82716. This Contract pertains to the Community Services Program.
2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the Subrecipient shall provide funding and oversight of the Community Services Block Grant (CSBG) program in Campbell County, Wyoming to assist low-income individuals and families with activities and supportive services that empower them to overcome the effects of poverty and to support their progress toward greater self-sufficiency.
3. **Term of Contract.** This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from October 1, 2020, or Effective Date, whichever is later, through November 15, 2021. All services shall be completed during this term. The period of performance with which Grantee must spend grant funds runs through September 30, 2021.
4. **Payment.**
 - A. The Agency agrees to pay the Subrecipient for the services described in Attachment A, Statement of Work, which is attached to and incorporated into this Contract by this reference. Total payment under this Contract shall not exceed two hundred eleven thousand, nine hundred ninety-seven dollars (\$211,997.00). An initial one-twelfth (1/12th) payment shall be made upon execution of the Contract in the amount of seventeen thousand, six hundred sixty-six dollars and forty-two cents (\$17,666.42). Thereafter, Subrecipient will send a monthly invoice to the Agency for the prior month of services. Payment shall be made within forty-five (45) days after submission of invoice pursuant to Wyo. Stat. § 16-6-602. Subrecipient shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Contract.
 - B. The maximum amount of federal funds provided under CFDA# 93.569 shall not exceed two hundred eleven thousand, nine hundred ninety-seven dollars (\$211,997.00).
 - C. No payment shall be made for work performed before the Effective Date of this Contract. Should the Subrecipient fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be

withheld until such time as the Subrecipient performs its duties and responsibilities to the satisfaction of Agency.

- D. Except as otherwise provided in this Contract, the Subrecipient shall pay all costs and expenses, including travel, incurred by Subrecipient or on its behalf in connection with Subrecipient's performance and compliance with all of Subrecipient's obligations under this Contract.

5. **Responsibilities of Subrecipient.** The Subrecipient agrees to:

- A. Provide the services described in Attachment A, Statement of Work.

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

- A. Pay Subrecipient in accordance with Section 4 above.
- B. Recognize this Contract is subject to the FFY 2021 Wyoming CSBG State Management Plan and the Subrecipient's FFY 2021 CSBG Application, both of which shall be available for review at the Agency and are incorporated into this Contract by this reference.
- C. Consult with the Subrecipient, as necessary, regarding the requirements of this Contract.
- D. Monitor and evaluate the Subrecipient's compliance with the conditions set forth in this Contract.
- E. Provide training and technical assistance as necessary.

7. **Special Provisions.**

- A. **Assumption of Risk.** The Subrecipient shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Subrecipient's failure to comply with state or federal requirements. The Agency shall notify the Subrecipient of any state or federal determination of noncompliance.
- B. **Environmental Policy Acts.** Subrecipient agrees all activities under this Contract will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- C. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Contract may be terminated without penalty if a private entity that receives funds under this Contract:
 - (i) Engages in severe forms of trafficking in persons during the period of time

that the award is in effect;

- (ii) Procures a commercial sex act during the period of time that the award is in effect; or
- (iii) Uses forced labor in the performance of the award or subawards under the award.

- D. Kickbacks.** Subrecipient certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If Subrecipient breaches or violates this warranty, Agency may, at its discretion, terminate this Contract without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
- E. Limitations on Lobbying Activities.** By signing this Contract, Subrecipient certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Subrecipient or its sub-subrecipients in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.
- F. Monitoring Activities.** Agency shall have the right to monitor all activities related to this Contract that are performed by Subrecipient or its sub-subrecipients. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Contract; and to observe personnel in every phase of performance of Contract related work.
- G. Nondiscrimination.** The Subrecipient shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Contract. Federal law requires the Subrecipient to include all relevant special provisions of this Contract in every subcontract awarded over ten thousand dollars (\$10,000.00) so that such provisions are binding on each sub-subrecipient.
- H. No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract, shall be paid by either party.
- I. Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases,

research, reports, signs, and similar public notices in whatever form, prepared by or for the Subrecipient and related to the services and work to be performed under this Contract, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.

- J. Suspension and Debarment.** By signing this Contract, Subrecipient certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Contract suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Subrecipient agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Contract.
- K. Administration of Federal Funds.** Subrecipient agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; Subtitle B of Public Law 105-285, the “Community Services Block Grant Act”; C.F.R. Title 45, Part 96, Subpart I; the U.S. Department of Health and Human Services 2020 Poverty Guidelines, which are incorporated into this Contract by this reference; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. Copyright License and Patent Rights.** Subrecipient acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Contract; and (2) any rights of copyright to which Subrecipient purchases ownership using funds awarded under this Contract. Subrecipient must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Contract.
- M. Federal Audit Requirements.** Subrecipient agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Subrecipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Contract, Subrecipient shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency’s records.
- N. Non-Supplanting Certification.** Subrecipient hereby affirms that federal grant

funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Subrecipient should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Contract.

- O. Program Income.** Subrecipient shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Contract must be used to increase the scope of the program or returned to Agency.
- P. Health Equity.** The Subrecipient shall ensure that services are equitable to under-resourced, socially disadvantaged, and ethnically diverse groups; provide services that are culturally and linguistically appropriate; collect demographic information, to the extent practicable; and engage in partnerships with other public or private providers to eliminate health disparities and improve the health of all people.
- Q. Construction Prohibitions.** Subrecipient agrees this Contract, unless superseded by program-specific regulations, may not be used for construction or the purchase of land.
- R. Drug-Free Workplace Requirement.** Subrecipient agrees to maintain a drug-free workplace and must publish a statement informing employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and establishing the actions that will be taken against employees violating these prohibitions. The Subrecipient agrees to notify the Agency if an employee is convicted of violating a criminal drug statute so the Agency can notify its federal funding source in a timely manner. Failure to comply with these requirements may be cause for debarment.
- S. Pro-Kids Act of 1994.** Subrecipient agrees to not permit smoking in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of eighteen (18), if the services are funded by CSBG or any other Federal programs whether directly or through State or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment.

The above language must be included in any subcontracts that contain provisions for children's services and all sub-subrecipients shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to one thousand dollars (\$1,000.00) per day.

- T. Purchase of American-Made Equipment.** Subrecipient agrees that, to the greatest extent practicable, all equipment and products purchased with CSBG

funding should be American-made.

- U. **Religious Activities.** The Subrecipient and any sub-subrecipient shall not use the CSBG funding to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.

- V. **Whistleblower Protection Act.** Pursuant to 41 U.S.C. § 4712, an employee of any non-Federal employer receiving covered funds may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing, including a disclosure made in the ordinary course of an employee's duties, to the Board, an inspector general, the Comptroller General, a member of Congress, a State or Federal regulatory or law enforcement agency, a person with supervisory authority over the employee (or such other person working for the employer who has the authority to investigate, discover, or terminate for misconduct), a court or grand jury, the head of a federal agency, or their representatives, information that the employee reasonably believes is evidence of:
 - (i) Gross mismanagement of a federal contract or grant relating to covered funds;
 - (ii) A gross waste of covered funds;
 - (iii) A substantial and specific danger to public health or safety related to the implementation or use of covered funds;
 - (iv) An abuse of authority related to the implementation or use of covered funds; or
 - (v) A violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant, awarded or issued relating to covered funds.

8. **General Provisions.**

- A. **Amendments.** Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed by all parties to this Contract.

- B. **Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Contract as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.

- C. Assignment Prohibited and Contract Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Subrecipient shall not use this Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.
- D. Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Contract. The Subrecipient 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 Subrecipient which are pertinent to this Contract. The Subrecipient shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Agency.
- E. Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Contract, the Contract may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Subrecipient at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. Award of Related Contracts.** The Agency may award supplemental or successor contracts for work related to this Contract or may award contracts to other Subrecipients for work related to this Contract. The Subrecipient shall cooperate fully with other Subrecipients and the Agency in all such cases.
- G. Compliance with Laws.** The Subrecipient shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Contract.
- H. Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Contract shall be kept confidential by the Subrecipient unless written permission is granted by the Agency for its release. If and when Subrecipient receives a request for information subject to this Contract, Subrecipient 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.

- I. Entirety of Contract.** This Contract, consisting of eleven (11) pages; and Attachment A, Statement of Work, consisting of three (3) pages, represent the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Contract and the language of any attachment or document incorporated by reference, the language of this Contract shall control.
- J. Ethics.** Subrecipient 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 Subrecipient's profession.
- K. Extensions.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein.
- L. Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.
- M. Indemnification.** Each party to this Contract shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- N. Independent Contractor.** The Subrecipient shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Contract, the Subrecipient shall be free from control or direction over the details of the performance of services under this Contract. The Subrecipient shall assume sole responsibility for any debts or liabilities that may be incurred by the Subrecipient in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the Subrecipient 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 Subrecipient 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 Subrecipient or the Subrecipient's agents or employees as a result of this Contract.

- O. Notices.** All notices arising out of, or from, the provisions of this Contract shall be in writing either by regular mail or delivery in person at the addresses provided under this Contract.
- P. 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 Subrecipient in the performance of this Contract. Upon termination of services, for any reason, Subrecipient 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.
- Q. Patent or Copyright Protection.** The Subrecipient 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 Subrecipient or its sub-subrecipients will violate any such restriction. The Subrecipient shall defend and indemnify the Agency for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.
- R. Prior Approval.** This Contract shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Contract has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).
- S. Insurance Requirements.** Subrecipient is protected by the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, et seq., and certifies that it is a member of the Wyoming Association of Risk Management (WARM) pool or the Local Government Liability Pool (LGLP), Wyo. Stat. § 1-42-201, et seq., and shall provide a letter verifying its participation in the WARM or LGLP to the Agency.
- T. Severability.** Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of the Contract shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- U. Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Contract and the Subrecipient expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, et seq., and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity.

The parties agree that any ambiguity in this Contract shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

- V. Taxes.** The Subrecipient 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.
- W. Termination of Contract.** This Contract may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Contract may be terminated by the Agency immediately for cause if the Subrecipient fails to perform in accordance with the terms of this Contract. If at any time during the performance of this Contract, in the opinion of the Agency, the work is not progressing satisfactorily or within the terms of this Contract, then, at the discretion of the Agency and after written notice to the Subrecipient, the Agency may terminate this Contract or any part of it. As of the termination date, the Subrecipient will be entitled to a pro rata payment for all work accomplished and accepted by the Agency; however, the Subrecipient shall be liable to the Agency for the entire cost of replacement services for the duration of the Contract term.
- X. Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties, and obligations contained in this Contract shall operate only between the parties to this Contract and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract.
- Y. Time is of the Essence.** Time is of the essence in all provisions of this Contract.
- Z. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Contract.
- AA. Waiver.** The waiver of any breach of any term or condition in this Contract shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- BB. Counterparts.** This Contract may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Contract. Delivery by the Subrecipient of an originally signed counterpart of this Contract by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency. The Subrecipient's failure to deliver, either personally or via US Mail, postage prepaid, the originally signed counterpart to the Agency within five (5) business days shall be considered a material breach and may result in immediate termination of this Contract by the Agency.

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

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

**AGENCY:
WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION**

Michael A. Ceballos, Director

Date

Stephanie Pyle, MBA
Senior Administrator, Public Health Division

Date

**SUBRECIPIENT:
CAMPBELL COUNTY**

DG Reardon, Chairman of the Board of Commissioners

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Bobbi K. Owen, Assistant Attorney General

Date

**ATTACHMENT A
STATEMENT OF WORK
Community Services Block Grant**

General Description

This document is a Statement of Work (SOW) to identify and describe projects to be performed through the Community Services Block Grant (CSBG) in Campbell County, Wyoming during the term of this Contract. The goal of CSBG is to provide activities and supportive services to low-income individuals and families that empower them to overcome the effects of poverty and to support their progress toward greater self-sufficiency.

Responsibilities of Subrecipient

Campbell County (Subrecipient) agrees to:

- A. State Management Plan and Application.** Recognize this Contract is subject to the FFY 2021 Wyoming CSBG State Management Plan and addendums and the Subrecipient's FFY 2021 CSBG Application, both of which shall be located for review at the Wyoming Department of Health, Public Health Division (Agency).
- B. Annual Report.** Collect, maintain, and compile the federally required demographic, programmatic, and financial data and submit in compiled format the Annual Report to the Agency by a date determined by the Office of Community Services and the Agency. This is generally between the months from December to March.
- C. Organizational Standards.** Upload the most recent required documentation showing that the Organizational Standards have been met into the Agency approved database by January 31, 2021. For those Grantees below a seventy percent (70%), a Technical Assistance Plan (TAP) will be required to be turned in and approved by the Agency office by May 31, 2021. For those Grantees below a seventy percent (70%) by July 1, 2021, a Quality Improvement Plan will be administered by the Agency.
- D. Data Reporting.** Subrecipient shall utilize the CSBG statewide data system provided by the Agency.
- E. Eligibility Requirements.** Abide by the federal eligibility requirements of the program through an application process which requires proof of income that indicates the applicant(s) is at or below two hundred percent (200%) of the FFY 2020 Federal Poverty Guidelines and verify every ninety (90) days for clients with continued services.
- F. Grant Recovery.** Subrecipient agrees to return any unexpended grant funds from the FFY21 Grant to the Agency by November 15, 2021. CSBG funds cannot be carried over. The Agency shall also be entitled to recover from the Subrecipient any full or partial payment made under the Contract for: 1) any payments used for purposes not authorized, or performed outside the Contract; 2) any payments for services the Subrecipient is unable to provide; and 3) any payments for services the Subrecipient did not provide but was required to provide under the terms of the Contract.
- G. Monitoring.** Monitor each sub-subrecipient on-site at least one (1) time every one (1) year period to ensure compliance with federal requirements and performance goals. Monitoring reports should be completed within sixty (60) days after the visit and copies of the report should be provided to the sub-subrecipient and the Agency. Any findings should be noted and required follow-up should be explained in

ATTACHMENT A
STATEMENT OF WORK
Community Services Block Grant

detail. Any sub-subrecipient with significant findings should be placed on a Corrective Action Plan (CAPL) or Quality Improvement Plan (QIP) and provided training. A follow-up visit should be scheduled within one (1) year of the first visit to re-evaluate the findings. A follow-up report should be completed within sixty (60) days after the visit and copies of the report sent to the sub-subrecipient and the Agency. Any consistent noncompliance issues should be reported to the Agency as appropriate.

- H. Monthly Expenditure Report.** Submit monthly expenditure reports by the tenth (10th) day of each month for the preceding month. These reports should be completed by each service provider and a compiled report shall be completed by the Subrecipient. This report shall indicate the actual current month expenses, year-to-date expenses for the grant term, and percent expended by line item, as approved and submitted in the Subrecipient's application.
- I. Monthly Programmatic Report.** Submit programmatic detail reports, generated by the statewide data system, by the 10th day of each month for the preceding month. These reports shall include data points as necessitated by Agency and federal requirements.
- J. Quarterly Performance Reports.** Submit a Quarterly Performance Report (QPR) to the Agency on the tenth (10th) day of the following month preceding the completion of a quarter. QPRs should be completed with input and guidance from the Tripartite Board, and will require a Board Chair signature upon submission to the Agency. Failure to complete a QPR in the timeframe listed above will result in a hold placed on Subrecipient's monthly reimbursement.
- K. Referral for Employment and Training Activities.** To refer, as appropriate, income eligible clients to the Wyoming Department of Workforce, One-Stop Centers.
- L. Child Support Services Referrals.** To refer, as appropriate, custodial parents in single-parent families that participate in CSBG-funded programs, and eligible parents to the Wyoming Department of Health, Child Support Program.
- M. Retention of Records.** Maintain records, documents, and other evidence which sufficiently reflects all expenditures under the Contract for a period of three (3) years after the termination of the Contract. Such records shall be made available to the Agency or its designee, or the appropriate federal agency for review and audit.
- N. Subcontracts.** Sign a legally binding agreement or contract with any and all CSBG sub-subrecipients to include the provisions of this Contract, as applicable. Provide the Agency with a copy of the agreement(s) no later than October 31, 2020.
- O. Time Allocation Analysis.** Conduct a time allocation analysis for any position dually-funded from other sources of funds to account for apportioned time charged against the Contract.
- P. Meals.** Meals and travel charged to CSBG are not to exceed the U.S. General Services Administration (GSA) meals and incidental expenses (M&IE) rates.

**ATTACHMENT A
STATEMENT OF WORK
Community Services Block Grant**

Q. Financial Statements and Audits. Abide by the Wyoming Department of Health Financial Statements and Audit policy FS-2011, which is incorporated into the Contract by this reference

Timelines and Deliverables

The following table shows specific projects, estimated number of clients to be served, amount of funding allocated to each project, and end dates. Subrecipient will provide services and activities to low-income individuals and families until September 30, 2021 and will continuously pursue all options to effectively serve as many clients in need with the amount of funding granted to each project. Up to thirty percent (30%) of the total allocation can be shifted between the services and activities categories with prior approval by the Community Services Program Manager.

Campbell County CSBG Projects				
Project	Program Name	Estimated Clients to be Served	Amount Funded not to Exceed	Grant End Date
	Description			
1	Council of Community Services	2044	\$96,300.00	9/30/2021
	Adult Dental Services; Food Distribution; Doctor Visit Payments; Vision Screening; Prescription Payments.			
2	Gillette Abuse Refuge Foundation	58	\$23,540.00	9/20/2021
	Rent Payments; Rent Deposits; Utility Payments; Utility Deposits; Mortgage Payments.			
3	Gillette Reproductive Health	130	\$29,960.00	9/30/2021
	Doctor Visit Payments; Prescription Payments; Case Management.			
4	Personal Frontiers, Inc.	103	\$33,170.00	9/30/2021
	Substance Abuse Screenings; Substance Abuse Counseling; Coaching			
5	Youth Emergency Services	27	\$26,750.00	9/30/2021
	Substance Abuse Counseling and Mental Health Counseling (youth)			
6	Campbell County CARE Board	N/A	\$4,418.00	9/30/2021
	Administrative Expenses for CARE Board or CSBG Grantees.			
TOTALS		2,362	\$214,138.00	

Attachment C

Q1=Jan. 1--Mar 30	Q3=Jul. 1--Sept. 30	Wyoming Community Juvenile Services Board (CJSB) Quarterly Report Spreadsheet
Q2=Apr.1--Jun.30	Q4=Oct. 1--Dec. 31	
County:		
Quarter and Year:		

Please report on the following rates:

1) Placement Rates	Number of youth in out-of-home placements:	
	Average length of stay in placements:	
	Number of re-entries into placement:	
	Number of days in placement for all juveniles:	
2) Education Rates	Graduation Rates by school district:	
	School Attendance rates:	
	Statewide performance assessment rates:	
3) Juvenile Delinquency Rates	Using the Uniform Crime Report as prepared by the Wyoming Attorney General's Office, Division of Criminal Investigation:	
4) Detention Rates	Number of juveniles in detention:	
	Average length of stay in detention:	
	Number of re-entries into detention:	
	Number of days in detention for all juveniles:	
5) Case and Service Rates	Number of new adjudicated youth, as established by the Department of Family Services:	
	Number of youth receiving services in-home/community versus out-of-home placements and costs associated with the services (as established by Department of Family Services and the CJSB Single Point of Entry):	
	Number of juvenile offenders served and the dispositions of their cases as established by the CJSB Single Point of Entry (aggregate data only):	
	Scope of juvenile offender services identified or developed by the CJSB (established by the CJSB):	

**CONTRACT BETWEEN
STATE OF WYOMING, DEPARTMENT OF FAMILY SERVICES
AND
CAMPBELL COUNTY BOARD OF COUNTY COMMISSIONERS**

1. **Parties.** The parties to this Contract are the State of Wyoming, Department of Family Services (Agency), whose address is: 2300 Capitol Avenue, Third Floor, Cheyenne, Wyoming 82002-0490, and Campbell County Board of County Commissioners (Contractor), whose address is: 500 South Gillette Avenue, Gillette, Wyoming 82716
2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the Contractor shall provide services for the Community Juvenile Services Board per Wyo. Stat. § 14-9-108(a)(iv).
3. **Term of Contract.** This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from Effective Date or July 1, 2020, whichever is later, through June 30, 2021. All services shall be completed during this term.
4. **Payment.**
 - A. The Agency agrees to pay the Contractor for the services described in Section 5 below. Notwithstanding the total amount set forth in Attachment A, Budget Proposal for July 1, 2020 through June 30, 2022, which is attached to and incorporated into this Contract by this reference, total payment under this Contract shall not exceed sixty thousand, nine hundred seventy-two dollars (\$60,972.00), which constitutes the costs of one (1) year of services pursuant to the budget set forth in Attachment A. Invoices shall be submitted on the Monthly Invoice form template, attached hereto as Attachment D, and incorporated herein by this reference. Payment shall be made based on actual expenditures, as described in Attachment A, made between July 1, 2020, and June 30, 2021. Payment shall be made within forty-five (45) days after submission of invoice pursuant to Wyo. Stat. § 16-6-602. Contractor shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Contract.
 - B. No payment shall be made for work performed before the Effective Date of this Contract. Should the Contractor fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such time as the Contractor performs its duties and responsibilities to the satisfaction of Agency.
 - C. Except as otherwise provided in this Contract, the Contractor shall pay all costs and expenses, including travel, incurred by Contractor or on its behalf in connection with Contractor's performance and compliance with all of Contractor's obligations under this Contract.
5. **Responsibilities of Contractor.** The Contractor agrees to:

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- A. Maintain a central intake and assessment of juveniles referred for services within the established service area, with an initial point of contact within the community;
- B. Provide services, available to all referred juveniles, which follow the tenants of Balanced and Restorative Justice, focused on accountability, competency development, and community safety. Juveniles in communities shall be provided services in at least one of each of the following areas:
 - (i) Accountability:
 - (a) Victim-offender mediation and dialog;
 - (b) Family group conferencing;
 - (c) Peacemaking circles;
 - (d) Financial restitution to victims;
 - (e) Personal services to victims;
 - (f) Community service;
 - (g) Written or verbal apology to victims and other affected persons;
 - (h) Community or neighborhood impact statements; or
 - (i) Victim empathy groups or classes.
 - (ii) Competency Development:
 - (a) Work experience in jobs involving meaningful skills;
 - (b) Service learning;
 - (c) Participation in resource and action teams (problem solving for real issues);
 - (d) Cognitive and decision making skills training;
 - (e) Dispute resolution and mediation training and practice; or

- (b) January 15, 2021; covering the period of October 1, 2020 through December 31, 2020;
- (c) April 15, 2021; covering the period of January 1, 2021 though March 31, 2021; and
- (d) July 15, 2021; covering the period of April 1, 2021 through June 30, 2021.

- G. Acknowledge that Agency reserves the right to request additional information from the Contractor that is not included in monthly or quarterly reports in a form prescribed by the Agency; and
- H. Provide the Agency a copy of last annual compliance audit or last financial statement (whichever is appropriate) with submission of first invoice.

6. Responsibilities of Agency. The Agency agrees to:

- A. Pay Contractor in accordance with Section 4 above;
- B. Provide technical assistance, consultation, and coordination as needed and requested by the Contractor;
- C. Evaluate the performance of the Contractor;
- D. Approve or disapprove invoices submitted by the Contractor for payment; and
- E. Provide format for:
 - (i) Budget Proposal– Attachment A;
 - (ii) Strategic Plan form template – Attachment B, which is attached to and incorporated into this Contract by this reference;
 - (iii) Quarterly Report form template – Attachment C;
 - (iv) Monthly Invoice form template – Attachment D; and
 - (v) Quarterly ROM Data Point spreadsheet – Attachment E

7. General Provisions.

- A. **Amendments.** Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed by all parties to this Contract.

- B. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Contract as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. Assignment Prohibited and Contract Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Contractor shall not use this Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.
- D. Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Contractor which are pertinent to this Contract.

The Contractor shall immediately, upon receiving written instruction from the Agency, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Contractor which are pertinent to this Contract. The Contractor shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Agency.

- E. Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Contract, the Contract may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Contractor at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. Award of Related Contracts.** The Agency may award supplemental or successor contracts for work related to this Contract or may award contracts to other contractors for work related to this Contract. The Contractor shall cooperate fully with other contractors and the Agency in all such cases.
- G. Compliance with Laws.** The Contractor shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Contract.
- H. Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or

produced by the Contractor in the performance of this Contract shall be kept confidential by the Contractor unless written permission is granted by the Agency for its release. If and when Contractor receives a request for information subject to this Contract, Contractor shall notify Agency within ten (10) days of such request and shall not release such information to a third party unless directed to do so by Agency.

- I. **Entirety of Contract.** This Contract, consisting of thirteen (13) pages; Attachment A, Budget Proposal for July 1, 2020 through June 30, 2022, consisting of four (4) pages; Attachment B, Strategic Plan Template, consisting of three (3) pages; Attachment C, Quarterly Report, consisting of one (1) page; Attachment D, Monthly Invoice form, consisting of one (1) page; and Attachment E, Quarterly ROM Data Point Spreadsheet, consisting of one (1) page, represent the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Contract and the language of any attachment or document incorporated by reference, the language of this Contract shall control.
- J. **Ethics.** Contractor shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing Contractor's profession.
- K. **Extensions.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein. Any extension of this Contract 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 Contract or any valid amendment thereto, and shall be effective only after it is reduced to writing and executed by all parties to the Contract.
- L. **Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.
- M. **Indemnification.** Each party to this Contract shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- N. **Independent Contractor.** The Contractor shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express

terms of this Contract, the Contractor shall be free from control or direction over the details of the performance of services under this Contract. The Contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the Contractor in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the Contractor or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on behalf of the State of Wyoming or the Agency. The Contractor agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance or similar benefits available to State of Wyoming employees will inure to the benefit of the Contractor or the Contractor's agents or employees as a result of this Contract.

- O. Nondiscrimination.** The Contractor shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Contract.
- P. Notices.** All notices arising out of, or from, the provisions of this Contract shall be in writing either by regular mail or delivery in person at the addresses provided under this Contract.

Agency: State of Wyoming, Department of Family Services, dfs.wyo.gov, fax number 307-777-3693.

Contractor: Campbell County Board of County Commissioners, fax number 307-687-6325.

- Q. 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 Contractor in the performance of this Contract. Upon termination of services, for any reason, Contractor agrees to return all such original and derivative information and documents to the Agency in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers.
- R. Patent or Copyright Protection.** The Contractor recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Contractor or its subcontractors will violate any such restriction. The Contractor shall defend and indemnify the Agency for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.

S. Prior Approval. This Contract shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Contract has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).

T. Insurance Requirements.

- i) During the term of this Contract, the Contractor 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 Contractor or the State of Wyoming. All policies shall include clauses stating that each insurance carrier shall waive rights of recovery under subrogation or otherwise against Contractor or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.
- iii) The Contractor 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 provided 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 Contractor, such insurance in the name of the Contractor, 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 Contractor under this Contract.
- vi) All policies required by the Contract 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.

U. **Insurance Coverage.** The contractor 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) **Worker's Compensation and Employer's Liability Insurance.** Employees hired in Wyoming to perform work under this Contract 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 Contractor's home state to perform work under this Contract 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 Contractor 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 Contract, if such coverage is required by law. If workers' compensation coverage is obtained by Contractor through the Wyoming Department of Workforce Services' workers' compensation program, Contractor shall also obtain Employer's Liability "Stop Gap" coverage through an endorsement to the CGL policy required by this Contract, 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 Contractor shall be duly registered with the Department of Workforce Services and obtain such unemployment insurance coverage as required. The Contractor 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.
- v) Professional Liability or Errors and Omissions Liability Insurance. Professional liability insurance or errors and omissions liability insurance protecting against any and all claims arising from the Contractor's alleged or real professional errors, omissions, or mistakes in the performance of professional duties under this Contract, with minimum limits as follows:
 - (a) \$1,000,000.00 each occurrence; and
 - (b) \$1,000,000.00 general aggregate.

The policy shall have an extended reporting period of two (2) years.

- vi) Commercial Crime Insurance. Commercial crime insurance including employee dishonesty coverage with minimum limits of \$250,000.00 each occurrence.
- vii) Cyber Liability Insurance. Cyber liability insurance which shall be sufficiently broad to cover all duties and obligations undertaken by Contractor and shall include, but not be limited to, claims involving infringement of intellectual property, including, but not limited to, infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion, and network security, with minimum limits as follows:
 - (a) \$1,000,000.00 each occurrence; and
 - (b) \$1,000,000.00 general aggregate.

Coverage shall include breach response costs, regulatory fines and penalties, and credit monitoring expenses, with limits sufficient to respond to these obligations.

- V. **Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Contractor, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval from the Agency.

- W. Severability.** Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of the Contract shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- X. Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Contract and the Contractor expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, *et seq.*, and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.
- Y. Taxes.** The Contractor shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- Z. Termination of Contract.** This Contract may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Contract may be terminated by the Agency immediately for cause if the Contractor fails to perform in accordance with the terms of this Contract.
- AA. Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties, and obligations contained in this Contract shall operate only between the parties to this Contract and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract.
- BB. Time is of the Essence.** Time is of the essence in all provisions of this Contract.
- CC. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Contract.
- DD. Waiver.** The waiver of any breach of any term or condition in this Contract shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- EE. Counterparts.** This Contract may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Contract. Delivery by the Contractor of an originally signed counterpart of this Contract by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the

Agency. The Contractor's failure to deliver, either personally or via US Mail, postage prepaid, the originally signed counterpart to the Agency within five (5) business days shall be considered a material breach and may result in immediate termination of this Contract by the Agency.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

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

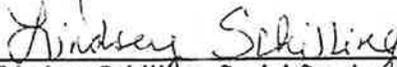
The Effective Date of this Contract is the date of the signature last affixed to this page.

**AGENCY:
STATE OF WYOMING, DEPARTMENT OF FAMILY SERVICES**



Korin A. Schmidt, Director

8-18-2020
Date



Lindsey Schilling, Social Services Senior Administrator

Aug. 14, 2020
Date

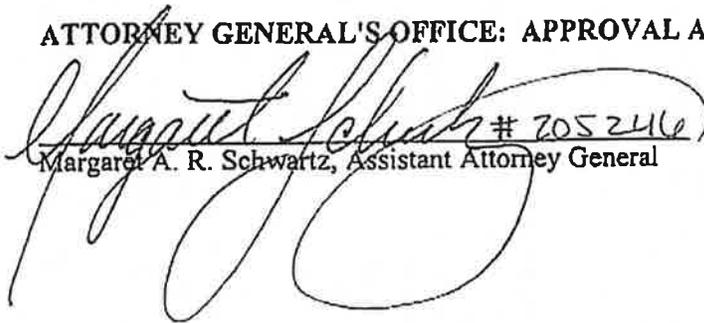
**CONTRACTOR:
CAMPBELL COUNTY BOARD OF COUNTY COMMISSIONERS**



DG Reardon, Chair

7/21/20
Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM



Margaret A. R. Schwartz, Assistant Attorney General

Aug. 17, 2020
Date

Attachment A

Wyoming Community Juvenile Services Boards

BUDGET PROPOSAL FOR JULY 1, 2020 THROUGH JUNE 30, 2022

* For CJSBs existing and in contract with DFS as of 01/01/2020

County:	<u>Campbell</u>	
Submitted By:	Jim Lyon, Jr., Campbell County Juvenile and Family Drug Court/Juvenile Probation Office, Director	
Line Items	Details/Information for Line Item	Amount Requested
ADMINISTRATIVE COSTS		
Salaries and Wages	Describe the positions and the salary each will receive in this line item.	N/A
Travel	List any costs associated with travel, both in state and out of state related to training, CJSB development, client related	N/A
Office Space	Indicate monthly rent and utilities for office space. Include number of offices and addresses of each.	N/A
Office Supplies	List the office supplies you will typically purchase with this line item.	N/A
Computer Hardware	List the computer hardware and software you will purchase with this line item. (Computer, printer, keyboard, mouse, screen, etc.)	N/A
Photocopier	List photocopier costs here. Include the purchase price of a photocopier if applicable as well as the cost of copies, paper, etc.	N/A
Postage	Indicate average monthly cost of postage.	N/A
Advertising	Indicate types of advertising used, the cost per/unit, what the advertising is for, and how often advertising is used.	N/A
Equipment Maintenance	Describe equipment, including make and model and year of equipment to be maintained using this line item. Describe types of maintenance needed.	N/A
Equipment Rental/Purchase	Describe equipment rented or purchased including make, model, year, what it will be used for and total cost. If rented on a month-to-month basis, include monthly cost.	N/A
Case Management System	List any costs associated with the case management system. Include data entry cost.	N/A
Professional Services Contract (Please Specify)	List all professional service contracts the court has entered into. Provide the name, address and phone number of each person and/or company in each contract as well as the reason for the contract. List the dollar amount of each contract.	N/A
Other Administrative Costs	List all other administrative costs. Include names, addresses, phone numbers if applicable. Specify amount of each and reason for cost.	N/A
Central Point of Intake	Describe costs for implementing and maintaining a central point of intake. Examples include hiring staff to administer the PACT Assessment, expenses associated with 24-hour intake (such as on-call expenditures), implementation of a central intake center.	
	The Central Point of Intake is established and operated through the County Attorney's Office. No funds are being requested for this area.	N/A

Attachment A

Diversion Detention/Shelter Care	Describe costs for the implementation and maintenance for a juvenile diversion program and expenses associated with the creation/maintaining of detention/shelter care standards. Examples include but are not limited to funding for juvenile diversion programs and funding for Alternatives to Detention programs.	
1. Alternative to Detention - 48-Hour Hold for Status Offenders	The 48-Hour Hold Program for Status Offenders at the YES House is an alternative to jail for status offenders and encompasses a preventative approach to incarceration. Services provided include counseling and family re-unification services as well as giving youth access to advocacy and supervision in a safe, structured environment. All efforts are made to place a child back in their home, with a relative or at the Crisis Shelter prior to placement in detention. The CJSB Program funding will allow continuation of the program by augmenting Crisis Shelter staff to enable sufficient supervision and support for at-risk youth residing in their care. The requested funding will be utilized for staffing.	\$45,000.00
2. Alternative to Detention - Project Choice	Project Choice staff will provide crisis intervention services and supervision to youth 18 and under, who need a safe environment or temporary hold if involved in status or non-status offenses. These services will be utilized when law enforcement cannot place a child in the custody of their parent/guardian or the youth is not appropriate for placement at the YES House Crisis Shelter due to disruptive, aggressive behaviors, suicidal tendencies or the need for emergency mental health services. Project Choice, one-on-one staffing, is provided in the least restrictive and most appropriate environment which includes: Law Enforcement Center, Campbell County Memorial Hospital, or the YES House. The requested funding will be utilized for staffing.	\$31,500.00
3. Alternative to Detention - Training for Juvenile Detention Officers	During this biennium the Campbell County Juvenile Detention Center will be continuing to develop juvenile detention officer competencies. State standards currently require juvenile detention officers to obtain 20 hours of juvenile specific training annually as opposed to Peace Officer Training Standards which only require 20 hours over two years. The funding request will be utilized to train Juvenile Detention Officers and/or other Continuum of Care staff, in Corrective Thinking or other equivalent training, Alternative to the Use of Restraints and Isolation on Juveniles, Mental Health Issues in a detention setting, and other issues effecting conditions of confinement that will impact a juvenile's re-entry into the community.	\$2,700.00
Non-Secure Continuum of Care	Describe costs associated with the development and implementation of a non-secure continuum of care. Examples include program costs for early intervention, diversion, community services, graduated sanctions and other services provided within the CJSB service area. Non-secure also includes aftercare and transition.	

Attachment A

6. Continuum of Care/Graduated Sanction - Juvenile & Family Drug Court Program	The Juvenile & Family Drug Court assists Campbell County in coming into compliance with the Juvenile Justice and Delinquency Prevention Act by offering an alternative to incarceration and other long-term residential placements for juveniles entering the criminal justice system due to their dependency on alcohol and other substances. The program involves both the juvenile and parents/guardians and includes weekly court appearances, intensive supervision probation, multiple weekly random drug testing, substance abuse treatment, individual and family counseling and use of immediate sanctions and incentives. Funding through the CJSB Program will ensure continuation of intensive supervision probation and both substance abuse and mental health treatment. The requested funding will be utilized to continue the substance abuse and mental health components as well as intensive supervision probation and administrative support for the program.	\$42,744.00
Identification of Other Funds	Describe costs associated with the identification of other funding. Examples include grant writing and other costs associated with the identification of other funding sources and operational costs.	
	During this biennium no additional expenses are requested in this project area. Since sustainability if CJSB's primary focus, the requested funds would be allocated to the requested areas above.	
MISCELLANEOUS EXPENSES (Please Specify)	Specify any expenses not yet listed. Describe each item in detail, specifying cost and reason for line item.	
	No additional expenses are requested for this line item at this time.	
Total Funding Request	Funding request for the entire funding period:	\$121,944.00

Attachment A

In-Kind Match

Community Juvenile Services Boards funding awards will be met with a fifteen percent (15%) in kind match from non-state funds. The match may include donations of expendable equipment, office supplies, workshop or education and training materials, workspace, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services provided are an integral and necessary part of the CJSB. The value placed on loaned or donated equipment may not exceed its fair market/rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented and, to the extent feasible, supported by the same valuation methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space, as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The value for donated fungible goods shall be reasonable and not exceed the fair market value at the time of the donation. The basis for determining the value of personal services, materials, equipment, and space must be documented.

Total eligible amount requested:		\$121,944.00
Amount required for in-kind match:		\$18,291.60
Source of Match	Description	Value
Monetary value of time contributed by professional personnel:	Time spent per month calculated at two hours per month for Sheri England, Charlene Edwards, Erica Wood and Aspen Rech. Time spent per month calculated at one hour per month for Jane Glaser, Jim Hloucal, Kip Farnum, and Donna Morgan. Time spent per month calculated at three hours per month for Tatyana Walker for Fiscal monitoring/reporting. Time spent per month calculated at five hours per month for Jim Lyon, Jr. In addition, Jim Lyon Jr. and Erica Wood also compile and disseminate CJSB ROM data on a quarterly basis.	\$9,023.04
	Juvenile Probation Office Space = 824 square feet x \$12.00 / square foot = \$9,888.00. Computer for Administrative Assistant = \$1,000.00. Telephone for Administrative Assistant = \$145.00	\$11,033.00
	Jim Lyon, Jr. anticipates donating 20 hours of his time to the grant writing process = \$848.20. Megan Kincaid-Heidel anticipates donating 20 hours of her time to the grant writing process = \$426.60	\$1,274.80
Total Value of in-kind match:		\$21,330.84

Attachment B

Community Juvenile Services Board

Strategic Plan template

Central Intake and Assessment

1. Vision, Values, Mission
 - A. What is the Vision of the board:
 - B. What are the Values, Mission, and Philosophy?
2. Describe how the single entry process for the County per Wyo. Stat. § 14-6-203(f).
3. At what point will the Washington State Assessment be used in the Central Point of Intake?
 Initial appearance Receipt of referral to Prosecutor's Office Upon citation/referral
 - A. Who will administer the Washington State Assessment?
 County Probation Department of Family Services Diversion
 Law Enforcement Prosecutor's Office
4. Describe the provision for confidentiality ranging from intake to diversion as described in Wyo. Stat. § 14-6-203(g).
5. Describe the community's Strategic Central Intake and Assessment Plan:

Detention/Shelter Care

1. At what point in time is the JDRA administered to a child?
 - A. What is the determination for what youth will be assessed by the Juvenile Detention Risk Assessment?
 - B. Who will administer the Juvenile Detention Risk Assessment?
2. Describe the use of detention alternatives including shelter care, staff secure detention, or home monitoring:
3. How will twenty four (24) hour intakes be processed?
4. Describe the criteria for notification and involvement of parents/guardians ranging from intake to disposition.
5. Describe the community's Strategic Detention/Shelter Care/ 24 hour intake Plan:

Attachment B

Continuum of Care

1. Target Population:

A. Specific Ages targeted:

2. Assets/Needs

What does the cumulative prospective Board view as the primary issue facing the following areas. If needs are listed, please describe the plan to address the needs in the Continuum of Care strategic plan of this section (question 2):

A. Community:

1. Describe assets of community:

2. Describe needs of community:

B. Family:

1. Describe assets of services related to families in jurisdiction:

2. Describe needs of services related to families in jurisdiction:

C. School:

1. Describe assets of school:

2. Describe needs of school:

D. Youth:

1. Describe assets of services related to youth in jurisdiction:

2. Describe needs of services related to youth in jurisdiction:

E. Describe the strategic plan to address needs in each of the following areas:

1. Community:

2. Family:

3. School:

4. Youth:

F. Describe services available for the following risk levels:

1. Low risk youth:

2. Moderate risk youth:

3. Moderate-High risk youth:

4. High risk youth:

2. Describe the Continuum of Care strategic plan, detailing services available within the specific region, ranging from early intervention to transition from out-of-home placement.

Attachment B

Funding and Planning

1. Who/what agency will be responsible for exploring other funding sources and operational costs for local juvenile services?
2. What will be the process to measure outcomes from CJSB efforts?
3. What is the sustainability plan for CJSB programs and planning efforts?

Attachment C

Q1=Jan. 1--Mar 30	Q3=Jul. 1--Sept. 30	Wyoming Community Juvenile Services Board (CJSB) Quarterly Report Spreadsheet
Q2=Apr.1--Jun.30	Q4=Oct. 1--Dec. 31	
County:		
Quarter and Year:		

Please report on the following rates:

1) Placement Rates	Number of youth in out-of-home placements:	
	Average length of stay in placements:	
	Number of re-entries into placement:	
	Number of days in placement for all juveniles:	
2) Education Rates	Graduation Rates by school district:	
	School Attendance rates:	
	Statewide performance assessment rates:	
3) Juvenile Delinquency Rates	Using the Uniform Crime Report as prepared by the Wyoming Attorney General's Office, Division of Criminal Investigation:	
4) Detention Rates	Number of juveniles in detention:	
	Average length of stay in detention:	
	Number of re-entries into detention:	
	Number of days in detention for all juveniles:	
5) Case and Service Rates	Number of new adjudicated youth, as established by the Department of Family Services:	
	Number of youth receiving services in-home/community versus out-of-home placements and costs associated with the services (as established by Department of Family Services and the CJSB Single Point of Entry):	
	Number of juvenile offenders served and the dispositions of their cases as established by the CJSB Single Point of Entry (aggregate data only):	
	Scope of juvenile offender services identified or developed by the CJSB (established by the CJSB):	

Attachment D

MONTHLY EXPENDITURE REPORT FORM AND INVOICE

SUBMIT TO:
Department of Family Services
2300 Capitol Avenue, 3rd Floor
Cheyenne, WY 82002

Name of project:
 Person completing form:
 Address:
 Phone number: Invoice # :

COST DESCRIPTION	MATCHING FUNDS	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGETED AMOUNT	BALANCE
Administrative					
Personnel					
Rent / Mortgage					
Computers/equipment/maintenance					
Communication, Postage, Printing					
Supplies					
Travel					
Utilities					
Advertising					
Other					
Programs / Services					
(1)Contracted services/programs	Name:			Strategy area**:	
Administrative					
Direct services					
Other					
(2)Contracted service/program	Name:			Strategy area**:	
Administrative					
Direct services					
Other					
(3)Contracted service/program	Name:			Strategy area**:	
Administrative					
Direct services					
Other					
(4)Contracted service/program	Name:			Strategy area**:	
Administrative					
Direct Services					
Other					
TOTALS:					

Invoice expenditure total:
 Date submitted:
 Expenditures for Month/Year:
 Submit Payment to:

**Strategy area key:

CJSB areas:	1 = continuum of care	JDAI areas:	5 = collaboration	9 = case processing
	2 = central intake/assessment		6 = data	10 = special cases
	3 = detention		7 = screening tool	11 = racial disparities
	4 = funding		8 = alternatives	12 = detention conditions

SIGNATURE: _____

DATE: _____

Attachment D to the Contract between State of Wyoming, Department of Family Services and
 Campbell County Board of County Commissioners

The following page(s) contain the backup material for Agenda Item: [9:30 CLIMB Wyoming, TANF/CPI Grant Agreement](#)

*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.



OFFICE
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Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
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Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: CLIMB WYOMING TANF/CPI Grant Agreement

DATE: 08/27/2020

Attached, you will find a sub-award grant agreement between Campbell County and CLIMB Wyoming. This agreement is for the TANF/CPI award that Campbell County received. CLIMB applied for these funds via an application, and they were awarded \$21,492 for use in career training and job placement program.

Jenny Mashak will be presenting this agreement.

Thank you!

GRANT AGREEMENT
CLIMB Wyoming

THIS AGREEMENT entered into by and between the Board of County Commissioners for Campbell County, Wyoming (THE BOARD), of 500 S. Gillette Avenue, Ste. 1100, Gillette, WY 82716 and Climb Wyoming (CLIMB), of 405 West Boxelder Road, #B4, Gillette, WY 82718;

WITNESSETH:

WHEREAS, THE BOARD has agreed to sponsor a request for funding from the Wyoming Department of Family Services (DEPARTMENT) under the Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI) on behalf of CLIMB; and

WHEREAS, the DEPARTMENT has awarded THE BOARD the total sum of Twenty-One Thousand Four Hundred Ninety-Two Dollars (\$21,492.00) for use by THE BOARD as set forth in its application with the source of the funding being TANF, CFDA #93.558;

NOW THEREFORE, in consideration of THE BOARD'S application and acceptance of the TANF/CPI funds in the total amount of Twenty-One Thousand Four Hundred Ninety-Two Dollars (\$21,492.00) specifically for use by CLIMB in its CLIMB program as set out in Attachment A to the contract between THE BOARD and the DEPARTMENT as more fully set forth below, the parties agree as follows:

1. CLIMB hereby agrees to abide by all terms and conditions set out for Campbell County as the Contractor in the contract between the Wyoming Department of Family Services and Campbell County Commissioners and all attachments and exhibits thereto, entered into on or about September 1, 2020, between the DEPARTMENT and THE BOARD and all relevant rules and regulations established for the award and receipt of program funding which by this

reference are fully incorporated herein.

2. CLIMB agrees to administer the program as outlined in the application found as Attachment A of the above-referenced agreement to the best of its ability without creating exposure of liability to THE BOARD and hold them harmless and indemnify THE BOARD and Campbell County for any acts, errors or omissions of CLIMB, its agents, employees, contractors, or subcontractors in the administration of this program.
3. CLIMB agrees to be responsible and liable for all costs associated with the program. This includes, but is not limited to, all liability for any costs of this program which exceed the amount of the funds received herein. CLIMB agrees to hold harmless and indemnify THE BOARD and Campbell County for any expenditures required by CLIMB pursuant to the agreement between the DEPARTMENT and THE BOARD.
4. In the event CLIMB fails to abide by the terms and conditions of the agreement between the DEPARTMENT and THE BOARD or this Agreement, THE BOARD may revoke sponsorship of the project grant, take over performance of the agreement with the DEPARTMENT or transfer their rights and responsibilities under the agreement with the DEPARTMENT to another entity.
5. In the event CLIMB defaults or is deficient in the performance of any term of this Agreement or any requirements of the agreement between the DEPARTMENT and THE BOARD or any rules and regulations under the TANF/CPI program, then THE BOARD shall have the right to exercise all remedies provided by law or in

equity, including without limitation:

- a. Immediately terminating this Agreement without further liability or obligation of THE BOARD;
 - b. Issuing a letter of warning advising CLIMB of the deficiency and putting CLIMB on notice that additional action will be taken if the deficiency is not corrected or is repeated;
 - c. Requesting CLIMB to submit proposals for corrective actions, including the correction or removal of the causes of the deficiency;
 - d. Advising CLIMB to suspend expenditures for the deficient activity;
 - e. Advising CLIMB to reimburse any amounts improperly expended and reprogram the use of the funds in accordance with applicable requirements;
 - f. Changing the method of payment to CLIMB; and/or
 - g. Reducing, withdrawing, suspending or adjusting the amount of the funds given to CLIMB under this agreement.
6. It is specifically agreed and understood by the parties that the only obligation of THE BOARD for payment of monies to CLIMB under this contract are conditioned upon receipt of said funds from the DEPARTMENT. No independent commitment for payment of said funds exists between the parties hereto.
7. CLIMB shall function as an independent contractor in its performance under the terms of this Agreement and the agreement between THE BOARD and the DEPARTMENT and shall not be considered an employee or agent of THE BOARD for any purpose.

8. THE BOARD does not waive its governmental immunity by entering into this Agreement and specifically retains its immunity and all defenses available to it pursuant to W.S. §1-39-104(a).

9. This Agreement, including any document referenced herein, represents the entire agreement between the parties and can be amended only by reducing any amendments to writing and executed by both parties.

DATED this _____ day of September, 2020.

**BOARD OF COUNTY COMMISSIONERS
CAMPBELL COUNTY, WYOMING**

BY: _____
D.G. Reardon, Chairman

ATTEST:

Susan Saunders, County Clerk

CLIMB WYOMING

BY: _____
Jamie Marchetti, Program Director

STATE OF WYOMING)
) §
COUNTY OF CAMPBELL)

The foregoing was acknowledged before me by Jamie Marchetti, as Program Director for CLIMB Wyoming on this _____ day of _____, 2020.

Witness my hand and official seal.

Notarial Officer

My commission expires:

Attachment A

Application for TANF/CPI

The following page(s) contain the backup material for Agenda Item: [9:35 Council of Community Services, TANF/CPI Grant Agreement](#)

*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.

**OFFICE**

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

Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS

D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: Council of Community Services TANF/CPI Grant Agreement

DATE: 08/27/2020

Attached, you will find a sub-award grant agreement between Campbell County and the Council of Community Services. This agreement is for the TANF/CPI award that Campbell County received. The Council applied for these funds via an application, and they were awarded \$26,491 for use in their Permanent Supportive Housing for Chronically Homeless Families.

Mikel Scott will be presenting this agreement.

Thank you!

GRANT AGREEMENT
Council of Community Services, Gillette, Wyoming

THIS AGREEMENT entered into by and between the Board of County Commissioners for Campbell County, Wyoming (THE BOARD), of 500 S. Gillette Avenue, Ste. 1100, Gillette, WY 82716 and Council of Community Services (COUNCIL), of 405 West Boxelder Road, #B4, Gillette, WY 82718;

WITNESSETH:

WHEREAS, THE BOARD has agreed to sponsor a request for funding from the Wyoming Department of Family Services (DEPARTMENT) under the Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI) on behalf of COUNCIL; and

WHEREAS, the DEPARTMENT has awarded THE BOARD the total sum of Twenty-Six Thousand Four Hundred Ninety-One Dollars (\$26,491) for use by THE BOARD as set forth in its application with the source of the funding being TANF, CFDA #93.558;

NOW THEREFORE, in consideration of THE BOARD'S application and acceptance of the TANF/CPI funds in the total amount of Twenty-Six Thousand Four Hundred Ninety-One Dollars (\$26,491) specifically for use by COUNCIL in its COUNCIL program as set out in Attachment A to the contract between THE BOARD and the DEPARTMENT as more fully set forth below, the parties agree as follows:

1. COUNCIL hereby agrees to abide by all terms and conditions set out for Campbell County as the Contractor in the contract between the Wyoming Department of Family Services and Campbell County Commissioners and all attachments and exhibits thereto, entered into on or about September 1, 2020, between the DEPARTMENT and THE BOARD and all relevant rules and regulations established for the award and receipt of program funding which by this reference are fully incorporated herein.

2. COUNCIL agrees to administer the program as outlined in the application found as Attachment A of the above-referenced agreement to the best of its ability without creating exposure of liability to THE BOARD and hold them harmless and indemnify THE BOARD and Campbell County for any acts, errors or omissions of COUNCIL, its agents, employees, contractors, or subcontractors in the administration of this program.
3. COUNCIL agrees to be responsible and liable for all costs associated with the program. This includes, but is not limited to, all liability for any costs of this program which exceed the amount of the funds received herein. COUNCIL agrees to hold harmless and indemnify THE BOARD and Campbell County for any expenditures required by COUNCIL pursuant to the agreement between the DEPARTMENT and THE BOARD.
4. In the event COUNCIL fails to abide by the terms and conditions of the agreement between the DEPARTMENT and THE BOARD or this Agreement, THE BOARD may revoke sponsorship of the project grant, take over performance of the agreement with the DEPARTMENT or transfer their rights and responsibilities under the agreement with the DEPARTMENT to another entity.
5. In the event COUNCIL defaults or is deficient in the performance of any term of this Agreement or any requirements of the agreement between the DEPARTMENT and THE BOARD or any rules and regulations under the TANF/CPI program, then THE BOARD shall have the right to exercise all remedies provided by law or in equity, including without limitation:

- a. Immediately terminating this Agreement without further liability or obligation of THE BOARD;
 - b. Issuing a letter of warning advising COUNCIL of the deficiency and putting COUNCIL on notice that additional action will be taken if the deficiency is not corrected or is repeated;
 - c. Requesting COUNCIL to submit proposals for corrective actions, including the correction or removal of the causes of the deficiency;
 - d. Advising COUNCIL to suspend expenditures for the deficient activity;
 - e. Advising COUNCIL to reimburse any amounts improperly expended and reprogram the use of the funds in accordance with applicable requirements;
 - f. Changing the method of payment to COUNCIL; and/or
 - g. Reducing, withdrawing, suspending or adjusting the amount of the funds given to COUNCIL under this agreement.
6. It is specifically agreed and understood by the parties that the only obligation of THE BOARD for payment of monies to COUNCIL under this contract are conditioned upon receipt of said funds from the DEPARTMENT. No independent commitment for payment of said funds exists between the parties hereto.
7. COUNCIL shall function as an independent contractor in its performance under the terms of this Agreement and the agreement between THE BOARD and the DEPARTMENT and shall not be considered an employee or agent of THE BOARD for any purpose.
8. THE BOARD does not waive its governmental immunity by entering into this

Agreement and specifically retains its immunity and all defenses available to it pursuant to W.S. §1-39-104(a).

- 9. This Agreement, including any document referenced herein, represents the entire agreement between the parties and can be amended only by reducing any amendments to writing and executed by both parties.

DATED this _____ day of September, 2020.

**BOARD OF COUNTY COMMISSIONERS
CAMPBELL COUNTY, WYOMING**

BY: _____
D.G. Reardon, Chairman

ATTEST:

Susan Saunders, County Clerk

COUNCIL OF COMMUNITY SERVICES

BY: _____
Jamie Marchetti, Program Director

STATE OF WYOMING)
) §
COUNTY OF CAMPBELL)

The foregoing was acknowledged before me by Jamie Marchetti, as Program Director for Council of Community Services on this _____ day of _____, 2020.

Witness my hand and official seal.

Notarial Officer

My commission expires:

Attachment A

Application for TANF/CPI

The following page(s) contain the backup material for Agenda Item: [9:40 YES House, TANF/CPI Grant Agreement](#)

*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.

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Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS

D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: YES HOUSE TANF/CPI Grant Agreement

DATE: 08/27/2020

Attached, you will find a sub-award grant agreement between Campbell County and the YES House. This agreement is for the TANF/CPI award that Campbell County received. The YES House applied for these funds via an application, and they were awarded \$43,017 for use in their day treatment program.

Tatyana Walker will be presenting this agreement.

Thank you!

GRANT AGREEMENT
Youth Emergency Services, Inc.

THIS AGREEMENT entered into by and between the Board of County Commissioners for Campbell County, Wyoming (THE BOARD), of 500 S. Gillette Avenue, Ste. 1100, Gillette, WY 82716 and the Youth Emergency Services, Inc., (YES), of 905 North Gurley Avenue, Gillette, WY 82716;

WITNESSETH:

WHEREAS, THE BOARD has agreed to sponsor a request for funding from the Wyoming Department of Family Services (DEPARTMENT) under the Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI) on behalf of YES; and

WHEREAS, the DEPARTMENT has awarded THE BOARD the total sum of Forty-Three Thousand Seventeen Dollars (\$43,017.00) for use by THE BOARD as set forth in its application with the source of the funding being Temporary Assistance for Needy Families (TANF) grant, CFDA #93.558;

NOW THEREFORE, in consideration of THE BOARD'S application and acceptance of the TANF/CPI funds in the amount of Forty-Three Thousand Seventeen Dollars (\$43,017.00) for use by YES as set forth in Attachment A to the contract between THE BOARD and the DEPARTMENT as more fully set forth below, the parties agree as follows:

1. YES hereby agrees to abide by all terms and conditions set out for Campbell County as the Contractor in the contract between Wyoming Department of Family Services and Campbell County Commissioners and all attachments and exhibits thereto, entered into on or about September 1, 2020, between the DEPARTMENT and THE BOARD and all rules and regulations for the award and receipt of program funding which by this reference are fully incorporated herein.

2. YES agrees to administer the program as outlined in the application found as Attachment A of the above-referenced agreement to the best of its ability without creating exposure of liability to THE BOARD and hold them harmless and indemnify THE BOARD and Campbell County for any acts, errors or omissions of YES, its agents, employees, contractors, or subcontractors in the administration of this program.
3. YES agrees to be responsible and liable for all costs associated with the program. This includes, but is not limited to, all liability for any costs of this program which exceed the amount of the funds received herein. YES agrees to hold harmless and indemnify THE BOARD and Campbell County for any expenditures required by YES pursuant to the agreement between the DEPARTMENT and THE BOARD.
4. In the event YES fails to abide by the terms and conditions of the agreement between the DEPARTMENT and THE BOARD or this Agreement, THE BOARD may revoke sponsorship of the project grant, take over performance of the agreement with the DEPARTMENT or transfer their rights and responsibilities under the agreement with the DEPARTMENT to another entity.
5. In the event YES defaults or is deficient in the performance of any term of this Agreement or any requirements of the agreement between the DEPARTMENT and THE BOARD or any rules and regulations under the TANF/CPI program, then THE BOARD shall have the right to exercise all remedies provided by law or in equity, including without limitation:
 - a. Immediately terminating this Agreement without further liability or

obligation of THE BOARD;

- b. Issuing a letter of warning advising YES of the deficiency and putting YES on notice that additional action will be taken if the deficiency is not corrected or is repeated;
 - c. Requesting YES to submit proposals for corrective actions, including the correction or removal of the causes of the deficiency;
 - d. Advising YES to suspend expenditures for the deficient activity;
 - e. Advising YES to reimburse any amounts improperly expended and reprogram the use of the funds in accordance with applicable requirements;
 - f. Changing the method of payment to YES; and/or
 - g. Reducing, withdrawing, suspending or adjusting the amount of the funds given to YES under this agreement.
6. It is specifically agreed and understood by the parties that the only obligation of THE BOARD for payment of monies to YES under this contract are conditioned upon receipt of said funds from the DEPARTMENT. No independent commitment for payment of said funds exists between the parties hereto.
7. YES shall function as an independent contractor in its performance under the terms of this Agreement and the agreement between THE BOARD and the DEPARTMENT and shall not be considered an employee or agent of THE BOARD for any purpose.
8. THE BOARD does not waive its governmental immunity by entering into this Agreement and specifically retains its immunity and all defenses available to it

Attachment A

Application for TANF/CPI

The following page(s) contain the backup material for Agenda Item: [9:45 CST Surcharge Application, Juvenile & Family Drug Court](#)

*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.



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Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS

D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: Juvenile Treatment Courts CST Surcharge Application

DATE: 08/27/2020

Attached you will find the JFDC Surcharge Funding Application. JFDC is asking to apply for \$5,000 for Emergency Crisis Services. These funds are State funds and no match is required. These funds will be used for immediate emergent needs of their participants (transportation, court attire, medical appointments, home supplies, etc.). They will also be used for additional treatment needs for the participants.

Jim Lyon will be presenting this application.

Thank you!

**Wyoming Court Supervised Treatment Program
State Fiscal Year 2021 Surcharge Funding Application**



**Wyoming
Department
of Health**

Behavioral Health Division

Behavioral Health Division
122 W 25th Street, Herschler 2W, Suite B
Cheyenne, WY 82002

Program Name: Campbell County Juvenile and Family Drug Court

Program Contact: Jim Lyon, Jr.

Application Sections

- 1. Applicant Information**
- 2. Proposal**
- 3. Budget**

Program Name: Campbell County Juvenile and Family Drug Court

Program Contact: Jim Lyon, Jr.

Section 1. Applicant Information

Legal Name of CST Program: Campbell County Juvenile and Family Drug Court

Physical Address: 500 S. Gillette Ave, Suite B600 Gillette, WY 82716

Mailing Address – if different: Same as Above

Applicant Contact Person and Title: Jim Lyon, Jr., Coordinator

Phone Number of Contact Person: (307) 682-0746

E-Mail Address for Contact Person: JHL45@ccgov.net

Contract Signatory (person with legal authority to sign on behalf of the agency): DG Reardon

Title of Contract Signatory: Chairman, Campbell County Board of Commissioners

Sign below by typing the name of each person and the date. This typed “signature” affirms that each has read this application and the application guidance.

_____ Date
Board Chairman

_____ Date
Coordinator

The maximum amount of funding available for all projects is \$330,365.48. Please note, this application is NOT a promise of funding and the amount may be subject to change.

What is the amount of funding you are requesting? \$5,000.00

Section 2. Proposal

Who may apply: Wyoming Court Supervised Treatment (CST) Programs, the Wyoming Drug Court Association, and the State of Wyoming.

These funds are intended to augment CST services and do not replace regular CST functions.

Funds may be utilized for additional participant slots, new programs, training, special projects, etc. If applying for participant slots please provide the number of slots being requested and if the program is applying for adults, juveniles, or both.

1. Provide a working title for the proposed request: Immediate Emergency Crisis Services
2. Describe in detail how requested funding will be utilized.

Funding will be used to provide financial support for drug court participants when emergent situations arise. In the past, we have utilized funds earmarked as "Quality of Life" for one-time events/situations that cost less than \$100.00. Quality of Life Funds may also be used to assist participants with the purchase of items necessary for daily living such as transportation vouchers, proper court attire, eyeglasses or repair, diapers, groceries, beds, bedding, and phone cards.

Funds allocated for the Immediate Emergency Crisis Services would be used to augment Quality of Life Funds to provide for unplanned events like medication management, emergent medical copays, dental appointments, automobile repairs or utilities and deposits for participants who become unemployed and/or homeless while in drug court.

Immediate Emergency Crisis Services funds will also be used to supplement the treatment needs of the participants. When a participant or family is identified as needing additional individual and/or family therapy sessions beyond the regular one (1) individual session per week, this money will be used to pay the cost of the extra weekly sessions. Often, one weekly therapy session is not enough to meet treatment needs due to a participant or family member experiencing crisis or relapse. Nearly all of our participants have histories and diagnoses of co-occurring disorders such as Childhood Trauma, PTSD, Major Depressive Disorder, General Anxiety disorder, etc. Further, participant families typically have long histories of dysfunction, abuse, and substance use and benefit greatly from additional family therapy sessions when appropriate and available. The Campbell County Juvenile and Family Drug Court works diligently to serve entire family systems for all of its participants – young adult and juvenile alike.

- Describe how the proposed request will improve the program. Why was this specific project chosen?

If awarded, funds will be used to access ancillary services for participants and their families and allow for meaningful referral and facilitation for the modalities and components outlined in section 4-6 of the Guidelines and Key Component #4, resulting in better outcomes for participants.

Additional funding in this area will ease the financial burden of the participants in times of crisis and need. We know from experience that once the stress of day-to-day turmoil is alleviated and participants feel emotionally and physically safe, they can better focus on their treatment and sobriety. For example, in the past we have assisted participants with apartment deposits, allowing them to move out of abusive family or relationship situations.

The Campbell County Juvenile and Family Drug Court chose this project based on the needs of past participants, while recognizing present participants may face even greater challenges during the current climate due to the COVID-19 pandemic. Now more than ever, we recognize (and are realistic about) resources (when available) in the community will be stretched even further. The populations we serve often do not qualify for community-based services.

- In the table below, list the partners and the type of collaboration needed for the program to succeed in this request (this could be anyone the program is interacting with i.e., treatment providers, DFS, churches, doctor’s office, law enforcement, etc.). Please add additional lines as needed.

Partner	Names of Partners	Brief Description of Collaboration to Plan and Implement this Project
Campbell County Commissioners	DG Reardon, Chairman Rusty Bell Bob Maul Del Shelstad Colleen Faber	The Commissioners provide administrative and budgetary oversight to the Juvenile and Family Drug Court.
Campbell County Juvenile and Family Drug Court Team	Magistrate Kim Hoff Jim Lyon, Jr. Charlene Edwards Craig Abraham JR Bailey Jamie Hurich Melissa Miller Kim Krogman Heidi Phipps	The team meets weekly to staff participants. Treatment progress, probation compliance and life skills are reviewed adjusted to meet the individual needs of the participant.

Program Name: Campbell County Juvenile and Family Drug Court

Program Contact: Jim Lyon, Jr.

	Sgt. Rita Jordan Fiona Conn	
Personal Frontiers, Inc.		Provide Intensive Outpatient Substance Use Treatment and Outpatient Substance Use Treatment to YIT Program Participants
Counseling Connections, LLC		Provide comprehensive Mental Health assessments and treatment to JFDC and YIT Participants
Youth Emergency Services, Inc.		Provide Intensive Outpatient Substance Use Treatment and Outpatient Substance Use Treatment to JFDC Participants
Department of Workforce Services		Job & post-secondary education assistance
Council of Community Services		Low cost clothing, grocery assistance, free lunch, temporary shelter
Salvation Army		Provides information and referrals, emergency housing, food and transportation
Local employers		Collaboration with Juvenile Probation Office

Program Name: Campbell County Juvenile and Family Drug Court

Program Contact: Jim Lyon, Jr.

Public Health		Referrals as necessary
Campbell County Health		Walk-In Clinic, Emergency Room, Behavioral Health and Medication consultations
Woman's Resource Center		Medical

5. Describe who the request will benefit (High risk/High need participants, team members, general public, etc.)

This project benefits high risk/high need participants because it will provide the additional support needed to maintain housing, proper mental and physical health, and the ability to fully participate in all programming and requirements of the program. A participant without a roof over their head, transportation, eyeglasses to see, or the ability to communicate with their probation officer, to name a few stressors, is more likely to fail and return to the behaviors that brought them into the program in the first place.

All our participants will benefit from having this money available in a time of need. Participants in the Youth Intervention Track (18- through 20-year olds) who live independently, who do not have family support to rely on, and/or who do not have insurance will greatly benefit from having this additional support.

While our participants are generally all considered high risk/high needs, we frequently provide additional (beyond once a week) mental health counseling for participants experiencing a crisis or unusual distress, such as a suicidal episode. Thus, these are perhaps the individuals in our treatment courts of the highest need and at highest risk.

6. Summarize the programs implementation plan.

Once funding is secured, criteria will be established to determine what events qualify for Immediate Emergency Crisis funding versus regular Quality of Life funds. Given the nature of the program, the needs of participants will be evaluated on a case-by-case basis and decided on by the Juvenile and Family Drug Court Treatment Team.

Program Name: Campbell County Juvenile and Family Drug Court

Program Contact: Jim Lyon, Jr.

7. Provide a detailed description of how the program intends to sustain the requested project after the end of FY21 when funding may no longer be available. If requesting slots, how will slots be sustained after the end of funding? If requesting funds for training, how will training requirements be met after the end of funding? If this is a one-time project, please respond N/A.

N/A

Section 3. Budget

1. Provide a proposed budget. The budget lines below are examples of types of expenses. Please make changes as necessary.

Budget Items	
Administrative Costs	
Training	
Adult slots (\$9,354.66 x number of slots)	
Juvenile slots (14,716.84 x number of slots)	
Start-up costs	
MAT services	
Immediate Emergency Crisis Services	\$5,000.00
<i>Total</i>	<i>\$5,000.00</i>

2. Budget Narrative: Please itemize and justify the cost for each line being requested.

The following page(s) contain the backup material for Agenda Item: [9:50 CST Surcharge Application, Adult Treatment Courts](#)

*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.



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

Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: Adult Treatment Courts CST Surcharge Application

DATE: 08/27/2020

Attached you will find the ATC Surcharge Funding Application. ATC is asking to apply for \$10,000 for Training Supplemental funds. These funds are State funds and no match is required. These funds will be used for program required training for the new Magistrate or Judge and any new team members on the ATC Treatment team.

Chad Beeman will be presenting this application.

Thank you!

**Wyoming Court Supervised Treatment Program
State Fiscal Year 2021 Surcharge Funding Application**



Wyoming
Department
of Health

Behavioral Health Division

Behavioral Health Division
122 W 25th Street, Herschler 2W, Suite B
Cheyenne, WY 82002

Program Name: [Campbell County Adult Treatment Courts]

Program Contact: [Chad Beeman crb06@ccgov.net]

Application Sections

- 1. Applicant Information**
- 2. Proposal**
- 3. Budget**

Program Name: [Campbell County Adult Treatment Courts]

Program Contact: [Chad Beeman crb06@ccgov.net]

Section 1. Applicant Information

Legal Name of CST Program: Campbell County Adult Treatment Courts

Physical Address: 500 S. Gillette Av suite 2500

Mailing Address – if different:

Applicant Contact Person and Title: Chad Beeman- Coordinator

Phone Number of Contact Person: (307) 687-6472

E-Mail Address for Contact Person: crb06@ccgov.net

Contract Signatory (person with legal authority to sign on behalf of the agency):

Title of Contract Signatory: DG Reardon Campbell County Commissioners Board Chairman

Sign below by typing the name of each person and the date. This typed “signature” affirms that each has read this application and the application guidance.

_____	_____
Campbell County Commissioners Board Chairman	Date
<u>Chad Beeman</u>	<u>08/25/2020</u>
Coordinator	Date

The maximum amount of funding available for all projects is \$330,365.48. Please note, this application is NOT a promise of funding and the amount may be subject to change.

What is the amount of funding you are requesting? \$10,000.00

Section 2. Proposal

Who may apply: Wyoming Court Supervised Treatment (CST) Programs, the Wyoming Drug Court Association, and the State of Wyoming.

These funds are intended to augment CST services and do not replace regular CST functions.

Program Name: [Campbell County Adult Treatment Courts]

Program Contact: [Chad Beeman crb06@ccgov.net]

Funds may be utilized for additional participant slots, new programs, training, special projects, etc. If applying for participant slots please provide the number of slots being requested and if the program is applying for adults, juveniles, or both.

1. Provide a working title for the proposed request: Training supplemental funds

2. Describe in detail how requested funding will be utilized.

Our Felony Treatment Court will have a new Magistrate or Judge near the beginning of the calendar year when Judge Phillips steps down from his role on the Treatment Court team. He will continue to the chair the board of directors. The new Judge or Magistrate will need Treatment Court specific training for his/her role with Felony Treatment Court and these funds will be used in part to send the new Judge or Magistrate to necessary training. Additionally, we will have a new administrative assistant starting in September and she will need to attend training specific to treatment courts. Both of these positions were or will be vacated after the fiscal year 20/21 began. There was no way to budget for this earlier not knowing this was coming. Finally, the remainder of funds will be used to support a state and regional training the Campbell County Adult Treatment Court will host, given there are no further COVID-19 restrictions preventing such an event. This will allow the state's CST programs to attend treatment court specific training closer to home and we can hopefully bring in some NADCP trainers. We hope to provide this training in June of 2021.

3. Describe how the proposed request will improve the program. Why was this specific project chosen? We have several team members needing training hours both existing and new. This allows us to send team members to training and host training close to home so we as well as other CST programs can meet the training requirements to better serve their respective populations.

4. In the table below, list the partners and the type of collaboration needed for the program to succeed in this request (this could be anyone the program is interacting with i.e., treatment providers, DFS, churches, doctor's office, law enforcement, etc.). Please add additional lines as needed.

Partner	Names of Partners	Brief Description of Collaboration to Plan and Implement this Project
Campbell County Juvenile Family Drug Court and Juvenile Probation	Jim Lyon	We will partner with CCJFDC and CCJP to host a local training which will be offered to Wyoming CST programs.

Program Name: [Campbell County Adult Treatment Courts]

Program Contact: [Chad Beeman crb06@ccgov.net]

Gillette Community College	Tech Center Facility manager	This will be the host site for the training
Local Hotels	Home 2 La Quinta Any other hotels willing to block rooms for the event	We will ask local hotels to block the necessary amount of rooms to provide rooms close to shopping and dining facilities in Gillette.
Wyoming Department of Criminal Investigations	Frosty Williams and/or other staff	Talk about what is trending in Wyoming regarding Substance use and abuse to be presented at regional training.
Campbell County Sheriff's Office	Staff	Provide situational awareness and defensive tactics training during the regional training.

5. Describe who the request will benefit (High risk/High need participants, team members, general public, etc).
This will help all of the participants to have treatment court specific trained team members statewide in the CST programs. This will benefit the Gillette area economy by bringing the event to Campbell County. This will reduce training costs statewide so other CST programs will not need to travel out of state for NADCP quality training.
6. Summarize the programs implementation plan.
As new team members arrive to their new positions, we will begin providing online training sources to supplement the in-person training we will host later in the Fiscal year. We will talk to other Wyoming CST programs to provide training subjects they would like specific training in.

Program Name: [Campbell County Adult Treatment Courts]

Program Contact: [Chad Beeman crb06@ccgov.net]

7. Provide a detailed description of how the program intends to sustain the requested project after the end of FY21 when funding may no longer be available. If requesting slots, how will slots be sustained after the end of funding? If requesting funds for training, how will training requirements be met after the end of funding? If this is a one-time project, please respond N/A.

This will be one time project or as needed in upcoming years if no other Wyoming CST programs volunteer to host trainings in the future.

Section 3. Budget

1. Provide a proposed budget. The budget lines below are examples of types of expenses. Please make changes as necessary.

Budget Items	
Training	\$10,000.00
<i>Total</i>	<i>\$10,000.00</i>

2. Budget Narrative: Please itemize and justify the cost for each line being requested.

In- State Training \$4,500.00. This will be used to provide light snacks and drinks during the Regional training which we will host as well as pay for any facilities rental or custodial fees. Additionally, any transportation expenses associated with the event such as transporting presenters to and from the airport, hotels, or presentation hall.

Out- of state training \$5,500 will be used to send the new Judge and if needed the Administrative assistant to NADCP or treatment court equivalent training if we cannot meet the needs locally or online. Funds will be used for travel, lodging, transportation, and meals during the training period.

The following page(s) contain the backup material for Agenda Item: [9:55 Wright Water & Sewer District, Mineral Royalty Grant](#)

*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.



August 19, 2020

Board of County Commissioners
500 South Gillette Avenue
Suite 1000
Gillette, WY 82716

Project: Wright Water and Sewer District – 2020 Wastewater Lagoon Improvements

RE: Mineral Royalty Grant Application

Dear Campbell County Commissioners,

The Wright Water and Sewer District plans to apply for a Mineral Royalty Grant for their 2020 Wastewater Lagoon Improvements project to be considered at the January 21st, 2021 State Lands and Investment Board meeting. HDR Engineering, Inc. has been retained by the Wright Water and Sewer District to gather, prepare, and assemble the enclosed grant application information. One required item for the application is a written review from the County Commissioners, supporting this project as a benefit to the community. Our request is that this application is reviewed and approved at your September 1st meeting.

If you have any questions, please call me at 307-228-6009.

Sincerely,
HDR Engineering

Justin Starck, P.E.
Water/Wastewater Engineer

CC: Wright Water and Sewer District, P.O. Box 549, Wright, WY 82732

Enclosures: Draft Application (PDF)

Resolution Number

Entitled: A RESOLUTION AUTHORIZING SUBMISSION OF A FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD ON BEHALF OF THE GOVERNING BODY FOR THE

FOR THE PURPOSE OF:

The 2020 Wastewater Lagoon Improvements project which will include grading for new lagoons, force main extension, lagoon transfer piping and sewer control structures, lagoon liner and baffles, relocation of existing floating aerators from existing cells to new cells, electrical upgrades associated with relocated aerators, transfer of sludge from cell 3, rehabilitation of the cell 3 outlet structure and chlorination chamber, replacement of the de-chlorination structure and other work for the rehabilitation of the wastewater treatment system.

(State Purpose of Project)

WITNESSETH

WHEREAS, the Governing Body for the Wright Water and Sewer District

desires to participate in the FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT program to assist in financing this project; and

WHEREAS, the Governing Body of the Wright Water and Sewer District recognizes the need for the project; and

WHEREAS, the Federal Mineral Royalty Capital Construction Account Grant program requires that certain criteria be met, as described in the State Loan and Investment Board's Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, the Governing Body of the Wright Water and Sewer District

plans to match the requested Federal Mineral Royalty Capital Construction Account Grant from the following source(s):

(Describe the Source and Status of All Matching Funds)

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE

Wright Water and Sewer District

that a grant application in the amount of \$

(Amount being requested)

be submitted to the State Loan and Investment Board for consideration at the

to assist in funding the

(Date of SLIB Meeting)

(Name of Project)

BE IT FURTHER RESOLVED, that

(Name and Title of Person(s))

are hereby designated as the authorized representatives of the

Wright Water and Sewer District

to act on behalf of the Governing Body on all matters relating to this grant application.

PASSED, APPROVED AND ADOPTED THIS

(Date)

day of

(Month)

(Year)

(Signature)

(Name and Title)

Attest:

(Signature)

(Name and Title)

State of Wyoming State Loan and Investment Board Mineral Royalty Grant Program

APPLICANT INFORMATION

Applicant WRIGHT WATER AND SEWER DISTRICT

Mailing Address PO Box 70

City Wright **State** WYOMING **Zip** 82732

E-Mail Address wrightwsd@vcn.com **Phone #** (307) 464-0491

Tax ID #: 830245599

Contact Person (Name and Title) Justin Starck

Phone # (307) 228-6000 **E-Mail Address** justin.starck@hdrinc.com

Applicant's submitting multiple applications must establish priority ranking for each application.

Priority 1 of 1

PROJECT FUNDING INFORMATION

Name of Project 2020 Wastewater Lagoon Improvements

Amount of Funding Requesting \$1,080,000 NOTE: This amount must match the amount on the submitted resolution

List all other funding sources for the project in the table below including the status and amount expended, if any.

Other Funding Source Description	Amount	Status*		Amount Expended	Funding Percentage
		Pending	Approved		
Reserves	\$1,080,000		X	\$244,000	50.00%
					0.00%
					0.00%
					0.00%
Total Other Funding	\$1,080,000			\$244,000	

*Documentation to support the status must be attached to the Application Packet.

Estimated Total Project Cost: \$2,160,000

Balance of Project Incomplete: 1,916,000
Auto Calculated
(Estimated Project Costs less Amount Expended)

Estimated Reimbursement Rate: 50% (Final Reimbursement Rate is Determined by Board Approved Amount)
% is auto calculated
(Amount Requested/Estimated Project Costs)

**I certify that I am authorized to sign this application on behalf of our governing body, and the applicant will comply with all appropriate requirements, if approved.
To the best of my knowledge and belief, the information in this application is true and correct.
I understand the State may review any relevant documents or instruments relating to the analysis of this application.**

Signature Date

Joseph W. Johnson, Chairman
Name and Title (typed)

Applicant: WRIGHT WATER AND SEWER DISTRICT

Name of Project 2020 Wastewater Lagoon Improvements

Population

2,951

Percentage of population directly served by the project

	Directly	Indirectly
	61%	39%

1. Requesting funding for a Water and/or Sewer Project?
If yes, complete the Water/Sewer Questionnaire.

Yes	No
X	

2. Requesting funding for a Street and/or Road Project?
If yes, complete the Street Questionnaire.

Yes	No
	X

3. Requesting funding for a Fire Apparatus?
If yes, complete Fire Apparatus Questionnaire.

Yes	No
	X

4. Requesting funding to purchase a Vehicle?
If yes, complete Vehicle Replacement Certification Form.

Yes	No
	X

5. Do or will you own the asset for which funding is being requested?

Yes	No
	X

6. Do you have an asset management plan? If yes, please provide a copy.

Yes	No
	X

7. Do you have a maintenance plan for the project asset for which funding is requested?
If yes, please provide a copy of the current plan.

Yes	No
	X

8. Do you have an Administrative Order? (If yes, provide copy of the Administrative Order)

Yes	No
	X

9. Is project needed to meet federal or state health and/or safety requirement?
If yes, provide specific health or safety requirement project will address.

Yes	No
X	

The existing wastewater treatment plant lagoon cells have high sludge levels and are in need of replacement. This will allow the Wright Water and Sewer District to meet the health and safety standards for their wastewater treatment plant.

10. If only partial funding is possible, would that be beneficial to your project?
If yes, detail the minimum amount needed and why this amount would be beneficial.

Yes	No
X	

Partial funding would be beneficial. However, if partial funding is approved on this project it would increase the amount of grant funding necessary in the future complete other work planned for wastewater treatment. A grant amount below 25% of the total project cost could delay the project until other funding could be obtained.

11. If full funding is received but there are cost overruns or unexpected expenses, how will those additional costs be covered?

Contingency is built into the cost estimate for this project. Unexpected cost overruns and expenses beyond that would be covered by District reserves assuming the full grant amount is awarded.

12. How was it determined this project was needed?

This project was needed due to high sludge levels in the existing lagoon cells. The cost of dredging was estimated to be higher than installing new lagoon cells due to the complexity of dredging with pumping, dewatering, screening, hauling and disposal. For that reason, it was decided to install replacement lagoon cells. The existing cells will function as sludge holding cells allowing it to dry by evaporation over time. Sludge disposal will not take place in this project.

13. Please describe any other funding sources applied for to fund this project but were denied, if applicable.

n/a

Applicant: WRIGHT WATER AND SEWER DISTRICT

Name of Project 2020 Wastewater Lagoon Improvements

1. Briefly describe the project for which you are requesting funding.

This project will include grading for new lagoons, force main extension, lagoon transfer piping and sewer control structures, lagoon liner and baffles, relocation of existing floating aerators from existing cells to new cells, electrical upgrades associated with relocated aerators, transfer of sludge from cell 3, rehabilitation of the cell 3 outlet structure and chlorination chamber, replacement of the de-chlorination structure and other work for the rehabilitation of the wastewater treatment system.

2. Describe how the project will contribute to the health, safety and welfare of the citizens in your community.

The improvements to the lagoon system will improve the health of the citizens of the community by ensuring the efficient treatment of wastewater for the town of Wright.

3. Describe how the project will protect citizens from hazards that may result if the project is not done?

If this project is not completed, the Wright Water and Sewer District would fall out of compliance with environmental regulations which can damage the local water systems and harm the local populace.

4. Describe your financial need in relation to the project.

The Wright Water and Sewer District has been proactive in building reserves to provide matching funds for needed capital improvement projects. However, they do not have the necessary funds to complete this project and other improvements that critical to continue effectively treating wastewater. After completion of this project, they plan to install a headworks system to enhance treatment and address issues with rags and debris in the lagoons. In order to complete all of the necessary work, additional funding is necessary. The rags and debris are a maintenance problem for the District. The rags often plug up the influent pumps and have the potential to cause a sanitary sewer backup if they can not be unplugged in time.

5. Provide a detailed breakdown of the project costs

Activity Costs:

Administration	
Legal	\$ 10,000
Land Acquisition	\$ 20,000
Engineering Costs by Service	
Basic Services	\$ 311,000
Resident Project Representative Services	\$ 87,000
Additional Services**	
Construction	\$ 1,443,000
Contingency	\$ 289,000
Total Project Costs	\$ 2,160,000

Auto Calculates

**** Please provide a description of the "Additional Engineering Services" to be provided.**

N/A

6. Provide estimated project schedule

Date

Design	12/31/2020
Bid	2/1/2021
Start Construction	4/1/2021
End Construction	10/31/2021

7. Provide estimated grant draw down schedule

Time Frame

Amount

Construction: April to Oct. 2021	\$ 948,000
Completion: Oct. to Dec. 2021	\$ 10,000
Total Draws	\$ 958,000

Applicant: WRIGHT WATER AND SEWER DISTRICT

Name of Project: 2020 Wastewater Lagoon Improvements

Date Prepared:

Prepared By:
(Name and Title)

1. Assessed Valuation, this Fiscal Year (FY)

2. Total Mills levied by the Entity, this FY

3. What is number of the total mill levied on real property in the Entity's jurisdiction?

4. What is the Entity's Total bonded and non-bonded indebtedness (Including principal balance, interest rate, and remaining term?)

5. Please provide the following information for the past three FYs

<u>Total Investments</u>		
	Year	Amount Levied
6/30/	2019	7,351,068
6/30/	2018	7,187,865
6/30/	2017	7,171,788

<u>Total Cash Balances</u>		
	Year	Amount Levied
6/30/	2019	3,980,650
6/30/	2018	4,072,681
6/30/	2017	3,837,838

6. What is the Sales and Use Tax levied in the County in which the project is located?

	Year	Amount Levied
6/30/		
6/30/		
6/30/		

7. Please provide the following information related to reserve accounts.

Water Reserve Account

	Year	Amount Levied
6/30/	2019	100,000
6/30/	2018	100,000
6/30/	2017	100,000

Sewer Reserve Account

	Year	Amount Levied
6/30/	2019	0
6/30/	2018	0
6/30/	2017	0

General Fund Reserve

	Year	Amount Levied
6/30/	2019	0
6/30/	2018	0
6/30/	2017	0

Other

	Year	Amount Levied
6/30/	2019	0
6/30/	2018	0
6/30/	2017	0

Applicant: WRIGHT WATER AND SEWER DISTRICT

Name of Project 2020 Wastewater Lagoon Improvements

This form is to be completed by applicants who are requesting a grant/loan over 50% of eligible project costs. Applicants are to submit this questionnaire as part of your application for Mineral Royalty Grant funds. Please complete the following items to the best of your ability. (Attach additional pages if needed, must be legal size)

WATER FACILITY PROJECTS

1. Will the Applicant require the owners of all new additions of land to the city or town to pay all costs of expanding the water system within and to the boundaries of the addition?

Yes	No

2. Are water rates, tap fees, and plant investments fees in effect or are they to be adopted?

Yes	No

3. Have water meters been installed or will be installed?

Yes	No

4. Tap Fee for 3/4" Tap:

5. Rate per 1,000 gallons if metered:

6. Monthly Minimum if not metered:

7. Has an analysis of the water rates been completed to ensure the rates will be adequate to finance the operation and maintenance of the system?

Yes	No

If Yes, attach a copy of the analysis to this application.

If No, provide an explanation below.

SEWER RELATED PROJECTS

1. Will the Applicant require the owners of all new additions of land to the city or town to pay all costs of expanding the sewer system within and to the boundaries of the addition?

Yes	No
X	

2. Are sewer rates, tap fees, and plant investments fees in effect or are they to be adopted?

Yes	No
X	

3. Have water meters been installed or will be installed?

Yes	No
X	

4. Rate per 1,000 gallons if metered:

\$	1.20
----	------

5. Monthly Minimum if not metered:

\$	24.00
----	-------

6. Has an analysis of the sewer rates been completed to ensure the rates will be adequate to finance the operation and maintenance of the system?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If Yes, attach a copy of the analysis to this application.

If No, provide an explanation below.

The proposed system will have nearly equivalent operation costs to the existing system being replaced. Historical rates by the Wright Water and Sewer District have been adequate to cover operation and create the reserve for matching funds on this project.



August 25, 2020

Grants & Loans
Office of State Lands and Investment
122 West 25th Street
Cheyenne, WY 82002-0600

Project: Wright Water and Sewer District – 2020 Wastewater Lagoon Improvements

RE: Engineer's Statement of Feasibility

Dear Office of State Lands and Investment,

The Wright Water and Sewer District is requesting Mineral Royalty Grant funding for design and construction of two replacement lagoon cells with related rehabilitation of the wastewater treatment system.

Sludge in the existing cells exceeds acceptable levels. When sludge levels were recently evaluated it was determined that there was an average of 5.6', 3.4' and 6.2' of water above the sludge in cells 1, 2 and 3 respectively. These cells have a total depth of 10' and approximately half of the depth is sludge. In the Wastewater Collection and Treatment Facilities Master Plan that was prepared for the District in 2015, it was recommended that sludge be removed when levels exceed 25% of the capacity. Higher sludge levels reduce retention time which reduced the effectiveness of the treatment.

The existing outlet structures in cells 1 and 2 have collapsed which has caused concern that either of those cells could back up, and spill over the lagoon banks which is a serious environmental concern.

This project will address these concerns by installing two replacement cells and new piping to restore the district wastewater treatment to proper functionality. By installing replacement cells, sludge disposal costs are significantly reduced by allowing sludge to dry over time and haul over time. In the future, the existing cells could be used for additional processing that could be required in the future for Ammonia, Total Nitrogen and Total Phosphorus. This project also includes rehabilitation of the chlorination contact chamber and replacement of the de-chlorination structure.

This project is not only a feasible solution to meet the district's current wastewater treatment needs and also positions them for more stringent treatment requirements that are anticipated in the future. If you have any questions or comments, please call Justin Starck at 307-228-6009.



Sincerely,
HDR Engineering

A handwritten signature in blue ink that reads "Justin Starck".

Justin Starck, P.E.
Water/Wastewater Engineer

CC: Wright Water and Sewer District, P.O. Box 549, Wright, WY 82732

HDR Engineering, Inc.



Project: WWSD - Lagoon Rehabilitation

Subject: Project Cost Estimate

Computed By: JMS

Checked By:

Date: 8/20/2020

ITEM NO.	ITEM	UNITS	QUANTITY	UNIT COST	TOTAL COST
01	General Requirements				
01-01	Mobilization	LS	1	\$ 100,000	\$ 100,000
01-02	Contract Bonds	LS	1	\$ 20,000	\$ 20,000
01-03	Force Account	LS	1	\$ 100,000	\$ 100,000
01-04	Erosion Control	LS	1	\$ 19,500	\$ 19,500
02	Existing Conditions				
02-01	Remove Pipe	LF	400	\$ 8	\$ 3,200
02-02	Remove Valve	EA	6	\$ 400	\$ 2,400
02-03	Remove Fitting	EA	7	\$ 350	\$ 2,450
02-04	Remove Manhole	EA	2	\$ 600	\$ 1,200
26	Electrical				
26-01	Site Electrical Work, Relocation Aerators	LS	1	\$ 25,000	\$ 25,000
26-02	Underground Power, Complete	LS	1	\$ 73,000	\$ 73,000
26-03	Underground Comm, Complete	LS	1	\$ 24,000	\$ 24,000
26-04	75 kva Pole-Mount XFMR	EA	1	\$ 15,000	\$ 15,000
26-05	Handhole	EA	3	\$ 6,500	\$ 19,500
26-06	Motor Control Center	EA	2	\$ 13,000	\$ 26,000
26-07	480Y/277V Panelboard	EA	2	\$ 3,500	\$ 7,000
26-08	5 kva Dry Type XFMR	EA	1	\$ 1,400	\$ 1,400
26-09	100A Service Disconnect Switch	EA	1	\$ 1,800	\$ 1,800
26-10	30A NF Safety Switch	EA	29	\$ 200	\$ 5,800
31	Earthwork				
31-01	Clearing & Grubbing	LS	1	\$ 15,000	\$ 15,000
31-02	Unclassified Excavation	CY	15,500	\$ 8	\$ 124,000
31-03	Imported Fill	CY	5,200	\$ 20	\$ 104,000
31-04	Dewatering and Bypass Pumping	LS	1	\$ 55,000	\$ 55,000
31-05	Install Rip Rap	CY	100	\$ 59	\$ 5,850
33	Utilities				
33-0106	6 IN Force Main PVC	LF	20	\$ 40	\$ 800
33-0112	12 IN Force Main PVC	LF	470	\$ 60	\$ 28,200
33-0206	6 IN Force Main Elbow	EA	10	\$ 600	\$ 6,000
33-0312	12 IN x 12 IN Force Main Tee	EA	1	\$ 1,000	\$ 1,000
33-0412	12 IN Force Main Gate Valve	EA	2	\$ 2,500	\$ 5,000
33-05	Force Main Cleanout	EA	1	\$ 5,000	\$ 5,000
33-06	Connect to Existing Force Main	EA	2	\$ 2,000	\$ 4,000
33-07	6 IN Hydra-Stop Line Stop	EA	1	\$ 5,000	\$ 5,000
33-0816	16 IN Sewer Transfer	LF	200	\$ 150	\$ 30,000
33-0916	16 IN Gate Valve	EA	12	\$ 2,250	\$ 27,000
33-1016	16 IN x 16 IN Sewer Tee	EA	4	\$ 1,200	\$ 4,800
33-1116	16 IN x 45° Sewer Elbow	EA	17	\$ 900	\$ 15,300
33-1216	16 IN x 90° Sewer Elbow	EA	1	\$ 900	\$ 900
33-13	Install Manhole	EA	2	\$ 8,000	\$ 16,000
33-14	Lagoon Level Control Structure	EA	2	\$ 12,000	\$ 24,000
33-15	Lagoon Influent Structure	EA	1	\$ 30,000	\$ 30,000
33-16	Dechlorination Structure	EA	1	\$ 25,000	\$ 25,000
33-17	Lagoon Inlet Pad	EA	3	\$ 2,500	\$ 7,500
33-18	Lagoon Outlet Pad	EA	2	\$ 2,500	\$ 5,000
33-19	Outlet Structure Pipe, Fitting and Valve Replacement	LS	1	\$ 20,000	\$ 20,000
33-20	Modify Existing Contact Chamber Outlet Structure	LS	1	\$ 26,000	\$ 26,000
33-21	Reinforced Membrane Lagoon Liner	LS	1	\$ 125,000	\$ 125,000
46	Water and Wastewater Equipment				
46-01	Sludge Transfer (Cell 3 Only)	Dry Ton	1,000	\$ 200	\$ 200,000
46-02	Baffles	LS	1	\$ 80,000	\$ 80,000
CONSTRUCTION SUBTOTAL				-	\$ 1,443,000
CONTINGENCY (20%)				20.0%	\$ 289,000
TOTAL ESTIMATED CONSTRUCTION COST				-	\$ 1,732,000
DESIGN ENGINEERING AND ADMIN				-	\$ 224,000
CONSTRUCTION ENGINEERING AND ADMIN (10%)				10%	\$ 174,000
LEGAL FEES				-	\$ 10,000
LAND ACQUISITION				-	\$ 20,000
TOTAL ESTIMATED PROJECT COST					\$ 2,160,000

WRIGHT WATER & SEWER DISTRICT

BUDGET BOOK

FISCAL YEAR 2020/2021

The following are the Anticipated Revenues and Expenses of the Wright Water & Sewer District for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

**REVENUE
BUDGET PERIOD 2020/2021**

SOURCE OF REVENUE	ACTUAL YR. 2018/2019	BUDGET 2019/2020	ESTIMATE 2019/2020	BUDGET 2020/2021
WATER				
Water Sales - Metered	\$274,113	\$340,000	\$277,722	\$250,000
Water Sales - Bulk Water	\$658,946	\$650,000	\$521,951	\$550,000
Water Tap Fees	\$4,070	\$24,200	\$15,373	\$4,710
Miscellaneous Fees	<u>\$6,588</u>	<u>\$6,500</u>	<u>\$7,730</u>	<u>\$6,500</u>
TOTAL ANTICIPATED WATER REV.	\$943,717	\$1,020,700	\$822,776	\$811,210
SEWER				
Sewer Treatment Revenues	\$263,449	\$268,000	\$281,684	\$280,000
Sewer Tap Fees	<u>\$4,070</u>	<u>\$24,200</u>	<u>\$15,373</u>	<u>\$2,355</u>
TOTAL ANTICIPATED SEWER REV.	\$267,519	\$292,200	\$297,057	\$282,355
TOTAL ANTICIPATED OPERATING REV.	\$1,211,236	\$1,312,900	\$1,119,833	\$1,093,565
ANTICIPATED GRANT FUNDS				
Campbell County Commissioners	\$0	\$0	\$0	\$0
State Lands & Investments (MRG)	<u>\$469,460</u>	<u>\$0</u>	<u>\$122,579</u>	<u>\$0</u>
TOTAL ANTICIPATED GRANT FUNDS	\$469,460	\$0	\$122,579	\$0
ANTICIPATED TAX REVENUES				
Motor Vehicle Fees	\$49,231	\$49,000	\$54,107	\$50,000
Capital Facilities Tax	\$3,973	\$0	\$1,069	\$500
General Property Tax	<u>\$111,570</u>	<u>\$115,000</u>	<u>\$102,853</u>	<u>\$104,000</u>
TOTAL ANTICIPATED TAX REVENUES	\$164,774	\$164,000	\$158,029	\$154,500
ANTICIPATED INTEREST				
Interest - Other	\$36,398	\$20,000	\$55,783	\$37,000
Interest - Cert. of Deposit	\$1,202	\$1,600	\$1,463	\$1,200
Interest - WYO-STAR	<u>\$151,154</u>	<u>\$137,000</u>	<u>\$133,419</u>	<u>\$72,000</u>
TOTAL ANTICIPATED INTEREST	\$188,754	\$158,600	\$190,665	\$110,200
Miscellaneous Income	\$42,857	\$12,800	\$6,661	\$1,500
Gain (Loss) on Disposal of Assets	\$0	\$0	\$0	\$0
Gain (Loss) on Investment	<u>\$44,309</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL MISCELLANEOUS	\$87,166	\$12,800	\$6,661	\$1,500
TOTAL ANTICIPATED REVENUES	<u>\$2,121,390</u>	<u>\$1,648,300</u>	<u>\$1,597,767</u>	<u>\$1,359,765</u>

EXPENSES
BUDGET PERIOD 2020/2021

SOURCE OF EXPENSES	ACTUAL YR. 2018/2019	BUDGET 2019/2020	ESTIMATE 2019/2020	BUDGET 2020/2021
WATER - Personnel Services				
Water Labor	\$128,917	\$146,500	\$126,798	\$146,500
Employee Benefits- Water	\$47,723	\$55,000	\$51,846	\$56,500
WATER - Maintenance				
Chemicals - Water Treatment	\$13,287	\$25,000	\$17,336	\$29,000
Contractual Services - Water	\$3,408	\$10,000	\$4,406	\$10,000
Facilities - Water	\$4,572	\$45,000	\$34,308	\$45,000
Misc. - Coll./Trans./Treat.	\$0	\$1,000	\$0	\$1,000
Vehicle Expense - Water	\$11,782	\$15,000	\$9,365	\$15,000
Misc. Small Tools	\$2,205	\$5,000	\$540	\$5,000
R & M - Coll./Trans./Treat.	\$34,582	\$45,000	\$31,949	\$45,000
R & M - Streets	\$0	\$35,000	\$0	\$35,000
Utilities - Water	\$145,238	\$170,000	\$133,210	\$170,000
R & M - Cap. Tax Prj. - Water	\$13,095	\$30,000	\$5,943	\$30,000
Water Royalty Payments	<u>\$96,923</u>	<u>\$80,000</u>	<u>\$71,500</u>	<u>\$80,000</u>
TOTAL WATER OPERATION EXPENSES	\$501,732	\$662,500	\$487,201	\$668,000
SEWER - Personnel Services				
Sewer Labor	\$128,917	\$146,500	\$126,796	\$146,500
Employee Benefits - Sewer	\$47,723	\$55,000	\$51,846	\$56,500
SEWER - Maintenance				
Chemicals - Sewage Treatment	\$12,460	\$20,000	\$12,094	\$20,000
Contractual Services - Sewer	\$3,091	\$6,000	\$4,969	\$6,000
Misc. - Sewer Coll./Trans./Treat.	\$0	\$2,000	\$0	\$2,000
Vehicle Expense - Sewer	\$11,916	\$15,000	\$9,307	\$15,000
R & M - Sewer Coll./Trans./Treat.	\$7,660	\$35,000	\$14,571	\$35,000
Utilities - Sewer	\$41,068	\$45,000	\$37,477	\$45,000
R & M - Cap. Tax Prj. - Sewer	<u>\$14,565</u>	<u>\$30,000</u>	<u>\$4,822</u>	<u>\$30,000</u>
TOTAL SEWER OPERATION EXPENSES	\$267,400	\$354,500	\$261,882	\$356,000
TOTAL WATER & SEWER OPERATIONS	\$769,132	\$1,017,000	\$749,083	\$1,024,000

**ADMINISTRATIVE APPROPRIATIONS
BUDGET PERIOD 2020/2021**

ADMINISTRATIVE EXPENSES	ACTUAL YR. 2018/2019	BUDGET 2019/2020	ESTIMATE 2019/2020	BUDGET 2020/2021
Safety	\$3,131	\$5,000	\$828	\$5,000
Education Expense	\$1,958	\$3,000	\$1,083	\$3,000
Telephone	\$7,192	\$8,000	\$6,717	\$8,000
Memberships	\$712	\$1,500	\$717	\$1,500
Building & Grounds Maintenance	\$495	\$5,000	\$5,429	\$6,000
Janitorial Services	\$19,650	\$20,000	\$19,880	\$20,000
Building Utilities	\$8,055	\$9,000	\$8,220	\$9,000
Travel Expense	\$1,487	\$3,000	\$1,200	\$3,000
Professional Services	\$39,321	\$100,000	\$71,960	\$80,000
Clerical Labor	\$91,439	\$95,000	\$93,340	\$95,000
Employee Benefits - Clerical	\$33,019	\$41,800	\$42,602	\$48,000
Office Equipment/Supplies/Postage	<u>\$14,667</u>	<u>\$26,000</u>	<u>\$18,025</u>	<u>\$25,000</u>
TOTAL ADMINISTRATIVE EXPENSES	\$221,126	\$317,300	\$270,001	\$303,500
FIXED EXPENSES				
Bad Debt Expense	\$252	\$1,500	\$827	\$1,500
Workers' Compensation Expense	\$2,574	\$3,000	\$2,576	\$3,000
FICA Expense - District Portion	\$28,647	\$30,000	\$28,517	\$30,000
Insurance Expense	<u>\$17,685</u>	<u>\$20,000</u>	<u>\$18,402</u>	<u>\$20,000</u>
TOTAL FIXED EXPENSES	\$49,158	\$54,500	\$50,322	\$54,500
TOTAL ADMIN./FIXED EXPENSES	\$270,284	\$371,800	\$320,323	\$358,000

**CAPITAL APPROPRIATIONS
BUDGET PERIOD 2020/2021**

CAPITAL EXPENSES	ACTUAL YR. 2018/2019	BUDGET 2019/2020	ESTIMATE 2019/2020	BUDGET 2020/2021
Buildings & Grounds Improvements	\$0	\$50,000	\$0	\$50,000
Equipment	\$0	\$25,000	\$0	\$25,000
Office Equipment	\$0	\$20,000	\$0	\$20,000
Water Development/Supply/Facilities	\$1,132,423	\$375,000	\$244,065	\$0
Water Transmission	\$0	\$0	\$0	\$0
Sewer System	\$0	\$0	\$0	\$1,000,000
Capital Facilities Tax Expenditures	\$5,980	\$200,000	\$116,948	\$1,000,000
Cap Tax - RJ-7 Tank/Chlorinator	\$0	\$0	\$0	\$0
Cap Tax - RJ-8 Well/Transmission Line	\$0	\$0	\$0	\$0
Cap Tax - South Highway 59 Loop	\$0	\$0	\$0	\$0
Cap Tax - RJ-9 Well/Transmission Line	\$0	\$3,162,160	\$0	\$0
Cap Tax - North Highway 59 Loop	\$0	\$799,165	\$0	\$0
Undesignated	\$0	\$50,000	\$0	\$50,000
Contingency/Reserve	<u>\$0</u>	<u>\$200,000</u>	<u>\$0</u>	<u>\$200,000</u>
TOTAL CAPITAL EXPENSES	\$1,138,403	\$4,881,325	\$361,013	\$2,345,000
NON-OPERATING EXPENSES				
Depreciation	\$530,125	\$350,000	\$343,975	\$350,000
Miscellaneous Expense	\$0	\$0	\$0	\$0
Interest Expense - Water	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL NON-OPERATING EXPENSES	\$530,125	\$350,000	\$343,975	\$350,000
TOTAL CAPITAL/NON-OPERATING	\$1,668,528	\$5,231,325	\$704,988	\$2,695,000

**SUMMARY OF CASH AND REVENUE
BUDGET PERIOD 2020/2021**

CASH

Estimated Cash 6-30-20

Cash in Bank - Pinnacle	\$100,000
I.C.S. Account - Pinnacle	\$3,800,000
Xpress Bill Pay Account	\$25,000
Certificate of Deposit	\$100,400
WYO-STAR Account	<u>\$7,250,000</u>

TOTAL CASH \$11,275,400

UNPAID INVOICES 6-30-20 \$100,000

CASH ON HAND AVAILABLE FOR BUDGET \$11,175,400

REVENUE

Anticipated Operating Revenues	\$1,093,565
Anticipated Grant/Loan Funds	\$0
Anticipated Tax Revenues	\$154,500
Anticipated Interest	\$110,200
Anticipated Miscellaneous	<u>\$1,500</u>

TOTAL REVENUES \$1,359,765

TOTAL CASH & REVENUE FISCAL YEAR 2020/2021 \$12,535,165

**BUDGET SUMMARY TOTALS
BUDGET PERIOD 2020/2021**

TOTAL CASH AVAILABLE FOR BUDGET \$11,175,400

TOTAL ESTIMATED REVENUE FOR BUDGET \$1,359,765

TOTAL CASH AND REVENUE \$12,535,165

APPROPRIATIONS

Operations	\$1,024,000
Administrations	\$358,000
Capital Outlay/Non-Operating	<u>\$2,695,000</u>

TOTAL APPROPRIATIONS \$4,077,000

UNAPPROPRIATED \$8,458,165

TOTAL FISCAL YEAR 2020/2021 \$12,535,165

RESOLUTION 2020-01

WHEREAS, a Public Hearing on the tentative Budget proposed for adoption for the Wright Water & Sewer District was held on July 16, 2020 at the hour of 8:00 P.M., and publication of the tentative Budget having been made in accordance with Wyoming Statute § 16-4-109 (a) in advance of said hearing, and a quorum of Board of Directors being present for said hearing; and

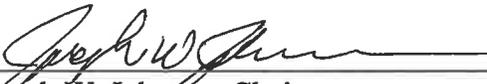
WHEREAS, the Board of Directors of the Wright Water & Sewer District having solicited input and review of the Budget at said Public Hearing; and

WHEREAS, after Public Hearing and input there being no changes, a copy of said Budget being attached hereto and incorporated by reference; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE WRIGHT WATER & SEWER DISTRICT that the necessary appropriations reflected in said Budget be made, and said Budget hereby be adopted, subject to future amendment, to be in effect for the 2020/2021 Fiscal Year.

DATED this 16th day of July, 2020.

WRIGHT WATER & SEWER DISTRICT BOARD OF DIRECTORS



Joseph W. Johnson, Chairman



Justin Dooley, Vice Chairman

Steve Grose, Secretary/Treasurer

Logan Duff, Director



Scott A. Wilson, Director

ATTEST:



Juli DePoorter, Clerk

WRIGHT WATER & SEWER DISTRICT
 BALANCE SHEET
 JUNE 30, 2017

After Audit

ASSETS

1010	PETTY CASH	100.00
1020	CASH IN BANK - MONEY MKT - B/W	3,723,983.29
1021	CASH IN BANK - CHECKING - B/W	94,217.77
1022	CASH IN BANK - XPRESS DEPOSIT	19,476.10
1024	CASH IN BANK - CK - PINNACLE	.00
1030	WYO-STAR INVESTMENT (CAP. TAX)	7,071,788.05
1040	CASH RESERVE FUND - WWDC PRJCT	100,000.00
1075	UTILITY CASH CLEARING	60.34
1150	ACCOUNTS REC. - METERED WATER	62,913.16
1155	ACCOUNTS REC. - BULK WATER	118,376.47
1156	UNBILLED BULK WATER	1,980.57
1160	ACCUM. PROV. FOR UNCOLLECTIBLE	(500.00)
1165	PROPERTY TAXES RECEIVABLE	148,530.66
1170	OTHER ACCOUNTS RECEIVABLE	16,709.98
1175	MISC. ACCOUNTS RECEIVABLE	.00
1180	NOTE RECEIVABLE - LTA	3,977.30
1185	NOTE RECEIVABLE - M/K	6,158.88
1200	GRANT REVENUE RECEIVABLE	3,008.50
1220	ACCRUED INTEREST RECEIVABLE	8.30
1310	INVENTORY WATER METERS	32,794.09
1560	PRECORP CAPITAL CREDITS	.00
1570	PRINCIPAL FINANCIAL GROUP	.00
1590	PREPAID INSURANCE	3,442.39
1600	LAND	30,201.75
1601	BLDG. & GROUNDS IMPROVEMENTS	257,962.36
1610	SOURCE OF SUPPLY	7,393,881.50
1611	WATER STORAGE	3,696,707.22
1612	WATER PUMPING FACILITY	566,260.38
1621	WATER TREATMENT PLANT	147,032.00
1622	SEWAGE TREATMENT PLANT	764,359.49
1623	SEWAGE LIFT STATION	280,837.94
1624	WATER TRANSMISSION	5,217,845.53
1625	SWR. COL. TRANS. & DIST SYSTEM	1,470,001.44
1640	GENERAL EQUIPMENT	109,465.57
1642	OFFICE EQUIPMENT	61,326.96
1650	TRANSPORATION EQUIPMENT	666,149.71
1660	STORAGE & SHOP FACILITY	251,935.28
1670	CONSTRUCTION IN PROGRESS	111,344.04
1690	ACCUM PROVISION - DEPRECIATION	(152,195.22)
1691	ACCUM. DEPR. - WATER FACS.	(4,025,852.43)
1692	ACCUM. DEPR. - SEWER FACS.	(1,144,040.82)
1693	ACCUM. DEPR. - EQUIPMENT	(382,600.01)
1694	ACCUM. DEPR. - OFFICE EQUIP.	(23,290.94)
1695	ACCUM. DEPR. - SHOP FACILITIES	(116,074.85)

WRIGHT WATER & SEWER DISTRICT
BALANCE SHEET
JUNE 30, 2017

TOTAL ASSETS

26,588,282.75

WRIGHT WATER & SEWER DISTRICT
BALANCE SHEET
JUNE 30, 2017

LIABILITIES AND EQUITY

LIABILITIES

2420	RETAINAGES PAYABLE	.00	
2430	ACCRUED ACCOUNTS PAYABLE	136,507.59	
2435	CONTRACTS PAYABLE	.00	
2440	DEFERRED REVENUE - PROP. TAXES	146,667.59	
2465	MISCELLANEOUS DEDUCTION	.00	
2470	DEFERRED COMPENSATION PAYABLE	.00	
2475	EMPLOYEE INSURANCE PAYABLE	.00	
2480	FED. WITHHOLDING TAXES PAYABLE	.00	
2490	FICA TAXES PAYABLE	.00	
2495	WORKERS' COMPENSATION PAYABLE	680.94	
2500	ACCRUED VACATION & PERS. LEAVE	31,625.76	
2510	ACCRUED WAGES	6,988.52	
2600	INTEREST PAYABLE - WATER	.00	
2720	NOTE PAYABLE - CWSRF #112	112,032.57	
	TOTAL LIABILITIES		434,502.97

FUND EQUITY

3100	CONT. CUSTOMERS/SUBDIVIDER -W	.00	
3200	CONT. CUSTOMERS/SUBDIVIDER - S	.00	
3300	CONTRIBUTIONS ORIGINAL FACILIT	.00	
3400	FUND BALANCE UNRESTRICTED	26,341,543.19	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(187,763.41)	
	BALANCE - CURRENT DATE	(187,763.41)	
	TOTAL FUND EQUITY		26,153,779.78
	TOTAL LIABILITIES AND EQUITY		26,588,282.75

WRIGHT WATER & SEWER DISTRICT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2017

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
<u>WATER REVENUE</u>					
4010 WATER SALES - METERED	.00	321,534.07	315,000.00	(6,534.07)	102.1
4020 WATER SALES - BULK WATER	.00	409,804.34	100,000.00	(309,804.34)	409.8
4045 WATER TAP FEES	.00	4,620.00	4,070.00	(550.00)	113.5
4050 MISCELLANEOUS FEES	.00	8,947.00	7,500.00	(1,447.00)	119.3
TOTAL WATER REVENUE	.00	744,905.41	426,570.00	(318,335.41)	174.6
<u>SEWER REVENUE</u>					
4110 SEWAGE TREATMENT REVENUES	.00	235,918.71	250,000.00	14,081.29	94.4
4145 SEWER TAP FEES	.00	.00	1,760.00	1,760.00	.0
TOTAL SEWER REVENUE	.00	235,918.71	251,760.00	15,841.29	93.7
<u>NON-PERFORMANCE ACTIVITY</u>					
7010 INTEREST - OTHER	.00	12,365.51	12,000.00	(365.51)	103.1
7020 INTEREST - CERT. OF DEP.	.00	562.91	400.00	(162.91)	140.7
7025 INTEREST - WYO-STAR	.00	43,576.80	18,000.00	(25,576.80)	242.1
7030 MOTOR VEHICLE FEES	.00	49,643.98	60,000.00	10,356.02	82.7
7035 CAPITAL FACILITIES TAX	(5,700.83)	16,727.27	20,000.00	3,272.73	83.6
7040 GENERAL PROPERTY TAX	655.57	127,353.51	120,000.00	(7,353.51)	106.1
7050 CAMP. COUNTY COMMISSIONERS	.00	.00	.00	.00	.0
7055 STATE LANDS & INVEST. GRNT/LN.	3,008.50	40,158.75	704,000.00	663,841.25	5.7
7060 WY WATER DEV. COMM. GRANT/LOAN	.00	.00	.00	.00	.0
7065 STATE REVOLVING FUND	.00	.00	.00	.00	.0
7080 MISCELLANEOUS INCOME	.00	8,081.62	6,000.00	(2,081.62)	134.7
7085 GAIN/(LOSS) ON SALE OF ASSETS	.00	2,121.00	.00	(2,121.00)	.0
7086 GAIN/(LOSS) ON INVESTMENT	(14,936.99)	(14,936.99)	.00	14,936.99	.0
TOTAL NON-PERFORMANCE ACTIVITY	(16,973.75)	285,654.36	940,400.00	654,745.64	30.4
TOTAL REVENUE	(16,973.75)	1,266,478.48	1,618,730.00	352,251.52	78.2

WRIGHT WATER & SEWER DISTRICT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2017

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENSES</u>					
<u>WATER EXPENSES</u>					
5010 WATER LABOR	.00	126,114.08	146,500.00	20,385.92	86.1
5020 EMPLOYEE BENEFITS - WATER	(413.01)	40,620.45	44,000.00	3,379.55	92.3
5030 CHEMICALS - WATER TREATMENT	.00	19,351.14	27,000.00	7,648.86	71.7
5040 CONTRACTUAL SERVICES - WATER	.00	6,377.50	10,000.00	3,622.50	63.8
5060 FACILITIES - WATER	.00	13,292.44	50,000.00	36,707.56	26.6
5080 MISC. - COLL./TRANS./TREAT.	.00	.00	2,000.00	2,000.00	.0
5110 VEHICLE EXPENSE - WATER	.00	7,949.04	15,000.00	7,050.96	53.0
5120 MISC. SMALL TOOLS	.00	1,131.12	7,000.00	5,868.88	16.2
5130 R & M - COLL./TRANS./TREAT.	.00	25,565.77	40,000.00	14,434.23	63.9
5140 R & M - STREETS	.00	22,488.28	35,000.00	12,511.72	64.3
5180 UTILITIES - WATER	.00	143,242.21	170,500.00	27,257.79	84.0
5185 R & M - CAP TAX PRJ. - WATER	.00	11,172.77	30,000.00	18,827.23	37.2
5190 WATER ROYALTY PAYMENTS	.00	64,958.35	36,950.00	(28,008.35)	175.8
TOTAL WATER EXPENSES	(413.01)	482,263.15	613,950.00	131,686.85	78.6
<u>SEWER EXPENSES</u>					
5510 SEWER LABOR	.00	126,113.45	146,500.00	20,386.55	86.1
5520 EMPLOYEE BENEFITS - SEWER	(413.01)	40,620.11	44,000.00	3,379.89	92.3
5530 CHEMICALS - SEWAGE TREATMENT	.00	14,310.67	30,000.00	15,689.33	47.7
5540 CONTRACTUAL SERVICES - SEWER	.00	4,245.75	6,000.00	1,754.25	70.8
5580 MISC. - SEWER COLL./TRANS./TRT	.00	.00	2,000.00	2,000.00	.0
5610 VEHICLE EXPENSE - SEWER	.00	8,330.85	15,000.00	6,669.15	55.5
5630 R & M - SEWER COLL./TRANS./TRT	.00	23,393.64	35,000.00	11,606.36	66.8
5680 UTILITIES - SEWER	.00	42,584.81	45,000.00	2,415.19	94.6
5685 R & M - CAP TAX PRJ. - SEWER	.00	7,085.19	25,000.00	17,914.81	28.3
TOTAL SEWER EXPENSES	(413.01)	266,684.47	348,500.00	81,815.53	76.5

WRIGHT WATER & SEWER DISTRICT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2017

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIXED CHARGES</u>					
6120 BAD DEBT EXPENSE	.00	7,323.16	7,200.00	(123.16)	101.7
6140 WORKERS' COMPENSATION EXPENSE	.00	2,525.98	3,000.00	474.02	84.2
6160 FICA EXPENSE - DIST. PORTION	.00	25,965.78	32,000.00	6,034.22	81.1
6170 INSURANCE EXPENSE	6,925.99	19,386.03	14,000.00	(5,386.03)	138.5
TOTAL FIXED CHARGES	6,925.99	55,200.95	56,200.00	999.05	98.2
<u>ADMINISTRATIVE EXPENSES</u>					
6200 SAFETY	.00	3,006.86	6,000.00	2,993.14	50.1
6210 EDUCATION EXPENSE	.00	1,199.00	3,000.00	1,801.00	40.0
6230 TELEPHONE	.00	7,050.65	6,000.00	(1,050.65)	117.5
6235 MEMBERSHIPS	.00	776.00	1,500.00	724.00	51.7
6240 BUILDING & GROUNDS MAINTENANCE	.00	2,744.53	5,000.00	2,255.47	54.9
6245 JANITORIAL SERVICES	.00	18,000.00	18,000.00	.00	100.0
6260 BUILDING UTILITIES	.00	7,417.18	8,000.00	582.82	92.7
6280 TRAVEL EXPENSE	.00	1,531.08	3,000.00	1,468.92	51.0
6290 PROFESSIONAL SERVICES	.00	21,008.83	40,000.00	18,991.17	52.5
6310 CLERICAL LABOR	.00	73,673.40	95,000.00	21,326.60	77.6
6320 EMPLOYEE BENEFITS - CLERICAL	(206.51)	16,293.43	22,000.00	5,706.57	74.1
6340 OFFICE EXPENSE - EQ./SUPP/PSTG	(512.39)	9,522.31	16,000.00	6,477.69	59.5
TOTAL ADMINISTRATIVE EXPENSES	(718.90)	162,223.27	223,500.00	61,276.73	72.6

WRIGHT WATER & SEWER DISTRICT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2017

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL EXPENDITURES</u>					
6341 BLDGS. & GROUNDS IMPROVEMENTS	.00	.00	210,000.00	210,000.00	.0
6342 EQUIPMENT	.00	.00	500,000.00	500,000.00	.0
6343 OFFICE EQUIPMENT	.00	.00	20,000.00	20,000.00	.0
6344 WATER DEVELOP./SUPPLY/FACILITY	.00	.00	1,408,000.00	1,408,000.00	.0
6345 WATER TRANSMISSION	.00	.00	.00	.00	.0
6346 SEWER SYSTEM	.00	.00	.00	.00	.0
6350 CAPITAL FACILITIES TAX EXP.	.00	.00	150,000.00	150,000.00	.0
6351 CAP TAX - RJ-3/TELEMETRY	.00	.00	.00	.00	.0
6352 CAP TAX - RJ-7 WELL HOUSE/TRAN	.00	.00	.00	.00	.0
6353 CAP TAX - WEST LOOP - W/S	.00	.00	.00	.00	.0
6354 CAP TAX - AUTO METER READ	.00	.00	.00	.00	.0
6355 CAP TAX - RJ-7 TANK	.00	.00	2,386,611.00	2,386,611.00	.0
6356 CAP TAX - RJ-8 WELL/TRANS LINE	.00	.00	997,229.00	997,229.00	.0
6357 CAP TAX - SOUTH HWY. 59 LOOP	.00	.00	547,326.00	547,326.00	.0
6358 CAP TAX - RJ-9 WELL/TRANS LINE	.00	.00	.00	.00	.0
6359 CAP TAX - NORTH HWY. 59 LOOP	.00	.00	.00	.00	.0
6368 UNDESIGNATED	.00	.00	50,000.00	50,000.00	.0
6369 CONTINGENCY/RESERVE	.00	.00	200,000.00	200,000.00	.0
TOTAL CAPITAL EXPENDITURES	.00	.00	6,469,166.00	6,469,166.00	.0
<u>NON OPERATING EXPENSES</u>					
8010 DEPRECIATION	145,271.37	487,870.05	350,000.00	(137,870.05)	139.4
8020 MISCELLANEOUS EXPENSE	.00	.00	.00	.00	.0
8030 INTEREST EXPENSE - WATER	.00	.00	.00	.00	.0
TOTAL NON OPERATING EXPENSES	145,271.37	487,870.05	350,000.00	(137,870.05)	139.4
TOTAL EXPENSES	150,652.44	1,454,241.89	8,061,316.00	6,607,074.11	18.0
NET REVENUE OVER EXPENSES	(167,626.19)	(187,763.41)	(6,442,586.00)	(6,254,822.59)	(2.9)

WRIGHT WATER & SEWER DISTRICT
BALANCE SHEET
JUNE 30, 2018

After Audit

ASSETS

1010	PETTY CASH	100.00
1020	CASH IN BANK - MONEY MKT - B/W	4,005,677.67
1021	CASH IN BANK - CHECKING - B/W	41,470.37
1022	CASH IN BANK - XPRESS DEPOSIT	25,433.24
1024	CASH IN BANK - CK - PINNACLE	.00
1030	WYO-STAR INVESTMENT (CAP. TAX)	7,087,864.89
1040	CASH RESERVE FUND - WWDC PRJCT	100,000.00
1075	UTILITY CASH CLEARING	.00
1150	ACCOUNTS REC. - METERED WATER	54,351.54
1155	ACCOUNTS REC. - BULK WATER	50,675.14
1156	UNBILLED BULK WATER	2,286.10
1160	ACCUM. PROV. FOR UNCOLLECTIBLE	(500.00)
1165	PROPERTY TAXES RECEIVABLE	139,860.21
1170	OTHER ACCOUNTS RECEIVABLE	4,136.61
1175	MISC. ACCOUNTS RECEIVABLE	.00
1180	NOTE RECEIVABLE - LTA	3,429.02
1185	NOTE RECEIVABLE - M/K	.00
1200	GRANT REVENUE RECEIVABLE	34,560.23
1220	ACCRUED INTEREST RECEIVABLE	11.87
1310	INVENTORY WATER METERS	41,048.01
1560	PRECORP CAPITAL CREDITS	.00
1570	PRINCIPAL FINANCIAL GROUP	.00
1590	PREPAID INSURANCE	3,442.43
1600	LAND	30,201.75
1601	BLDG. & GROUNDS IMPROVEMENTS	257,962.36
1610	SOURCE OF SUPPLY	7,393,881.50
1611	WATER STORAGE	3,479,567.22
1612	WATER PUMPING FACILITY	566,260.38
1621	WATER TREATMENT PLANT	147,032.00
1622	SEWAGE TREATMENT PLANT	764,359.49
1623	SEWAGE LIFT STATION	280,837.94
1624	WATER TRANSMISSION	5,217,845.53
1625	SWR. COL. TRANS. & DIST SYSTEM	1,470,001.44
1640	GENERAL EQUIPMENT	93,054.38
1642	OFFICE EQUIPMENT	59,226.96
1650	TRANSPORATION EQUIPMENT	666,149.71
1660	STORAGE & SHOP FACILITY	251,935.28
1670	CONSTRUCTION IN PROGRESS	238,900.36
1690	ACCUM PROVISION - DEPRECIATION	(171,442.46)
1691	ACCUM. DEPR. - WATER FACS.	(4,198,521.27)
1692	ACCUM. DEPR. - SEWER FACS.	(1,236,016.56)
1693	ACCUM. DEPR. - EQUIPMENT	(423,009.98)
1694	ACCUM. DEPR. - OFFICE EQUIP.	(28,044.83)
1695	ACCUM. DEPR. - SHOP FACILITIES	(121,849.12)

WRIGHT WATER & SEWER DISTRICT
BALANCE SHEET
JUNE 30, 2018

TOTAL ASSETS

26,332,179.41

WRIGHT WATER & SEWER DISTRICT
BALANCE SHEET
JUNE 30, 2018

LIABILITIES AND EQUITY

LIABILITIES

2420	RETAINAGES PAYABLE	6,082.22	
2430	ACCRUED ACCOUNTS PAYABLE	131,616.30	
2435	CONTRACTS PAYABLE	.00	
2440	DEFERRED REVENUE - PROP. TAXES	138,169.28	
2465	MISCELLANEOUS DEDUCTION	.00	
2470	DEFERRED COMPENSATION PAYABLE	.00	
2475	EMPLOYEE INSURANCE PAYABLE	.00	
2480	FED. WITHOLDING TAXES PAYABLE	.00	
2490	FICA TAXES PAYABLE	.00	
2495	WORKERS' COMPENSATION PAYABLE	654.38	
2500	ACCRUED VACATION & PERS. LEAVE	31,500.09	
2510	ACCRUED WAGES	7,284.88	
2600	INTEREST PAYABLE - WATER	.00	
2720	NOTE PAYABLE - CWSRF #112	103,414.68	
	TOTAL LIABILITIES		418,721.83

FUND EQUITY

3100	CONT. CUSTOMERS/SUBDIVIDER -W	.00	
3200	CONT. CUSTOMERS/SUBDIVIDER - S	.00	
3300	CONTRIBUTIONS ORIGINAL FACILIT	.00	
3400	FUND BALANCE UNRESTRICTED	26,153,779.78	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(240,322.20)	
	BALANCE - CURRENT DATE	(240,322.20)	
	TOTAL FUND EQUITY		25,913,457.58
	TOTAL LIABILITIES AND EQUITY		26,332,179.41

WRIGHT WATER & SEWER DISTRICT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2018

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
<u>WATER REVENUE</u>					
4010 WATER SALES - METERED	.00	329,812.61	340,000.00	10,187.39	97.0
4020 WATER SALES - BULK WATER	.00	393,259.05	150,000.00	(243,259.05)	262.2
4045 WATER TAP FEES	.00	.00	.00	.00	.0
4050 MISCELLANEOUS FEES	.00	7,182.00	8,000.00	818.00	89.8
TOTAL WATER REVENUE	.00	730,253.66	498,000.00	(232,253.66)	146.6
<u>SEWER REVENUE</u>					
4110 SEWAGE TREATMENT REVENUES	.00	240,760.47	245,000.00	4,239.53	98.3
4145 SEWER TAP FEES	.00	.00	.00	.00	.0
TOTAL SEWER REVENUE	.00	240,760.47	245,000.00	4,239.53	98.3
<u>NON-PERFORMANCE ACTIVITY</u>					
7010 INTEREST - OTHER	.00	9,763.37	9,000.00	(763.37)	108.5
7020 INTEREST - CERT. OF DEP.	.00	849.29	400.00	(449.29)	212.3
7025 INTEREST - WYO-STAR	.00	85,219.62	30,000.00	(55,219.62)	284.1
7030 MOTOR VEHICLE FEES	.00	45,967.54	50,000.00	4,032.46	91.9
7035 CAPITAL FACILITIES TAX	(8,921.15)	3,974.88	15,800.00	11,825.12	25.2
7040 GENERAL PROPERTY TAX	(172.14)	110,980.96	120,000.00	9,019.04	92.5
7050 CAMP. COUNTY COMMISSIONERS	.00	.00	.00	.00	.0
7055 STATE LANDS & INVEST. GRNT/LN.	34,560.23	71,802.03	674,669.00	602,866.97	10.6
7060 WY WATER DEV. COMM. GRANT/LOAN	.00	.00	.00	.00	.0
7065 STATE REVOLVING FUND	.00	.00	.00	.00	.0
7080 MISCELLANEOUS INCOME	.00	8,662.46	3,500.00	(5,162.46)	247.5
7085 GAIN/(LOSS) ON SALE OF ASSETS	(52,219.19)	(52,219.19)	.00	52,219.19	.0
7086 GAIN/(LOSS) ON INVESTMENT	(15,941.60)	(1,004.61)	.00	1,004.61	.0
TOTAL NON-PERFORMANCE ACTIVITY	(42,693.85)	283,996.35	903,369.00	619,372.65	31.4
TOTAL REVENUE	(42,693.85)	1,255,010.48	1,646,369.00	391,358.52	76.2

WRIGHT WATER & SEWER DISTRICT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2018

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENSES</u>					
<u>WATER EXPENSES</u>					
5010 WATER LABOR	.00	129,750.27	146,500.00	16,749.73	88.6
5020 EMPLOYEE BENEFITS - WATER	.00	43,104.62	45,000.00	1,895.38	95.8
5030 CHEMICALS - WATER TREATMENT	.00	18,020.06	27,000.00	8,979.94	66.7
5040 CONTRACTUAL SERVICES - WATER	.00	2,123.50	10,000.00	7,876.50	21.2
5060 FACILITIES - WATER	.00	11,284.23	50,000.00	38,715.77	22.6
5080 MISC. - COLL./TRANS./TREAT.	.00	.00	1,000.00	1,000.00	.0
5110 VEHICLE EXPENSE - WATER	.00	8,297.66	15,000.00	6,702.34	55.3
5120 MISC. SMALL TOOLS	.00	806.11	7,000.00	6,193.89	11.5
5130 R & M - COLL./TRANS./TREAT.	.00	13,828.34	40,000.00	26,171.66	34.6
5140 R & M - STREETS	.00	327.35	35,000.00	34,672.65	.9
5180 UTILITIES - WATER	.00	145,993.95	170,000.00	24,006.05	85.9
5185 R & M - CAP TAX PRJ. - WATER	.00	35,381.34	30,000.00	(5,381.34)	117.9
5190 WATER ROYALTY PAYMENTS	.00	54,521.32	50,000.00	(4,521.32)	109.0
TOTAL WATER EXPENSES	.00	463,438.75	626,500.00	163,061.25	74.0
<u>SEWER EXPENSES</u>					
5510 SEWER LABOR	.00	127,321.78	146,500.00	19,178.22	86.9
5520 EMPLOYEE BENEFITS - SEWER	.00	43,104.25	45,000.00	1,895.75	95.8
5530 CHEMICALS - SEWAGE TREATMENT	.00	4,103.08	25,000.00	20,896.92	16.4
5540 CONTRACTUAL SERVICES - SEWER	.00	2,842.00	6,000.00	3,158.00	47.4
5580 MISC. - SEWER COLL./TRANS./TRT	.00	.00	2,000.00	2,000.00	.0
5610 VEHICLE EXPENSE - SEWER	.00	8,235.03	15,000.00	6,764.97	54.9
5630 R & M - SEWER COLL./TRANS./TRT	.00	19,987.75	35,000.00	15,012.25	57.1
5680 UTILITIES - SEWER	.00	42,023.98	45,000.00	2,976.02	93.4
5685 R & M - CAP TAX PRJ. - SEWER	.00	12,249.79	30,000.00	17,750.21	40.8
TOTAL SEWER EXPENSES	.00	259,867.66	349,500.00	89,632.34	74.4

WRIGHT WATER & SEWER DISTRICT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2018

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIXED CHARGES</u>					
6120	BAD DEBT EXPENSE	.00	1,146.02	2,000.00	853.98 57.3
6140	WORKERS' COMPENSATION EXPENSE	.00	2,176.85	3,000.00	823.15 72.6
6160	FICA EXPENSE - DIST. PORTION	.00	27,638.58	30,000.00	2,361.42 92.1
6170	INSURANCE EXPENSE	.00	17,485.96	14,000.00	(3,485.96) 124.9
	TOTAL FIXED CHARGES	.00	48,447.41	49,000.00	552.59 98.9
<u>ADMINISTRATIVE EXPENSES</u>					
6200	SAFETY	.00	2,340.05	6,000.00	3,659.95 39.0
6210	EDUCATION EXPENSE	.00	1,448.00	3,000.00	1,552.00 48.3
6230	TELEPHONE	.00	7,482.60	7,000.00	(482.60) 106.9
6235	MEMBERSHIPS	.00	641.00	1,500.00	859.00 42.7
6240	BUILDING & GROUNDS MAINTENANCE	.00	2,521.62	5,000.00	2,478.38 50.4
6245	JANITORIAL SERVICES	.00	18,000.00	18,000.00	.00 100.0
6260	BUILDING UTILITIES	.00	7,972.57	8,000.00	27.43 99.7
6280	TRAVEL EXPENSE	.00	1,072.67	3,000.00	1,927.33 35.8
6290	PROFESSIONAL SERVICES	.00	22,902.94	50,000.00	27,097.06 45.8
6310	CLERICAL LABOR	.00	87,135.12	95,000.00	7,864.88 91.7
6320	EMPLOYEE BENEFITS - CLERICAL	.00	24,951.49	22,000.00	(2,951.49) 113.4
6340	OFFICE EXPENSE - EQ./SUPP/PSTG	.00	13,911.84	26,000.00	12,088.16 53.5
	TOTAL ADMINISTRATIVE EXPENSES	.00	190,379.90	244,500.00	54,120.10 77.9

WRIGHT WATER & SEWER DISTRICT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2018

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>CAPITAL EXPENDITURES</u>						
6341	BLDGS. & GROUNDS IMPROVEMENTS	.00	.00	50,000.00	50,000.00	.0
6342	EQUIPMENT	.00	.00	400,000.00	400,000.00	.0
6343	OFFICE EQUIPMENT	.00	.00	20,000.00	20,000.00	.0
6344	WATER DEVELOP./SUPPLY/FACILITY	.00	.00	1,298,660.00	1,298,660.00	.0
6345	WATER TRANSMISSION	.00	.00	.00	.00	.0
6346	SEWER SYSTEM	.00	.00	.00	.00	.0
6350	CAPITAL FACILITIES TAX EXP.	.00	.00	200,000.00	200,000.00	.0
6351	CAP TAX - RJ-3/TELEMETRY	.00	.00	.00	.00	.0
6352	CAP TAX - RJ-7 WELL HOUSE/TRAN	.00	.00	.00	.00	.0
6353	CAP TAX - WEST LOOP - W/S	.00	.00	.00	.00	.0
6354	CAP TAX - AUTO METER READ	.00	.00	.00	.00	.0
6355	CAP TAX - RJ-7 TANK	.00	.00	.00	.00	.0
6356	CAP TAX - RJ-8 WELL/TRANS LINE	.00	.00	.00	.00	.0
6357	CAP TAX - SOUTH HWY. 59 LOOP	.00	.00	.00	.00	.0
6358	CAP TAX - RJ-9 WELL/TRANS LINE	.00	.00	.00	.00	.0
6359	CAP TAX - NORTH HWY. 59 LOOP	.00	.00	.00	.00	.0
6368	UNDESIGNATED	.00	.00	50,000.00	50,000.00	.0
6369	CONTINGENCY/RESERVE	.00	.00	200,000.00	200,000.00	.0
	TOTAL CAPITAL EXPENDITURES	.00	.00	2,218,660.00	2,218,660.00	.0
<u>NON OPERATING EXPENSES</u>						
8010	DEPRECIATION	190,600.26	533,198.94	350,000.00	(183,198.94)	152.3
8020	MISCELLANEOUS EXPENSE	.00	.02	.00	(.02)	.0
8030	INTEREST EXPENSE - WATER	.00	.00	.00	.00	.0
	TOTAL NON OPERATING EXPENSES	190,600.26	533,198.96	350,000.00	(183,198.96)	152.3
	TOTAL EXPENSES	190,600.26	1,495,332.68	3,838,160.00	2,342,827.32	39.0
	NET REVENUE OVER EXPENSES	(233,294.11)	(240,322.20)	(2,191,791.00)	(1,951,468.80)	(11.0)

WRIGHT WATER & SEWER DISTRICT
BALANCE SHEET
JUNE 30, 2019

After Audit

ASSETS

1010	PETTY CASH	100.00
1020	CASH IN BANK - MONEY MKT - B/W	.00
1021	CASH IN BANK - CHECKING - B/W	.00
1022	CASH IN BANK - XPRESS DEPOSIT	25,394.19
1024	CASH IN BANK - CK - PINNACLE	3,954,756.60
1030	WYO-STAR INVESTMENT (CAP. TAX)	7,251,068.44
1040	CASH RESERVE FUND - WWDC PRJCT	100,398.92
1075	UTILITY CASH CLEARING	.00
1150	ACCOUNTS REC. - METERED WATER	44,316.34
1155	ACCOUNTS REC. - BULK WATER	33,519.47
1156	UNBILLED BULK WATER	2,092.98
1160	ACCUM. PROV. FOR UNCOLLECTIBLE	(500.00)
1165	PROPERTY TAXES RECEIVABLE	139,549.57
1170	OTHER ACCOUNTS RECEIVABLE	163.73
1175	MISC. ACCOUNTS RECEIVABLE	.00
1180	NOTE RECEIVABLE - LTA	2,576.85
1185	NOTE RECEIVABLE - M/K	.00
1200	GRANT REVENUE RECEIVABLE	12,367.94
1220	ACCRUED INTEREST RECEIVABLE	110.39
1310	INVENTORY WATER METERS	36,088.72
1560	PRECORP CAPITAL CREDITS	231,947.77
1570	PRINCIPAL FINANCIAL GROUP	7,587.52
1590	PREPAID INSURANCE	3,418.48
1600	LAND	30,201.75
1601	BLDG. & GROUNDS IMPROVEMENTS	257,684.36
1610	SOURCE OF SUPPLY	7,393,881.50
1611	WATER STORAGE	3,479,567.22
1612	WATER PUMPING FACILITY	566,260.38
1621	WATER TREATMENT PLANT	147,032.00
1622	SEWAGE TREATMENT PLANT	764,359.49
1623	SEWAGE LIFT STATION	280,837.94
1624	WATER TRANSMISSION	5,217,845.53
1625	SWR. COL. TRANS. & DIST SYSTEM	1,470,001.44
1640	GENERAL EQUIPMENT	92,824.38
1642	OFFICE EQUIPMENT	59,226.96
1650	TRANSPORATION EQUIPMENT	666,149.71
1660	STORAGE & SHOP FACILITY	251,935.28
1670	CONSTRUCTION IN PROGRESS	1,629,317.54
1690	ACCUM PROVISION - DEPRECIATION	(190,411.70)
1691	ACCUM. DEPR. - WATER FACS.	(4,548,876.51)
1692	ACCUM. DEPR. - SEWER FACS.	(1,327,089.90)
1693	ACCUM. DEPR. - EQUIPMENT	(479,601.14)
1694	ACCUM. DEPR. - OFFICE EQUIP.	(34,898.72)
1695	ACCUM. DEPR. - SHOP FACILITIES	(127,623.39)

WRIGHT WATER & SEWER DISTRICT
BALANCE SHEET
JUNE 30, 2019

TOTAL ASSETS

27,443,582.03

WRIGHT WATER & SEWER DISTRICT
BALANCE SHEET
JUNE 30, 2019

LIABILITIES AND EQUITY

LIABILITIES

2420	RETAINAGES PAYABLE	343,948.22	
2430	ACCRUED ACCOUNTS PAYABLE	153,914.33	
2435	CONTRACTS PAYABLE	.00	
2440	DEFERRED REVENUE - PROP. TAXES	136,814.05	
2465	MISCELLANEOUS DEDUCTION	.00	
2470	DEFERRED COMPENSATION PAYABLE	.00	
2475	EMPLOYEE INSURANCE PAYABLE	74.37	
2480	FED. WITHOLDING TAXES PAYABLE	.00	
2490	FICA TAXES PAYABLE	604.39	
2495	WORKERS' COMPENSATION PAYABLE	698.93	
2500	ACCRUED VACATION & PERS. LEAVE	33,666.58	
2510	ACCRUED WAGES	7,900.51	
2600	INTEREST PAYABLE - WATER	.00	
2720	NOTE PAYABLE - CWSRF #112	94,796.79	
	TOTAL LIABILITIES		772,418.17

FUND EQUITY

3100	CONT. CUSTOMERS/SUBDIVIDER -W	.00	
3200	CONT. CUSTOMERS/SUBDIVIDER - S	.00	
3300	CONTRIBUTIONS ORIGINAL FACILIT	.00	
3400	FUND BALANCE UNRESTRICTED	26,123,288.29	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	547,875.57	
	BALANCE - CURRENT DATE	547,875.57	
	TOTAL FUND EQUITY		26,671,163.86
	TOTAL LIABILITIES AND EQUITY		27,443,582.03

WRIGHT WATER & SEWER DISTRICT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
<u>WATER REVENUE</u>					
4010 WATER SALES - METERED	.00	274,112.87	340,000.00	65,887.13	80.6
4020 WATER SALES - BULK WATER	.00	658,946.27	300,000.00	(358,946.27)	219.7
4045 WATER TAP FEES	.00	4,070.00	.00	(4,070.00)	.0
4050 MISCELLANEOUS FEES	.00	6,588.00	7,500.00	912.00	87.8
TOTAL WATER REVENUE	.00	943,717.14	647,500.00	(296,217.14)	145.8
<u>SEWER REVENUE</u>					
4110 SEWAGE TREATMENT REVENUES	.00	263,449.08	240,000.00	(23,449.08)	109.8
4145 SEWER TAP FEES	.00	4,070.00	.00	(4,070.00)	.0
TOTAL SEWER REVENUE	.00	267,519.08	240,000.00	(27,519.08)	111.5
<u>NON-PERFORMANCE ACTIVITY</u>					
7010 INTEREST - OTHER	.00	36,398.13	10,000.00	(26,398.13)	364.0
7020 INTEREST - CERT. OF DEP.	.00	1,201.92	1,000.00	(201.92)	120.2
7025 INTEREST - WYO-STAR	.00	151,153.56	65,000.00	(86,153.56)	232.5
7030 MOTOR VEHICLE FEES	.00	49,231.38	46,000.00	(3,231.38)	107.0
7035 CAPITAL FACILITIES TAX	(3,972.88)	.00	3,000.00	3,000.00	.0
7040 GENERAL PROPERTY TAX	366.10	111,570.19	104,000.00	(7,570.19)	107.3
7050 CAMP. COUNTY COMMISSIONERS	.00	.00	.00	.00	.0
7055 STATE LANDS & INVEST. GRNT/LN.	.00	469,459.99	638,174.00	168,714.01	73.6
7060 WY WATER DEV. COMM. GRANT/LOAN	.00	.00	.00	.00	.0
7065 STATE REVOLVING FUND	.00	.00	.00	.00	.0
7080 MISCELLANEOUS INCOME	29,704.58	42,856.65	8,000.00	(34,856.65)	535.7
7085 GAIN/(LOSS) ON SALE OF ASSETS	.00	.00	.00	.00	.0
7086 GAIN/(LOSS) ON INVESTMENT	.00	44,308.96	.00	(44,308.96)	.0
TOTAL NON-PERFORMANCE ACTIVITY	26,097.80	906,180.78	875,174.00	(31,006.78)	103.5
TOTAL REVENUE	26,097.80	2,117,417.00	1,762,674.00	(354,743.00)	120.1

WRIGHT WATER & SEWER DISTRICT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENSES</u>					
<u>WATER EXPENSES</u>					
5010 WATER LABOR	.00	128,917.04	146,500.00	17,582.96	88.0
5020 EMPLOYEE BENEFITS - WATER	.00	47,723.47	50,000.00	2,276.53	95.5
5030 CHEMICALS - WATER TREATMENT	.00	13,287.32	25,000.00	11,712.68	53.2
5040 CONTRACTUAL SERVICES - WATER	.00	3,408.00	10,000.00	6,592.00	34.1
5060 FACILITIES - WATER	.00	4,571.96	45,000.00	40,428.04	10.2
5080 MISC. - COLL./TRANS./TREAT.	.00	.00	1,000.00	1,000.00	.0
5110 VEHICLE EXPENSE - WATER	.00	11,781.64	15,000.00	3,218.36	78.5
5120 MISC. SMALL TOOLS	.00	2,204.91	5,000.00	2,795.09	44.1
5130 R & M - COLL./TRANS./TREAT.	.00	34,582.13	45,000.00	10,417.87	76.9
5140 R & M - STREETS	.00	.00	35,000.00	35,000.00	.0
5180 UTILITIES - WATER	12,148.56	145,237.87	170,000.00	24,762.13	85.4
5185 R & M - CAP TAX PRJ. - WATER	.00	13,094.48	30,000.00	16,905.52	43.7
5190 WATER ROYALTY PAYMENTS	.00	96,923.21	75,000.00	(21,923.21)	129.2
TOTAL WATER EXPENSES	12,148.56	501,732.03	652,500.00	150,767.97	76.9
<u>SEWER EXPENSES</u>					
5510 SEWER LABOR	.00	128,916.59	146,500.00	17,583.41	88.0
5520 EMPLOYEE BENEFITS - SEWER	.00	47,723.02	50,000.00	2,276.98	95.5
5530 CHEMICALS - SEWAGE TREATMENT	.00	12,459.97	20,000.00	7,540.03	62.3
5540 CONTRACTUAL SERVICES - SEWER	.00	3,091.00	6,000.00	2,909.00	51.5
5580 MISC. - SEWER COLL./TRANS./TRT	.00	.00	2,000.00	2,000.00	.0
5610 VEHICLE EXPENSE - SEWER	.00	11,915.85	15,000.00	3,084.15	79.4
5630 R & M - SEWER COLL./TRANS./TRT	.00	7,660.47	35,000.00	27,339.53	21.9
5680 UTILITIES - SEWER	2,883.60	41,068.11	45,000.00	3,931.89	91.3
5685 R & M - CAP TAX PRJ. - SEWER	.00	14,565.13	30,000.00	15,434.87	48.6
TOTAL SEWER EXPENSES	2,883.60	267,400.14	349,500.00	82,099.86	76.5

WRIGHT WATER & SEWER DISTRICT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIXED CHARGES</u>					
6120	BAD DEBT EXPENSE	.00	251.79	2,000.00	1,748.21 12.6
6140	WORKERS' COMPENSATION EXPENSE	.00	2,573.98	3,000.00	426.02 85.8
6160	FICA EXPENSE - DIST. PORTION	.00	28,646.55	30,000.00	1,353.45 95.5
6170	INSURANCE EXPENSE	511.99	17,684.95	20,000.00	2,315.05 88.4
	TOTAL FIXED CHARGES	511.99	49,157.27	55,000.00	5,842.73 89.4
<u>ADMINISTRATIVE EXPENSES</u>					
6200	SAFETY	.00	3,131.06	5,000.00	1,868.94 62.6
6210	EDUCATION EXPENSE	.00	1,958.00	3,000.00	1,042.00 65.3
6230	TELEPHONE	.00	7,192.09	8,000.00	807.91 89.9
6235	MEMBERSHIPS	.00	712.00	1,500.00	788.00 47.5
6240	BUILDING & GROUNDS MAINTENANCE	.00	494.81	5,000.00	4,505.19 9.9
6245	JANITORIAL SERVICES	.00	19,650.00	18,000.00	(1,650.00) 109.2
6260	BUILDING UTILITIES	206.38	8,054.85	9,000.00	945.15 89.5
6280	TRAVEL EXPENSE	.00	1,487.44	3,000.00	1,512.56 49.6
6290	PROFESSIONAL SERVICES	.00	39,321.49	50,000.00	10,678.51 78.6
6310	CLERICAL LABOR	.00	91,439.07	95,000.00	3,560.93 96.3
6320	EMPLOYEE BENEFITS - CLERICAL	.00	33,018.58	38,000.00	4,981.42 86.9
6340	OFFICE EXPENSE - EQ./SUPP/PSTG	.00	14,667.44	26,000.00	11,332.56 56.4
	TOTAL ADMINISTRATIVE EXPENSES	206.38	221,126.83	261,500.00	40,373.17 84.6

WRIGHT WATER & SEWER DISTRICT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL EXPENDITURES</u>					
6341 BLDGS. & GROUNDS IMPROVEMENTS	.00	.00	50,000.00	50,000.00	.0
6342 EQUIPMENT	.00	.00	400,000.00	400,000.00	.0
6343 OFFICE EQUIPMENT	.00	.00	20,000.00	20,000.00	.0
6344 WATER DEVELOP./SUPPLY/FACILITY	.00	.00	1,239,769.00	1,239,769.00	.0
6345 WATER TRANSMISSION	.00	.00	.00	.00	.0
6346 SEWER SYSTEM	.00	.00	.00	.00	.0
6350 CAPITAL FACILITIES TAX EXP.	.00	.00	200,000.00	200,000.00	.0
6351 CAP TAX - RJ-3/TELEMETRY	.00	.00	.00	.00	.0
6352 CAP TAX - RJ-7 WELL HOUSE/TRAN	.00	.00	.00	.00	.0
6353 CAP TAX - WEST LOOP - W/S	.00	.00	.00	.00	.0
6354 CAP TAX - AUTO METER READ	.00	.00	.00	.00	.0
6355 CAP TAX - RJ-7 TANK	.00	.00	.00	.00	.0
6356 CAP TAX - RJ-8 WELL/TRANS LINE	.00	.00	.00	.00	.0
6357 CAP TAX - SOUTH HWY. 59 LOOP	.00	.00	.00	.00	.0
6358 CAP TAX - RJ-9 WELL/TRANS LINE	.00	.00	.00	.00	.0
6359 CAP TAX - NORTH HWY. 59 LOOP	.00	.00	.00	.00	.0
6368 UNDESIGNATED	.00	.00	50,000.00	50,000.00	.0
6369 CONTINGENCY/RESERVE	.00	.00	200,000.00	200,000.00	.0
TOTAL CAPITAL EXPENDITURES	.00	.00	2,159,769.00	2,159,769.00	.0
<u>NON OPERATING EXPENSES</u>					
8010 DEPRECIATION	187,526.46	530,125.14	350,000.00	(180,125.14)	151.5
8020 MISCELLANEOUS EXPENSE	.00	.02	.00	(.02)	.0
8030 INTEREST EXPENSE - WATER	.00	.00	.00	.00	.0
TOTAL NON OPERATING EXPENSES	187,526.46	530,125.16	350,000.00	(180,125.16)	151.5
TOTAL EXPENSES	203,276.99	1,569,541.43	3,828,269.00	2,258,727.57	41.0
NET REVENUE OVER EXPENSES	(177,179.19)	547,875.57	(2,065,595.00)	(2,613,470.57)	26.5

WRIGHT WATER & SEWER DISTRICT
BALANCE SHEET
JUNE 30, 2017

Before Audit

ASSETS

1010	PETTY CASH	100.00
1020	CASH IN BANK - MONEY MKT - B/W	3,723,983.29
1021	CASH IN BANK - CHECKING - B/W	94,217.77
1022	CASH IN BANK - XPRESS DEPOSIT	19,476.10
1024	CASH IN BANK - CK - PINNACLE	.00
1030	WYO-STAR INVESTMENT (CAP. TAX)	7,086,725.04
1040	CASH RESERVE FUND - WWDC PRJCT	100,000.00
1075	UTILITY CASH CLEARING	60.34
1150	ACCOUNTS REC. - METERED WATER	62,913.16
1155	ACCOUNTS REC. - BULK WATER	115,938.47
1156	UNBILLED BULK WATER	.00
1160	ACCUM. PROV. FOR UNCOLLECTIBLE	(500.00)
1165	PROPERTY TAXES RECEIVABLE	155,940.24
1170	OTHER ACCOUNTS RECEIVABLE	18,584.53
1175	MISC. ACCOUNTS RECEIVABLE	.00
1180	NOTE RECEIVABLE - LTA	3,977.30
1185	NOTE RECEIVABLE - M/K	6,158.88
1200	GRANT REVENUE RECEIVABLE	.00
1220	ACCRUED INTEREST RECEIVABLE	.00
1310	INVENTORY WATER METERS	32,794.09
1560	PRECORP CAPITAL CREDITS	.00
1570	PRINCIPAL FINANCIAL GROUP	.00
1590	PREPAID INSURANCE	9,855.99
1600	LAND	30,201.75
1601	BLDG. & GROUNDS IMPROVEMENTS	257,962.36
1610	SOURCE OF SUPPLY	5,609,992.44
1611	WATER STORAGE	448,078.66
1612	WATER PUMPING FACILITY	566,260.38
1621	WATER TREATMENT PLANT	147,032.00
1622	SEWAGE TREATMENT PLANT	764,359.49
1623	SEWAGE LIFT STATION	280,837.94
1624	WATER TRANSMISSION	5,055,011.80
1625	SWR. COL. TRANS. & DIST SYSTEM	1,470,001.44
1640	GENERAL EQUIPMENT	120,302.10
1642	OFFICE EQUIPMENT	28,549.71
1650	TRANSPORATION EQUIPMENT	705,664.30
1660	STORAGE & SHOP FACILITY	251,935.28
1670	CONSTRUCTION IN PROGRESS	5,051,354.68
1690	ACCUM PROVISION - DEPRECIATION	(157,520.50)
1691	ACCUM. DEPR. - WATER FACS.	(3,927,697.87)
1692	ACCUM. DEPR. - SEWER FACS.	(1,138,424.92)
1693	ACCUM. DEPR. - EQUIPMENT	(389,684.87)
1694	ACCUM. DEPR. - OFFICE EQUIP.	(18,983.04)
1695	ACCUM. DEPR. - SHOP FACILITIES	(116,822.82)

WRIGHT WATER & SEWER DISTRICT
BALANCE SHEET
JUNE 30, 2017

TOTAL ASSETS

26,468,635.51

WRIGHT WATER & SEWER DISTRICT
BALANCE SHEET
JUNE 30, 2017

LIABILITIES AND EQUITY

LIABILITIES

2420	RETAINAGES PAYABLE	.00	
2430	ACCRUED ACCOUNTS PAYABLE	71,549.24	
2435	CONTRACTS PAYABLE	.00	
2440	DEFERRED REVENUE - PROP. TAXES	154,732.74	
2465	MISCELLANEOUS DEDUCTION	.00	
2470	DEFERRED COMPENSATION PAYABLE	.00	
2475	EMPLOYEE INSURANCE PAYABLE	1,032.53	
2480	FED. WITHOLDING TAXES PAYABLE	.00	
2490	FICA TAXES PAYABLE	.00	
2495	WORKERS' COMPENSATION PAYABLE	680.94	
2500	ACCRUED VACATION & PERS. LEAVE	32,898.03	
2510	ACCRUED WAGES	.00	
2600	INTEREST PAYABLE - WATER	.00	
2720	NOTE PAYABLE - CWSRF #112	112,032.57	
	TOTAL LIABILITIES		372,926.05

FUND EQUITY

3100	CONT. CUSTOMERS/SUBDIVIDER -W	.00	
3200	CONT. CUSTOMERS/SUBDIVIDER - S	.00	
3300	CONTRIBUTIONS ORIGINAL FACILIT	.00	
3400	FUND BALANCE UNRESTRICTED	26,341,543.19	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(245,833.73)	
	BALANCE - CURRENT DATE	(245,833.73)	
	TOTAL FUND EQUITY		26,095,709.46
	TOTAL LIABILITIES AND EQUITY		26,468,635.51

WRIGHT WATER & SEWER DISTRICT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2017

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEARNED	PCNT
<u>REVENUE</u>						
<u>WATER REVENUE</u>						
4010	47,395.11	321,534.07	315,000.00	(6,534.07)	102.1
4020	56,244.21	405,385.77	100,000.00	(305,385.77)	405.4
4045	.00	4,620.00	4,070.00	(550.00)	113.5
4050	659.00	8,947.00	7,500.00	(1,447.00)	119.3
	<u>104,298.32</u>	<u>740,486.84</u>	<u>426,570.00</u>	(<u>313,916.84</u>	<u>173.6</u>
<u>SEWER REVENUE</u>						
4110	18,811.28	235,918.71	250,000.00		14,081.29	94.4
4145	.00	.00	1,760.00		1,760.00	.0
	<u>18,811.28</u>	<u>235,918.71</u>	<u>251,760.00</u>		<u>15,841.29</u>	<u>93.7</u>
<u>NON-PERFORMANCE ACTIVITY</u>						
7010	1,953.31	12,357.21	12,000.00	(357.21)	103.0
7020	64.58	562.91	400.00	(162.91)	140.7
7025	4,894.60	43,576.80	18,000.00	(25,576.80)	242.1
7030	.00	49,643.98	60,000.00		10,356.02	82.7
7035	3,091.12	18,601.82	20,000.00		1,398.18	93.0
7040	25,384.89	126,697.94	120,000.00	(6,697.94)	105.6
7050	.00	.00	.00		.00	.0
7055	13,819.03	37,150.25	704,000.00		666,849.75	5.3
7060	.00	.00	.00		.00	.0
7065	.00	.00	.00		.00	.0
7080	3,740.57	8,081.62	6,000.00	(2,081.62)	134.7
7085	.00	2,121.00	.00	(2,121.00)	.0
7086	.00	.00	.00		.00	.0
	<u>52,948.10</u>	<u>298,793.53</u>	<u>940,400.00</u>		<u>641,606.47</u>	<u>31.8</u>
	<u>176,057.70</u>	<u>1,275,199.08</u>	<u>1,618,730.00</u>		<u>343,530.92</u>	<u>78.8</u>

WRIGHT WATER & SEWER DISTRICT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2017

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENSES</u>					
<u>WATER EXPENSES</u>					
5010 WATER LABOR	11,332.21	123,428.02	146,500.00	23,071.98	84.3
5020 EMPLOYEE BENEFITS - WATER	2,970.47	40,903.95	44,000.00	3,096.05	93.0
5030 CHEMICALS - WATER TREATMENT	1,693.00	19,351.14	27,000.00	7,648.86	71.7
5040 CONTRACTUAL SERVICES - WATER	403.00	6,377.50	10,000.00	3,622.50	63.8
5060 FACILITIES - WATER	260.89	13,292.44	50,000.00	36,707.56	26.6
5080 MISC. - COLL./TRANS./TREAT.	.00	.00	2,000.00	2,000.00	.0
5110 VEHICLE EXPENSE - WATER	560.59	7,949.04	15,000.00	7,050.96	53.0
5120 MISC. SMALL TOOLS	.00	1,131.12	7,000.00	5,868.88	16.2
5130 R & M - COLL./TRANS./TREAT.	872.37	25,565.77	40,000.00	14,434.23	63.9
5140 R & M - STREETS	21,738.28	22,488.28	35,000.00	12,511.72	64.3
5180 UTILITIES - WATER	15,493.35	143,242.21	170,500.00	27,257.79	84.0
5185 R & M - CAP TAX PRJ. - WATER	4,614.53	11,172.77	30,000.00	18,827.23	37.2
5190 WATER ROYALTY PAYMENTS	.00	.00	36,950.00	36,950.00	.0
TOTAL WATER EXPENSES	59,938.69	414,902.24	613,950.00	199,047.76	67.6
<u>SEWER EXPENSES</u>					
5510 SEWER LABOR	11,332.18	123,427.39	146,500.00	23,072.61	84.3
5520 EMPLOYEE BENEFITS - SEWER	2,970.45	40,903.61	44,000.00	3,096.39	93.0
5530 CHEMICALS - SEWAGE TREATMENT	1,945.35	14,310.67	30,000.00	15,689.33	47.7
5540 CONTRACTUAL SERVICES - SEWER	1,070.00	4,245.75	6,000.00	1,754.25	70.8
5580 MISC. - SEWER COLL./TRANS./TRT	.00	.00	2,000.00	2,000.00	.0
5610 VEHICLE EXPENSE - SEWER	580.60	8,330.85	15,000.00	6,669.15	55.5
5630 R & M - SEWER COLL./TRANS./TRT	3,057.44	23,393.64	35,000.00	11,606.36	66.8
5680 UTILITIES - SEWER	3,770.30	42,584.81	45,000.00	2,415.19	94.6
5685 R & M - CAP TAX PRJ. - SEWER	1,233.48	7,085.19	25,000.00	17,914.81	28.3
TOTAL SEWER EXPENSES	25,959.80	264,281.91	348,500.00	84,218.09	75.8

WRIGHT WATER & SEWER DISTRICT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2017

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIXED CHARGES</u>					
6120	25.63	7,323.16	7,200.00	(123.16)	101.7
6140	223.16	2,525.98	3,000.00	474.02	84.2
6160	2,120.57	25,965.78	32,000.00	6,034.22	81.1
6170	973.67	12,460.04	14,000.00	1,539.96	89.0
	3,343.03	48,274.96	56,200.00	7,925.04	85.9
<u>ADMINISTRATIVE EXPENSES</u>					
6200	127.98	3,006.86	6,000.00	2,993.14	50.1
6210	.00	1,199.00	3,000.00	1,801.00	40.0
6230	590.53	7,050.65	6,000.00	(1,050.65)	117.5
6235	.00	776.00	1,500.00	724.00	51.7
6240	.00	2,744.53	5,000.00	2,255.47	54.9
6245	1,500.00	18,000.00	18,000.00	.00	100.0
6260	391.83	7,417.18	8,000.00	582.82	92.7
6280	.00	1,531.08	3,000.00	1,468.92	51.0
6290	.00	21,008.83	40,000.00	18,991.17	52.5
6310	5,055.70	72,057.00	95,000.00	22,943.00	75.9
6320	1,211.91	18,031.23	22,000.00	3,968.77	82.0
6340	1,232.54	10,034.70	16,000.00	5,965.30	62.7
	10,110.49	162,857.06	223,500.00	60,642.94	72.9

WRIGHT WATER & SEWER DISTRICT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2017

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL EXPENDITURES</u>					
6341 BLDGS. & GROUNDS IMPROVEMENTS	.00	.00	210,000.00	210,000.00	.0
6342 EQUIPMENT	.00	110,278.22	500,000.00	389,721.78	22.1
6343 OFFICE EQUIPMENT	.00	.00	20,000.00	20,000.00	.0
6344 WATER DEVELOP./SUPPLY/FACILITY	6,498.66	26,338.73	1,408,000.00	1,381,661.27	1.9
6345 WATER TRANSMISSION	.00	.00	.00	.00	.0
6346 SEWER SYSTEM	.00	.00	.00	.00	.0
6350 CAPITAL FACILITIES TAX EXP.	.00	4,663.32	150,000.00	145,336.68	3.1
6351 CAP TAX - RJ-3/TELEMETRY	.00	.00	.00	.00	.0
6352 CAP TAX - RJ-7 WELL HOUSE/TRAN	.00	.00	.00	.00	.0
6353 CAP TAX - WEST LOOP - W/S	.00	.00	.00	.00	.0
6354 CAP TAX - AUTO METER READ	.00	.00	.00	.00	.0
6355 CAP TAX - RJ-7 TANK	.00	123,819.74	2,386,611.00	2,262,791.26	5.2
6356 CAP TAX - RJ-8 WELL/TRANS LINE	.00	2,908.27	997,229.00	994,320.73	.3
6357 CAP TAX - SOUTH HWY. 59 LOOP	.00	20,109.68	547,326.00	527,216.32	3.7
6358 CAP TAX - RJ-9 WELL/TRANS LINE	.00	.00	.00	.00	.0
6359 CAP TAX - NORTH HWY. 59 LOOP	.00	.00	.00	.00	.0
6368 UNDESIGNATED	.00	.00	50,000.00	50,000.00	.0
6369 CONTINGENCY/RESERVE	.00	.00	200,000.00	200,000.00	.0
 TOTAL CAPITAL EXPENDITURES	 6,498.66	 288,117.96	 6,469,166.00	 6,181,048.04	 4.5
<u>NON OPERATING EXPENSES</u>					
8010 DEPRECIATION	28,549.89	342,598.68	350,000.00	7,401.32	97.9
8020 MISCELLANEOUS EXPENSE	.00	.00	.00	.00	.0
8030 INTEREST EXPENSE - WATER	.00	.00	.00	.00	.0
 TOTAL NON OPERATING EXPENSES	 28,549.89	 342,598.68	 350,000.00	 7,401.32	 97.9
 TOTAL EXPENSES	 134,400.56	 1,521,032.81	 8,061,316.00	 6,540,283.19	 18.9
 NET REVENUE OVER EXPENSES	 41,657.14	 (245,833.73)	 (6,442,586.00)	 (6,196,752.27)	 (3.8)

WRIGHT WATER & SEWER DISTRICT
BALANCE SHEET
JUNE 30, 2018

Before Audit

ASSETS

1010	PETTY CASH	100.00
1020	CASH IN BANK - MONEY MKT - B/W	4,005,677.67
1021	CASH IN BANK - CHECKING - B/W	41,470.37
1022	CASH IN BANK - XPRESS DEPOSIT	25,433.24
1024	CASH IN BANK - CK - PINNACLE	.00
1030	WYO-STAR INVESTMENT (CAP. TAX)	7,118,743.48
1040	CASH RESERVE FUND - WWDC PRJCT	100,000.00
1075	UTILITY CASH CLEARING	.00
1150	ACCOUNTS REC. - METERED WATER	54,351.54
1155	ACCOUNTS REC. - BULK WATER	41,406.39
1156	UNBILLED BULK WATER	.00
1160	ACCUM. PROV. FOR UNCOLLECTIBLE	(500.00)
1165	PROPERTY TAXES RECEIVABLE	148,530.66
1170	OTHER ACCOUNTS RECEIVABLE	12,883.70
1175	MISC. ACCOUNTS RECEIVABLE	.00
1180	NOTE RECEIVABLE - LTA	3,429.02
1185	NOTE RECEIVABLE - M/K	.00
1200	GRANT REVENUE RECEIVABLE	.00
1220	ACCRUED INTEREST RECEIVABLE	.00
1310	INVENTORY WATER METERS	32,794.09
1560	PRECORP CAPITAL CREDITS	.00
1570	PRINCIPAL FINANCIAL GROUP	.00
1590	PREPAID INSURANCE	3,442.43
1600	LAND	30,201.75
1601	BLDG. & GROUNDS IMPROVEMENTS	257,962.36
1610	SOURCE OF SUPPLY	7,393,881.50
1611	WATER STORAGE	3,696,707.22
1612	WATER PUMPING FACILITY	566,260.38
1621	WATER TREATMENT PLANT	147,032.00
1622	SEWAGE TREATMENT PLANT	764,359.49
1623	SEWAGE LIFT STATION	280,837.94
1624	WATER TRANSMISSION	5,217,845.53
1625	SWR. COL. TRANS. & DIST SYSTEM	1,470,001.44
1640	GENERAL EQUIPMENT	109,465.57
1642	OFFICE EQUIPMENT	61,326.96
1650	TRANSPORATION EQUIPMENT	666,149.71
1660	STORAGE & SHOP FACILITY	251,935.28
1670	CONSTRUCTION IN PROGRESS	111,344.04
1690	ACCUM PROVISION - DEPRECIATION	(176,767.74)
1691	ACCUM. DEPR. - WATER FACS.	(4,235,539.23)
1692	ACCUM. DEPR. - SEWER FACS.	(1,231,169.46)
1693	ACCUM. DEPR. - EQUIPMENT	(396,985.49)
1694	ACCUM. DEPR. - OFFICE EQUIP.	(23,593.94)
1695	ACCUM. DEPR. - SHOP FACILITIES	(122,597.09)

WRIGHT WATER & SEWER DISTRICT
BALANCE SHEET
JUNE 30, 2018

TOTAL ASSETS

26,426,420.81

WRIGHT WATER & SEWER DISTRICT
BALANCE SHEET
JUNE 30, 2018

LIABILITIES AND EQUITY

LIABILITIES

2420	RETAINAGES PAYABLE	.00	
2430	ACCRUED ACCOUNTS PAYABLE	83,177.20	
2435	CONTRACTS PAYABLE	.00	
2440	DEFERRED REVENUE - PROP. TAXES	146,667.59	
2465	MISCELLANEOUS DEDUCTION	.00	
2470	DEFERRED COMPENSATION PAYABLE	.00	
2475	EMPLOYEE INSURANCE PAYABLE	1,100.41	
2480	FED. WITHOLDING TAXES PAYABLE	.00	
2490	FICA TAXES PAYABLE	.00	
2495	WORKERS' COMPENSATION PAYABLE	654.44	
2500	ACCRUED VACATION & PERS. LEAVE	31,625.76	
2510	ACCRUED WAGES	.00	
2600	INTEREST PAYABLE - WATER	.00	
2720	NOTE PAYABLE - CWSRF #112	103,414.68	
		366,640.08	
	TOTAL LIABILITIES		366,640.08

FUND EQUITY

3100	CONT. CUSTOMERS/SUBDIVIDER -W	.00	
3200	CONT. CUSTOMERS/SUBDIVIDER - S	.00	
3300	CONTRIBUTIONS ORIGINAL FACILIT	.00	
3400	FUND BALANCE UNRESTRICTED	26,153,779.78	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(93,999.05)	
	BALANCE - CURRENT DATE	(93,999.05)	
	TOTAL FUND EQUITY		26,059,780.73
	TOTAL LIABILITIES AND EQUITY		26,426,420.81

WRIGHT WATER & SEWER DISTRICT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2018

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
<u>WATER REVENUE</u>					
4010 WATER SALES - METERED	36,286.53	329,812.61	340,000.00	10,187.39	97.0
4020 WATER SALES - BULK WATER	40,930.28	381,704.20	150,000.00	(231,704.20)	254.5
4045 WATER TAP FEES	.00	.00	.00	.00	.0
4050 MISCELLANEOUS FEES	580.00	7,182.00	8,000.00	818.00	89.8
TOTAL WATER REVENUE	77,796.81	718,698.81	498,000.00	(220,698.81)	144.3
<u>SEWER REVENUE</u>					
4110 SEWAGE TREATMENT REVENUES	20,758.40	240,760.47	245,000.00	4,239.53	98.3
4145 SEWER TAP FEES	.00	.00	.00	.00	.0
TOTAL SEWER REVENUE	20,758.40	240,760.47	245,000.00	4,239.53	98.3
<u>NON-PERFORMANCE ACTIVITY</u>					
7010 INTEREST - OTHER	604.30	9,751.50	9,000.00	(751.50)	108.4
7020 INTEREST - CERT. OF DEP.	86.11	849.29	400.00	(449.29)	212.3
7025 INTEREST - WYO-STAR	9,045.91	85,219.62	30,000.00	(55,219.62)	284.1
7030 MOTOR VEHICLE FEES	.00	45,967.54	50,000.00	4,032.46	91.9
7035 CAPITAL FACILITIES TAX	301.15	12,896.03	15,800.00	2,903.97	81.6
7040 GENERAL PROPERTY TAX	13,261.45	111,153.10	120,000.00	8,846.90	92.6
7050 CAMP. COUNTY COMMISSIONERS	.00	.00	.00	.00	.0
7055 STATE LANDS & INVEST. GRNT/LN.	746.38	37,241.80	674,669.00	637,427.20	5.5
7060 WY WATER DEV. COMM. GRANT/LOAN	.00	.00	.00	.00	.0
7065 STATE REVOLVING FUND	.00	.00	.00	.00	.0
7080 MISCELLANEOUS INCOME	100.00	8,662.46	3,500.00	(5,162.46)	247.5
7085 GAIN/(LOSS) ON SALE OF ASSETS	.00	.00	.00	.00	.0
7086 GAIN/(LOSS) ON INVESTMENT	.00	14,936.99	.00	(14,936.99)	.0
TOTAL NON-PERFORMANCE ACTIVITY	24,145.30	326,678.33	903,369.00	576,690.67	36.2
TOTAL REVENUE	122,700.51	1,286,137.61	1,646,369.00	360,231.39	78.1

WRIGHT WATER & SEWER DISTRICT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2018

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENSES</u>					
<u>WATER EXPENSES</u>					
5010 WATER LABOR	12,996.84	126,966.66	146,500.00	19,533.34	86.7
5020 EMPLOYEE BENEFITS - WATER	3,157.40	43,599.65	45,000.00	1,400.35	96.9
5030 CHEMICALS - WATER TREATMENT	1,831.00	18,020.06	27,000.00	8,979.94	66.7
5040 CONTRACTUAL SERVICES - WATER	66.00	2,123.50	10,000.00	7,876.50	21.2
5060 FACILITIES - WATER	130.00	11,284.23	50,000.00	38,715.77	22.6
5080 MISC. - COLL./TRANS./TREAT.	.00	.00	1,000.00	1,000.00	.0
5110 VEHICLE EXPENSE - WATER	557.89	8,297.66	15,000.00	6,702.34	55.3
5120 MISC. SMALL TOOLS	32.99	806.11	7,000.00	6,193.89	11.5
5130 R & M - COLL./TRANS./TREAT.	2,012.27	22,256.32	40,000.00	17,743.68	55.6
5140 R & M - STREETS	.00	327.35	35,000.00	34,672.65	.9
5180 UTILITIES - WATER	13,920.05	145,993.95	170,000.00	24,006.05	85.9
5185 R & M - CAP TAX PRJ. - WATER	1,286.43	35,381.34	30,000.00	(5,381.34)	117.9
5190 WATER ROYALTY PAYMENTS	.00	.00	50,000.00	50,000.00	.0
TOTAL WATER EXPENSES	35,990.87	415,056.83	626,500.00	211,443.17	66.3
<u>SEWER EXPENSES</u>					
5510 SEWER LABOR	10,568.81	124,538.17	146,500.00	21,961.83	85.0
5520 EMPLOYEE BENEFITS - SEWER	3,157.37	43,599.27	45,000.00	1,400.73	96.9
5530 CHEMICALS - SEWAGE TREATMENT	520.25	4,103.08	25,000.00	20,896.92	16.4
5540 CONTRACTUAL SERVICES - SEWER	311.00	2,842.00	6,000.00	3,158.00	47.4
5580 MISC. - SEWER COLL./TRANS./TRT	.00	.00	2,000.00	2,000.00	.0
5610 VEHICLE EXPENSE - SEWER	552.78	8,235.03	15,000.00	6,764.97	54.9
5630 R & M - SEWER COLL./TRANS./TRT	1,034.73	19,987.75	35,000.00	15,012.25	57.1
5680 UTILITIES - SEWER	3,472.88	42,023.98	45,000.00	2,976.02	93.4
5685 R & M - CAP TAX PRJ. - SEWER	.00	12,249.79	30,000.00	17,750.21	40.8
TOTAL SEWER EXPENSES	19,617.82	257,579.07	349,500.00	91,920.93	73.7

WRIGHT WATER & SEWER DISTRICT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2018

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIXED CHARGES</u>					
6120	.00	1,146.02	2,000.00	853.98	57.3
6140	215.85	2,176.91	3,000.00	823.09	72.6
6160	2,327.55	27,638.58	30,000.00	2,361.42	92.1
6170	1,380.08	17,485.96	14,000.00	(3,485.96)	124.9
	<u>3,923.48</u>	<u>48,447.47</u>	<u>49,000.00</u>	<u>552.53</u>	<u>98.9</u>
<u>ADMINISTRATIVE EXPENSES</u>					
6200	189.94	2,340.05	6,000.00	3,659.95	39.0
6210	.00	1,448.00	3,000.00	1,552.00	48.3
6230	629.95	7,482.60	7,000.00	(482.60)	106.9
6235	.00	641.00	1,500.00	859.00	42.7
6240	725.00	2,521.62	5,000.00	2,478.38	50.4
6245	1,500.00	18,000.00	18,000.00	.00	100.0
6260	709.53	7,972.57	8,000.00	27.43	99.7
6280	.00	1,072.67	3,000.00	1,927.33	35.8
6290	.00	22,902.94	50,000.00	27,097.06	45.8
6310	6,860.21	85,417.46	95,000.00	9,582.54	89.9
6320	2,332.27	25,187.52	22,000.00	(3,187.52)	114.5
6340	675.70	13,911.84	26,000.00	12,088.16	53.5
	<u>13,622.60</u>	<u>188,898.27</u>	<u>244,500.00</u>	<u>55,601.73</u>	<u>77.3</u>

WRIGHT WATER & SEWER DISTRICT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2018

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL EXPENDITURES</u>					
6341 BLDGS. & GROUNDS IMPROVEMENTS	.00	.00	50,000.00	50,000.00	.0
6342 EQUIPMENT	.00	.00	400,000.00	400,000.00	.0
6343 OFFICE EQUIPMENT	.00	.00	20,000.00	20,000.00	.0
6344 WATER DEVELOP./SUPPLY/FACILITY	68,665.60	127,556.32	1,298,660.00	1,171,103.68	9.8
6345 WATER TRANSMISSION	.00	.00	.00	.00	.0
6346 SEWER SYSTEM	.00	.00	.00	.00	.0
6350 CAPITAL FACILITIES TAX EXP.	.00	.00	200,000.00	200,000.00	.0
6351 CAP TAX - RJ-3/TELEMETRY	.00	.00	.00	.00	.0
6352 CAP TAX - RJ-7 WELL HOUSE/TRAN	.00	.00	.00	.00	.0
6353 CAP TAX - WEST LOOP - W/S	.00	.00	.00	.00	.0
6354 CAP TAX - AUTO METER READ	.00	.00	.00	.00	.0
6355 CAP TAX - RJ-7 TANK	.00	.00	.00	.00	.0
6356 CAP TAX - RJ-8 WELL/TRANS LINE	.00	.00	.00	.00	.0
6357 CAP TAX - SOUTH HWY. 59 LOOP	.00	.00	.00	.00	.0
6358 CAP TAX - RJ-9 WELL/TRANS LINE	.00	.00	.00	.00	.0
6359 CAP TAX - NORTH HWY. 59 LOOP	.00	.00	.00	.00	.0
6368 UNDESIGNATED	.00	.00	50,000.00	50,000.00	.0
6369 CONTINGENCY/RESERVE	.00	.00	200,000.00	200,000.00	.0
TOTAL CAPITAL EXPENDITURES	68,665.60	127,556.32	2,218,660.00	2,091,103.68	5.8
<u>NON OPERATING EXPENSES</u>					
8010 DEPRECIATION	28,549.89	342,598.68	350,000.00	7,401.32	97.9
8020 MISCELLANEOUS EXPENSE	.00	.02	.00	(.02)	.0
8030 INTEREST EXPENSE - WATER	.00	.00	.00	.00	.0
TOTAL NON OPERATING EXPENSES	28,549.89	342,598.70	350,000.00	7,401.30	97.9
TOTAL EXPENSES	170,370.26	1,380,136.66	3,838,160.00	2,458,023.34	36.0
NET REVENUE OVER EXPENSES	(47,669.75)	(93,999.05)	(2,191,791.00)	(2,097,791.95)	(4.3)

WRIGHT WATER & SEWER DISTRICT
BALANCE SHEET
JUNE 30, 2019

Before Audit

ASSETS

1010	PETTY CASH	100.00
1020	CASH IN BANK - MONEY MKT - B/W	.00
1021	CASH IN BANK - CHECKING - B/W	.00
1022	CASH IN BANK - XPRESS DEPOSIT	25,394.19
1024	CASH IN BANK - CK - PINNACLE	3,954,756.60
1030	WYO-STAR INVESTMENT (CAP. TAX)	7,237,638.07
1040	CASH RESERVE FUND - WWDC PRJCT	100,398.92
1075	UTILITY CASH CLEARING	.00
1150	ACCOUNTS REC. - METERED WATER	44,316.34
1155	ACCOUNTS REC. - BULK WATER	22,212.41
1156	UNBILLED BULK WATER	.00
1160	ACCUM. PROV. FOR UNCOLLECTIBLE	(500.00)
1165	PROPERTY TAXES RECEIVABLE	139,860.21
1170	OTHER ACCOUNTS RECEIVABLE	3,962.55
1175	MISC. ACCOUNTS RECEIVABLE	.00
1180	NOTE RECEIVABLE - LTA	2,576.85
1185	NOTE RECEIVABLE - M/K	.00
1200	GRANT REVENUE RECEIVABLE	.00
1220	ACCRUED INTEREST RECEIVABLE	.00
1310	INVENTORY WATER METERS	41,048.01
1560	PRECORP CAPITAL CREDITS	.00
1570	PRINCIPAL FINANCIAL GROUP	.00
1590	PREPAID INSURANCE	3,930.47
1600	LAND	30,201.75
1601	BLDG. & GROUNDS IMPROVEMENTS	257,962.36
1610	SOURCE OF SUPPLY	7,393,881.50
1611	WATER STORAGE	3,479,567.22
1612	WATER PUMPING FACILITY	566,260.38
1621	WATER TREATMENT PLANT	147,032.00
1622	SEWAGE TREATMENT PLANT	764,359.49
1623	SEWAGE LIFT STATION	280,837.94
1624	WATER TRANSMISSION	5,217,845.53
1625	SWR. COL. TRANS. & DIST SYSTEM	1,470,001.44
1640	GENERAL EQUIPMENT	93,054.38
1642	OFFICE EQUIPMENT	59,226.96
1650	TRANSPORATION EQUIPMENT	666,149.71
1660	STORAGE & SHOP FACILITY	251,935.28
1670	CONSTRUCTION IN PROGRESS	238,900.36
1690	ACCUM PROVISION - DEPRECIATION	(196,014.98)
1691	ACCUM. DEPR. - WATER FACS.	(4,408,208.07)
1692	ACCUM. DEPR. - SEWER FACS.	(1,323,145.20)
1693	ACCUM. DEPR. - EQUIPMENT	(437,395.46)
1694	ACCUM. DEPR. - OFFICE EQUIP.	(28,347.83)
1695	ACCUM. DEPR. - SHOP FACILITIES	(128,371.36)

WRIGHT WATER & SEWER DISTRICT
BALANCE SHEET
JUNE 30, 2019

TOTAL ASSETS

25,971,428.02

WRIGHT WATER & SEWER DISTRICT
BALANCE SHEET
JUNE 30, 2019

LIABILITIES AND EQUITY

LIABILITIES

2420	RETAINAGES PAYABLE	.00	
2430	ACCRUED ACCOUNTS PAYABLE	130,248.19	
2435	CONTRACTS PAYABLE	.00	
2440	DEFERRED REVENUE - PROP. TAXES	138,169.28	
2465	MISCELLANEOUS DEDUCTION	.00	
2470	DEFERRED COMPENSATION PAYABLE	.00	
2475	EMPLOYEE INSURANCE PAYABLE	74.37	
2480	FED. WITHHOLDING TAXES PAYABLE	.00	
2490	FICA TAXES PAYABLE	.00	
2495	WORKERS' COMPENSATION PAYABLE	698.93	
2500	ACCRUED VACATION & PERS. LEAVE	31,500.09	
2510	ACCRUED WAGES	.00	
2600	INTEREST PAYABLE - WATER	.00	
2720	NOTE PAYABLE - CWSRF #112	94,796.79	
	TOTAL LIABILITIES		395,487.65

FUND EQUITY

3100	CONT. CUSTOMERS/SUBDIVIDER -W	.00	
3200	CONT. CUSTOMERS/SUBDIVIDER - S	.00	
3300	CONTRIBUTIONS ORIGINAL FACILIT	.00	
3400	FUND BALANCE UNRESTRICTED	25,913,457.58	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(337,517.21)	
	BALANCE - CURRENT DATE	(337,517.21)	
	TOTAL FUND EQUITY		25,575,940.37
	TOTAL LIABILITIES AND EQUITY		25,971,428.02

WRIGHT WATER & SEWER DISTRICT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
<u>WATER REVENUE</u>					
4010 WATER SALES - METERED	25,076.48	274,112.87	340,000.00	65,887.13	80.6
4020 WATER SALES - BULK WATER	24,786.20	645,546.23	300,000.00	(345,546.23)	215.2
4045 WATER TAP FEES	.00	4,070.00	.00	(4,070.00)	.0
4050 MISCELLANEOUS FEES	701.00	6,588.00	7,500.00	912.00	87.8
TOTAL WATER REVENUE	50,563.68	930,317.10	647,500.00	(282,817.10)	143.7
<u>SEWER REVENUE</u>					
4110 SEWAGE TREATMENT REVENUES	23,143.00	263,449.08	240,000.00	(23,449.08)	109.8
4145 SEWER TAP FEES	.00	4,070.00	.00	(4,070.00)	.0
TOTAL SEWER REVENUE	23,143.00	267,519.08	240,000.00	(27,519.08)	111.5
<u>NON-PERFORMANCE ACTIVITY</u>					
7010 INTEREST - OTHER	5,334.77	36,287.74	10,000.00	(26,287.74)	362.9
7020 INTEREST - CERT. OF DEP.	30.99	1,201.92	1,000.00	(201.92)	120.2
7025 INTEREST - WYO-STAR	16,981.13	151,153.56	65,000.00	(86,153.56)	232.5
7030 MOTOR VEHICLE FEES	.00	49,231.38	46,000.00	(3,231.38)	107.0
7035 CAPITAL FACILITIES TAX	762.02	3,972.88	3,000.00	(972.88)	132.4
7040 GENERAL PROPERTY TAX	28,422.10	110,525.60	104,000.00	(6,525.60)	106.3
7050 CAMP. COUNTY COMMISSIONERS	.00	.00	.00	.00	.0
7055 STATE LANDS & INVEST. GRNT/LN.	.00	457,092.05	638,174.00	181,081.95	71.6
7060 WY WATER DEV. COMM. GRANT/LOAN	.00	.00	.00	.00	.0
7065 STATE REVOLVING FUND	.00	.00	.00	.00	.0
7080 MISCELLANEOUS INCOME	156.67	13,152.07	8,000.00	(5,152.07)	164.4
7085 GAIN/(LOSS) ON SALE OF ASSETS	.00	.00	.00	.00	.0
7086 GAIN/(LOSS) ON INVESTMENT	.00	30,878.59	.00	(30,878.59)	.0
TOTAL NON-PERFORMANCE ACTIVITY	51,687.68	853,495.79	875,174.00	21,678.21	97.5
TOTAL REVENUE	125,394.36	2,051,331.97	1,762,674.00	(288,657.97)	116.4

WRIGHT WATER & SEWER DISTRICT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENSES</u>					
<u>WATER EXPENSES</u>					
5010 WATER LABOR	11,267.52	125,897.59	146,500.00	20,602.41	85.9
5020 EMPLOYEE BENEFITS - WATER	3,894.49	46,291.16	50,000.00	3,708.84	92.6
5030 CHEMICALS - WATER TREATMENT	336.01	13,287.32	25,000.00	11,712.68	53.2
5040 CONTRACTUAL SERVICES - WATER	44.00	3,408.00	10,000.00	6,592.00	34.1
5060 FACILITIES - WATER	.00	4,571.96	45,000.00	40,428.04	10.2
5080 MISC. - COLL./TRANS./TREAT.	.00	.00	1,000.00	1,000.00	.0
5110 VEHICLE EXPENSE - WATER	1,090.51	11,781.64	15,000.00	3,218.36	78.5
5120 MISC. SMALL TOOLS	1,261.40	2,204.91	5,000.00	2,795.09	44.1
5130 R & M - COLL./TRANS./TREAT.	2,237.52	29,796.90	45,000.00	15,203.10	66.2
5140 R & M - STREETS	.00	.00	35,000.00	35,000.00	.0
5180 UTILITIES - WATER	11,551.10	133,089.31	170,000.00	36,910.69	78.3
5185 R & M - CAP TAX PRJ. - WATER	565.00	13,094.48	30,000.00	16,905.52	43.7
5190 WATER ROYALTY PAYMENTS	.00	.00	75,000.00	75,000.00	.0
TOTAL WATER EXPENSES	32,247.55	383,423.27	652,500.00	269,076.73	58.8
<u>SEWER EXPENSES</u>					
5510 SEWER LABOR	11,267.50	125,897.14	146,500.00	20,602.86	85.9
5520 EMPLOYEE BENEFITS - SEWER	3,894.45	46,290.72	50,000.00	3,709.28	92.6
5530 CHEMICALS - SEWAGE TREATMENT	1,308.51	12,459.97	20,000.00	7,540.03	62.3
5540 CONTRACTUAL SERVICES - SEWER	325.00	3,091.00	6,000.00	2,909.00	51.5
5580 MISC. - SEWER COLL./TRANS./TRT	.00	.00	2,000.00	2,000.00	.0
5610 VEHICLE EXPENSE - SEWER	1,064.75	11,915.85	15,000.00	3,084.15	79.4
5630 R & M - SEWER COLL./TRANS./TRT	289.43	7,660.47	35,000.00	27,339.53	21.9
5680 UTILITIES - SEWER	3,339.95	38,184.51	45,000.00	6,815.49	84.9
5685 R & M - CAP TAX PRJ. - SEWER	767.08	14,565.13	30,000.00	15,434.87	48.6
TOTAL SEWER EXPENSES	22,256.67	260,064.79	349,500.00	89,435.21	74.4

WRIGHT WATER & SEWER DISTRICT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIXED CHARGES</u>					
6120 BAD DEBT EXPENSE	135.98	251.79	2,000.00	1,748.21	12.6
6140 WORKERS' COMPENSATION EXPENSE	222.65	2,573.98	3,000.00	426.02	85.8
6160 FICA EXPENSE - DIST. PORTION	2,387.42	28,042.16	30,000.00	1,957.84	93.5
6170 INSURANCE EXPENSE	1,380.08	17,172.96	20,000.00	2,827.04	85.9
TOTAL FIXED CHARGES	4,126.13	48,040.89	55,000.00	6,959.11	87.4
<u>ADMINISTRATIVE EXPENSES</u>					
6200 SAFETY	230.40	2,704.56	5,000.00	2,295.44	54.1
6210 EDUCATION EXPENSE	.00	1,958.00	3,000.00	1,042.00	65.3
6230 TELEPHONE	570.02	7,192.09	8,000.00	807.91	89.9
6235 MEMBERSHIPS	.00	712.00	1,500.00	788.00	47.5
6240 BUILDING & GROUNDS MAINTENANCE	32.96	494.81	5,000.00	4,505.19	9.9
6245 JANITORIAL SERVICES	1,650.00	19,650.00	18,000.00	(1,650.00)	109.2
6260 BUILDING UTILITIES	617.97	7,848.47	9,000.00	1,151.53	87.2
6280 TRAVEL EXPENSE	.00	1,487.44	3,000.00	1,512.56	49.6
6290 PROFESSIONAL SERVICES	4,025.00	36,634.28	50,000.00	13,365.72	73.3
6310 CLERICAL LABOR	7,167.78	89,577.46	95,000.00	5,422.54	94.3
6320 EMPLOYEE BENEFITS - CLERICAL	2,821.23	33,716.70	38,000.00	4,283.30	88.7
6340 OFFICE EXPENSE - EQ./SUPP/PSTG	1,794.00	14,342.66	26,000.00	11,657.34	55.2
TOTAL ADMINISTRATIVE EXPENSES	18,909.36	216,318.47	261,500.00	45,181.53	82.7

WRIGHT WATER & SEWER DISTRICT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL EXPENDITURES</u>					
6341 BLDGS. & GROUNDS IMPROVEMENTS	.00	.00	50,000.00	50,000.00	.0
6342 EQUIPMENT	.00	.00	400,000.00	400,000.00	.0
6343 OFFICE EQUIPMENT	.00	.00	20,000.00	20,000.00	.0
6344 WATER DEVELOP./SUPPLY/FACILITY	17,423.71	1,132,422.85	1,239,769.00	107,346.15	91.3
6345 WATER TRANSMISSION	.00	.00	.00	.00	.0
6346 SEWER SYSTEM	.00	.00	.00	.00	.0
6350 CAPITAL FACILITIES TAX EXP.	5,980.21	5,980.21	200,000.00	194,019.79	3.0
6351 CAP TAX - RJ-3/TELEMETRY	.00	.00	.00	.00	.0
6352 CAP TAX - RJ-7 WELL HOUSE/TRAN	.00	.00	.00	.00	.0
6353 CAP TAX - WEST LOOP - W/S	.00	.00	.00	.00	.0
6354 CAP TAX - AUTO METER READ	.00	.00	.00	.00	.0
6355 CAP TAX - RJ-7 TANK	.00	.00	.00	.00	.0
6356 CAP TAX - RJ-8 WELL/TRANS LINE	.00	.00	.00	.00	.0
6357 CAP TAX - SOUTH HWY. 59 LOOP	.00	.00	.00	.00	.0
6358 CAP TAX - RJ-9 WELL/TRANS LINE	.00	.00	.00	.00	.0
6359 CAP TAX - NORTH HWY. 59 LOOP	.00	.00	.00	.00	.0
6368 UNDESIGNATED	.00	.00	50,000.00	50,000.00	.0
6369 CONTINGENCY/RESERVE	.00	.00	200,000.00	200,000.00	.0
TOTAL CAPITAL EXPENDITURES	23,403.92	1,138,403.06	2,159,769.00	1,021,365.94	52.7
<u>NON OPERATING EXPENSES</u>					
8010 DEPRECIATION	28,549.89	342,598.68	350,000.00	7,401.32	97.9
8020 MISCELLANEOUS EXPENSE	.00	.02	.00	(.02)	.0
8030 INTEREST EXPENSE - WATER	.00	.00	.00	.00	.0
TOTAL NON OPERATING EXPENSES	28,549.89	342,598.70	350,000.00	7,401.30	97.9
TOTAL EXPENSES	129,493.52	2,388,849.18	3,828,269.00	1,439,419.82	62.4
NET REVENUE OVER EXPENSES	(4,099.16)	(337,517.21)	(2,065,595.00)	(1,728,077.79)	(16.3)

STATE OF WYOMING)
)
COUNTY OF CAMPBELL) ss.

IN THE DISTRICT COURT
FOURTH JUDICIAL DISTRICT
CASE NO. 8693

IN THE MATTER OF THE)
ORGANIZATION OF WRIGHT)
WATER AND SEWER DISTRICT)

ORDER AND DECREE
CREATING DISTRICT

APR 5 1977
Kay Anderson

This matter coming on to be heard in open Court, and the Court, having examined the materials on file and having heard the statements of Counsel, and being fully advised in the premises, FINDS:

That at an election held on Tuesday, March 29, 1977, there was submitted to the qualified electors of the proposed District, the question of the organization of Wright Water and Sewer District, in Campbell County, Wyoming, and the election of Directors for the District, and that the election was duly held at the time and place and by the Judges of Election set forth in the Order of the Court entered on March 2, 1977; and

That the required Notice of Election was duly published in compliance with the aforementioned Order in the Gillette News-Record, Gillette, Wyoming, a newspaper of general circulation in the proposed District, once a week for three consecutive weeks, by three publications, as required by law; that all of the ballots were cast at said election by electors of the proposed District who were qualified to vote at general elections in this State and who either had been a resident of the proposed District for not less than ten days, or who own real property within the proposed District, not exempt from taxation listed on the real property assessment roll in the County for the purpose of the levy of general (ad valorem) taxes, or who were obligated to pay such taxes under a contract to purchase such property. The following ballots were cast on the question of organization of the proposed District:

VOTES CAST

<u>FOR</u> the Organization of Wright Water and Sewer District	<u>5</u>
<u>AGAINST</u> the Organization of Wright Water and Sewer District	<u>0</u>

That the following were duly elected as directors of the District for the indicated terms:

<u>NAME</u>	<u>TERM</u>
<u>O. M. Fullerton</u>	Until the First Biennial Election
<u>D. H. Cummins</u>	Until the Second Biennial Election
<u>Robert V. Doty</u>	Until the Second Biennial Election
<u>R. R. DeSomber Jr.</u>	Until the Third Biennial Election
<u>C. B. Smith</u>	Until the Third Biennial Election

That all of the provisions of law, and more particularly all of the requirements of the Water and Sewer District Law, Title 41, Chapter 7.1, Wyoming Statutes, 1957 as amended, have been complied with, met and performed, in the organization of the District.

And the Court being fully advised in the premises, hereby ORDER AND DECREES That:

1. The District has been duly and regularly organized and shall be known as "Wright Water and Sewer District", in Campbell County, Wyoming.

2. The District is located in Campbell County, Wyoming, more particularly described as follows:

A PARCEL OF LAND LOCATED IN THE WEST ONE-HALF OF SECTION 26, THE EAST ONE-HALF AND THE SOUTHWEST ONE-QUARTER OF SECTION 27, THE NORTH ONE-HALF OF SECTION 34 AND THE NORTHWEST ONE-QUARTER OF SECTION 35, ALL IN TOWNSHIP 44 NORTH, RANGE 72 WEST OF THE 6TH P.M., COUNTY OF CAMPBELL, STATE OF WYOMING, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE SOUTHEASTERLY RIGHT-OF-WAY LINE OF STATE HIGHWAY NO. 387, FROM WHICH THE SOUTHEAST CORNER OF SAID SECTION 27 BEARS SOUTH $69^{\circ}07'50''$ EAST A DISTANCE OF 3863.76 FEET; THENCE NORTH $58^{\circ}18'00''$ EAST ALONG SAID SOUTHEASTERLY RIGHT-OF-WAY LINE A DISTANCE OF 5471.38 FEET TO A POINT OF CURVE; THENCE ALONG SAID RIGHT-OF-WAY LINE AND ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 497.96 FEET AND A CENTRAL ANGLE OF $119^{\circ}30'28''$, A DISTANCE OF 1038.65 FEET TO A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF STATE HIGHWAY NO. 59; THENCE ALONG SAID WESTERLY RIGHT-OF-WAY LINE THE FOLLOWING THREE (3) COURSES:

- 1) SOUTH $87^{\circ}48'37''$ WEST A DISTANCE OF 25.00 FEET;
- 2) SOUTH $2^{\circ}11'23''$ EAST A DISTANCE OF 5012.76 FEET;
- 3) SOUTH $2^{\circ}12'12''$ EAST A DISTANCE OF 1526.27 FEET TO A POINT ON THE SOUTH LINE OF THE NORTHWEST ONE-QUARTER OF SAID SECTION 35;

THENCE DEPARTING SAID WESTERLY RIGHT-OF-WAY LINE, SOUTH $89^{\circ}50'52''$ WEST ALONG SAID SOUTH LINE OF THE NORTHWEST ONE-QUARTER A DISTANCE OF 2096.29 FEET TO THE WEST ONE-QUARTER CORNER OF SAID SECTION 35; THENCE SOUTH $88^{\circ}42'56''$ WEST ALONG THE SOUTH LINE OF THE NORTHEAST ONE-QUARTER OF SAID SECTION 34 A DISTANCE OF 2482.41 FEET; THENCE NORTH $31^{\circ}42'00''$ WEST A DISTANCE OF 2359.17 FEET; THENCE NORTH $58^{\circ}18'00''$ EAST A DISTANCE OF 865.00 FEET; THENCE NORTH $20^{\circ}42'24''$ EAST A DISTANCE OF 351.52 FEET TO A POINT ON A CURVE; FROM WHICH POINT THE CENTER OF SAID CURVE BEARS NORTH $33^{\circ}21'02''$ EAST; THENCE NORTHWESTERLY ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 225.00 FEET AND A CENTRAL ANGLE OF $47^{\circ}56'58''$ A DISTANCE OF 188.30 FEET TO A POINT OF TANGENCY; THENCE NORTH $8^{\circ}42'00''$ WEST A DISTANCE OF 142.49 FEET TO A POINT OF CURVE; THENCE ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 325.00 FEET AND A CENTRAL ANGLE OF $58^{\circ}00'00''$ A DISTANCE OF 328.99 FEET TO A POINT OF TANGENCY; THENCE NORTH $49^{\circ}19'00''$ EAST A DISTANCE OF 165.95 FEET; THENCE NORTH $40^{\circ}42'00''$ WEST A DISTANCE OF 325.00 FEET; THENCE SOUTH $49^{\circ}18'00''$ WEST A DISTANCE OF 99.38 FEET TO A POINT ON A CURVE; FROM WHICH POINT THE CENTER OF SAID CURVE BEARS SOUTH $2^{\circ}38'09''$ WEST; THENCE SOUTHWESTERLY ALONG SAID CURVE TO THE LEFT HAVING A RADIUS OF 70.00 FEET AND A CENTRAL ANGLE OF $12^{\circ}18'05''$ A DISTANCE OF 15.03 FEET; THENCE NORTH $19^{\circ}31'22''$ EAST A DISTANCE OF 78.15 FEET; THENCE NORTH $40^{\circ}42'00''$ WEST A DISTANCE OF 180.00 FEET; THENCE SOUTH $66^{\circ}09'46''$ WEST A DISTANCE OF 55.24 FEET TO A POINT ON A CURVE, FROM WHICH POINT THE CENTER OF SAID CURVE BEARS SOUTH $66^{\circ}09'54''$ WEST; THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE TO THE LEFT HAVING A RADIUS OF 45.00 FEET AND A CENTRAL ANGLE OF $54^{\circ}50'13''$ A DISTANCE OF 43.07 FEET; THENCE NORTH $11^{\circ}19'34''$ EAST A DISTANCE OF 28.13 FEET; THENCE NORTH $40^{\circ}42'00''$ WEST A DISTANCE OF 90.00 FEET; THENCE SOUTH $49^{\circ}18'00''$ WEST A DISTANCE OF 110.00 FEET; THENCE NORTH $40^{\circ}42'00''$ WEST A DISTANCE OF 283.47 FEET TO THE POINT OF BEGINNING, CONTAINING 684.3 ACRES, MORE OR LESS.

3. That the following electors are hereby designated as the first Board of Directors of the District:

- O. M. Fullerton First Biennial Election
- D. H. Cummins Second Biennial Election
- Robert V. Doty Second Biennial Election
- R. R. DeSomber Jr. Third Biennial Election
- C. B. Smith Third Biennial Election

4. Said District shall be a governmental subdivision of the State of Wyoming, and a body corporate with all the powers of a public or quasi-municipal corporation.

5. That the form of bond attached hereto as Exhibit A is hereby approved as the bond to be executed by the Directors and the Treasurer of the District in qualifying for their offices.

6. That the form of oath of office attached hereto as Exhibit B is hereby approved as the oath to be executed by the Directors of the District in qualifying for their offices.

7. The Board of Directors shall take such steps and proceedings as the needs of the District require; and that within thirty (30) days after the date hereof, the Clerk of this Court shall transmit to the Secretary of State, State of Wyoming, and to the County Clerk and Recorder of Campbell County, Wyoming, true and correct copies of this Order and Decree. The same shall be filed in the same manner as articles of incorporation are now required to be filed under the general laws concerning corporations.

Done this 5th day of April, 1977.

BY THE COURT:

C1B-1316-1319

Paul T. Francis, Jr.
Judge

STATE OF WYOMING } ss.
Campbell County }

KAY ANDREWS, Clerk of the Court, within and for said county and state do hereby certify the foregoing to be a full, true and correct copy of the original and of record in the office.

IN WITNESS WHEREOF, I hereunto subscribed my hand and placed the official seal of this Court, at my office in Gillette, Wyoming, this day of FEB 4, 1960

KAY ANDREWS
CLERK OF THE COURT, SIXTH JUDICIAL DISTRICT

Mary Ann Bates Deputy

#146



**Wright Water &
Sewer District**

July 25, 2019

Mr. Troy Clements
Campbell County Assessor
P O Box 877
Gillette, WY 82717

RECEIVED

JUL 31 2019

CAMPBELL COUNTY ASSESSOR

RE: Mill Levy

Dear Mr. Clements:

The Wright Water & Sewer District requests an 8 Mill levy for operations for the fiscal year July 1, 2019 through June 30, 2020.

Special Assessments are also requested for the property owners as listed on the enclosed 2019 List of Owners for 0146 Tax District. Total payments to be received from Special Assessments should total \$1,010.12.

If you have any questions, please contact the District Office at 307-464-0491.

Sincerely,



Joseph W. Johnson, Chairman
Wright Water & Sewer District

JWJ/jd

Enclosure

RECEIVED

JUL 31 2019

Done 8/1/19 TC

2019 List Of Owners For 0146 Tax District

Account#	Name	Address	Situs Address	Legal Description	\$ Amount
R0055942	AMMERMAN DUSTIN W	PO BOX 626, WRIGHT, WY 827320626	69 COWBOY WAY	IRON CROSS II SUB, LOT 7	
R0055943	AMMERMAN MYRNA E	PO BOX 626, WRIGHT, WY 827320626	68 COWBOY WAY	IRON CROSS II SUB, LOT 8	
R0033299	ANDERSEN GARY & CONSTANCE REV TST	PO BOX 344, WRIGHT, WY 827320344	26 CHAD RD	LITTLE THUNDER ACRES PH II, LOT 22, LOT 23	
R0040449	ANDERSON GARY L & AERIN K	PO BOX 1035, WRIGHT, WY 827321035	32 DUFFY RD	LITTLE THUNDER ACRES III, LOT 1B BLOCK 2	
R0041591	ANDERSON JAY & TAMMIE	PO BOX 184, WRIGHT, WY 827320184	2 NOONAN RD	NOONAN SUB, LOT 1	
R0046070	ANDERSON KELLY W	PO BOX 24, WRIGHT, WY 827320024	25 COWBOY WAY	IRON CROSS SUB, LOT 1	
R0033292	APODACA JOHN ROBERT & JULIE RAE	PO BOX 256, WRIGHT, WY 827320256	17 STORY AVE	LITTLE THUNDER ACRES SUB PH II, LOT 16	
R0057636	BALL SCOTT D	PO BOX 293, WRIGHT, WY 827320293	09 DRISKELL CT	GLENNVIEW SUB, LOT 4	
R0039292	BAR STAR CAPITAL LLC	1501 WASHINGTON AVE, GOLDEN, CO 804010806	3 CODY ST	,S2 T43 R72 NW PT	82.22
R0048262	BARNHURST DEREK W & RACHEL D	PO BOX 1034, WRIGHT, WY 827321034	76 DUFFY RD	FOSTER FLATS SUB, LOT 1C	
R0040491	BATT TERRY & DONNA	PO BOX 394, WRIGHT, WY 827320394	54 DUFFY RD	FOSTER FLATS SUB, LOT 4	
R0046074	BEACH JAMES W	PO BOX 1097, WRIGHT, WY 827321097	19 IRON CROSS CT	IRON CROSS SUB, LOT 5	
R0057637	BEECHER BRANDI	PO BOX 785, WRIGHT, WY 827320785	51 DUFFY RD	GLENNVIEW SUB, LOT 5	
R0033289	BEHNKE SHERRY	PO BOX 69, WRIGHT, WY 827320069	115 NELSON CT	LITTLE THUNDER ACRES SUB PH II, LOT 13	
R0040446	BENEDICT TIMOTHY A & CAMERON J	PO BOX 828, WRIGHT, WY 827320828	29 DUFFY RD	LITTLE THUNDER ACRES III, LOT 1A BLOCK 3	

Account#	Name	Address	Situs Address	Legal Description	\$ Amount
R0046072	BINGHAM ANDREW & VASILISA	1605 KEPLER BND, VIRGINIA BCH, VA 234546907	11 IRON CROSS CT	IRON CROSS SUB, LOT 3	
R0024439	BISHOP STEVE D & ANNETTE M	PO BOX N, WRIGHT, WY 827320435	16 CODY ST	,S2 T43 R72 NW PT, S35 T44 R72 SW PT	185.58
R0033293	BOCK ADAM C & MALERIE K	PO BOX 816, WRIGHT, WY 827320816	4 STORY AVE	LITTLE THUNDER ACRES SUB PH II, LOT 17	
R0033294	BOCK GARY D	PO BOX 526, WRIGHT, WY 827320526	10 STORY AVE	LITTLE THUNDER ACRES SUB PH II, LOT 18	
R0033295	BOCK GARY D	PO BOX 526, WRIGHT, WY 827320526	18 STORY AVE	LITTLE THUNDER ACRES SUB PH II, LOT 19	
R0009190	BOMBAY LAND COMPANY INC	PO BOX 2618, GILLETTE, WY 827172618	HWY 59	,S23 T44 R72 SESW PT, S26 T44 R72 E2W2 PT NWN PT, S35 T44 R72 E2NW PT	
R0041595	BUCHOLZ RICK & REBECCA	PO BOX 514, WRIGHT, WY 827320514	42 MEISTER RD	NOONAN SUB, LOT 5	
R0034696	BUFFINGTON DAVID R	PO BOX 928, WRIGHT, WY 827320928	12 DUFFY RD	LITTLE THUNDER ACRES III, LOT 2 BLOCK 1	
R0034701	BURCH DAWNNA FITZMORRIS	PO BOX 321, WRIGHT, WY 827320321	88 STORY AVE	LITTLE THUNDER ACRES III, LOT 2 BLOCK 3	
R0040450	BURGESS CHARLES R	PO BOX 65, WRIGHT, WY 827320065	36 DUFFY RD	LITTLE THUNDER ACRES III, LOT 1C BLOCK 2	
R0043970	CARPENTER DALE L & VIKKI J	PO BOX 809, WRIGHT, WY 827320809	10 GARRETT CT	NOONAN SUB, LOT 2E	
R0040493	CHAMBERS ANDREW & GINA	PO BOX 454, WRIGHT, WY 827320454	44 DUFFY RD	FOSTER FLATS SUB, LOT 5	
R0034720	CHRISTENSEN MICHAEL L & PAMELA S	PO BOX 471, WRIGHT, WY 827320471	129 STORY AVE	LITTLE THUNDER ACRES III, LOT 2 BLOCK 6	
R0034709	CLARK HELEN	PO BOX 633, GILLETTE, WY 827170633	97 STORY AVE	LITTLE THUNDER ACRES III, LOT 4 BLOCK 4	
R0046075	COLLINS JOHN & KAREN	PO BOX 172, WRIGHT, WY 827320172	18 IRON CROSS CT	IRON CROSS SUB, LOT 6	
R0046080	COLLINS JOHN A	PO BOX 172, WRIGHT, WY 827320172		IRON CROSS SUB, 60' UNIMPROVED RIGHT-OF-WAY	

Account#	Name	Address	Situs Address	Legal Description	\$ Amount
R0043967	COLLINS JOHN A & KAREN M	PO BOX 172, WRIGHT, WY 827320172	34 NOONAN RD	NOONAN SUB, LOT 2B	
R0032208	COLLINS JOHN A & KAREN M	PO BOX 172, WRIGHT, WY 827320172	20 COWBOY WAY	,S10 T43 R72 E2NE PT, S11 T43 R72 NWNW PT	
R0043966	COLLINS JOHN A & KAREN M	PO BOX 172, WRIGHT, WY 827320172		NOONAN SUB, LOT 2A	
R0034716	CORNELIUS DEVELOPMENT CORPORATION	901 W LEGACY CENTER WAY, MIDVALE, UT 840475765	138 STORY AVE	LITTLE THUNDER ACRES III, LOT 2 BLOCK 5	
R0040806	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690	35 MEISTER RD	,S3 T43 R72 SESE PT SWSE PT	
R0034719	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690	7 MEISTER RD	LITTLE THUNDER ACRES III, LOT 1 PT BLOCK 6	
R0040447	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690		LITTLE THUNDER ACRES III, LOT 1B BLOCK 3	
R0034721	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690		LITTLE THUNDER ACRES III, LOT 3 BLOCK 6	
R0034722	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690		LITTLE THUNDER ACRES III, LOT 4 BLOCK 6	
R0034717	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690		LITTLE THUNDER ACRES III, LOT 3 BLOCK 5	
R0033408	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690		,S3 T43 R72 SWNE PT	
R0034727	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690	17 HICKS RD	LITTLE THUNDER ACRES III, LOT 3 BLOCK 8	
R0034726	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690	11 HICKS RD	LITTLE THUNDER ACRES III, LOT 2 BLOCK 8	
R0034725	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690	3 HICKS RD	LITTLE THUNDER ACRES III, LOT 1 BLOCK 8	
R0034724	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690	37 HICKS RD	LITTLE THUNDER ACRES III, LOT 2 BLOCK 7	
R0034714	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690	DUFFY RD	LITTLE THUNDER ACRES III, LOT 9 PT BLOCK 4	

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R0034713	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690	6 MEISTER RD	LITTLE THUNDER ACRES III, LOT 8 PT BLOCK 4	
R0034685	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690		,S10 T43 R72 S2 PT, S11 T43 R72 S2SW PT	
R0058282	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690		,S10 T43 R72 W2NE PT E2NW PT	
R0036285	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690	175 NOONAN RD	,S11 T43 R72 N2SW PT NW PT	
R0016612	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690		,S3 T43 R72 W2NE PT, S33 T44 R72 SWSE PT	
R0039813	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690		,S10 T43 R72 SENW PT SWNE PT	
R0039598	COSNER CORP	PO BOX 690, WRIGHT, WY 827320690	185 NOONAN RD	,S10 T43 R72 SENE PT, S11 T43 R72 NW PT	
R0041593	COSNER TED R REVOCABLE TRUST	PO BOX 690, WRIGHT, WY 827320690	32 MEISTER RD	NOONAN SUB, LOT 3	
R0060657	COSNER TED R REVOCABLE TRUST	PO BOX 690, WRIGHT, WY 827320690	38 MEISTER RD	MEISTER SUB, LOT 3	
R0060656	COSNER TED R REVOCABLE TRUST	PO BOX 690, WRIGHT, WY 827320690	MEISTER RD	MEISTER SUB, LOT 2	
R0060655	COSNER TED R REVOCABLE TRUST	PO BOX 690, WRIGHT, WY 827320690	MEISTER RD	MEISTER SUB, LOT 1	
R0040803	CROSIER CHANCE & JAIMIE	PO BOX 1271, WRIGHT, WY 827321271	193 NOONAN RD	,S11 T43 R72 SWNW PT, S10 T43 R72 E2NE PT	
R0033187	DERBONNE AARON & CARIN	PO BOX 1200, WRIGHT, WY 827321200	63 MEISTER RD	,S3 T43 R72 SESW PT SWSE PT	
R0034695	DESPOT CHRISTOPHER & LUANA	PO BOX 352, WRIGHT, WY 827320352	4 DUFFY RD	LITTLE THUNDER ACRES III, LOT 1 BLOCK 1	
R0008752	DOOLEY DONALD G & JANIE E	PO BOX 393, WRIGHT, WY 827320393	53 STORY AVE	LITTLE THUNDER ACRES SUB, LOT 3	185.58
R0033283	DOOLEY DONALD G & JANIE E	PO BOX 393, WRIGHT, WY 827320393	110 NELSON CT	LITTLE THUNDER ACRES SUB PH II, LOT 7	

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R0022977	DOOLEY DONALD GENE & JANIE ELIZABETH	PO BOX 393, WRIGHT, WY 827320393	35 CODY ST	,S2 T43 R72 NWNW PT	185.58 4
R0057473	DOOLEY JANIE ELIZABETH	PO BOX 393, WRIGHT, WY 827320393	39 CODY ST	,S2 T43 R72 NWNW PT	
R0050369	DOOLEY JUSTIN	PO BOX 1212, WRIGHT, WY 827321212	1 LEVI RD	STROHSCHIEIN SUB, LOT 5	
R0033303	DURAND DOUGLAS J	PO BOX 945, WRIGHT, WY 827320945	48 CHAD RD	LITTLE THUNDER ACRES SUB PH II, LOT 27	
R0045411	EASTON DANIEL L & STACIE L	PO BOX 995, WRIGHT, WY 827320995	93 DUFFY RD	DURAND SUB, LOT 2	
R0040870	EASTON SUSANNE A LINDSEY	PO BOX 142, WRIGHT, WY 827320142	15 CODY ST	LITTLE THUNDER ACRES SUB, LOT 1A	
R0040314	EDDLEMAN M E & JAMES	PO BOX 326, WRIGHT, WY 827320326	120 COMMERCIAL DR	,S28 T44 R72 SWSW PT, S33 T44 R72 NWNW PT	
R0032569	EISENBRAUN KEITH & NATASHA	PO BOX 562, WRIGHT, WY 827320562	50 NOONAN RD	,S3 T43 R72 S2SE PT	
R0033304	ELDRIDGE LAWRENCE M	482 ELDER AVE, MIDDLETON, ID 836440000	54 CHAD RD	LITTLE THUNDER ACRES SUB PH II, LOT 28	
R0031369	ELITE LTD	35509 CR 31, EATON, CO 806158624	120 NOONAN RD	,S10 T43 R72 N2SE PT S2NE PT	
R0058117	ELLWOOD CHRIS A	PO BOX 1033, WRIGHT, WY 827321033	15 DRISKELL CT	GLENNVIEW SUB, LOT 3E	
R0058216	ESCO CORPORATION ATTN TAX DEPT	2141 NW 25TH AVE, PORTLAND, OR 972102578	12 BRITTNEY LN	,S11 T43 R72 SW PT	
R0033288	FENDER NORMAN L & JANIS G	PO BOX 880, WRIGHT, WY 827320880	3 CHAD RD	LITTLE THUNDER ACRES SUB PH II, LOT 12	
R0046079	FIELDS ERNEST L	PO BOX 177, WRIGHT, WY 827320177	39 COWBOY WAY	IRON CROSS SUB, LOT 10	
R0040805	FORDYCE CLAYTON & LISA	PO BOX 876, WRIGHT, WY 827320876	161 NOONAN RD	,S11 T43 R72 NWNW PT	
R0035558	GARRETT TIMOTHY J	PO BOX 1179, WRIGHT, WY 827321179	27 NOONAN RD	LITTLE THUNDER ACRES III, LOT 4B BLOCK 3	

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R0039348	GASVODA SHANE A	PO BOX 1027, WRIGHT, WY 827321027	36 MEISTER RD	LITTLE THUNDER ACRES III, LOT 6A BLOCK 3	<input type="text"/>
R0034706	GEIS ERIC T & JODY M	PO BOX 347, WRIGHT, WY 827320347	5 DUFFY RD	LITTLE THUNDER ACRES III, LOT 1 PT BLOCK 4	<input type="text"/>
R0053102	GEIS WILLIAM J & JEANETTE A	PO BOX 283, KAYCEE, WY 826390283	35 NOONAN RD	LITTLE THUNDER ACRES III, LOT 5A BLOCK 3	<input type="text"/>
R0035555	GONZALES FRANK A & LORETTA O	PO BOX 932, WRIGHT, WY 827320932	96 STORY AVE	LITTLE THUNDER ACRES III, LOT 3A BLOCK 3	<input type="text"/>
R0050366	GOODRICH ZEBULON & SHARON	PO BOX 1036, WRIGHT, WY 827321036	10 LEVI RD	STROHSCHIEIN SUB, LOT 2	<input type="text"/>
R0033290	GRANNIS JASON J	PO BOX 801, WRIGHT, WY 827320801	215 NELSON CT	LITTLE THUNDER ACRES SUB PH II, LOT 14	<input type="text"/>
R0018457	GREGORY COMPANY LLC	PO BOX 211, WAMSUTTER, WY 823360211	5 CODY ST	,S2 T43 R72 NW PT	<input type="text"/>
R0021496	GREGORY COMPANY LLC	PO BOX 211, WAMSUTTER, WY 823360211	9 CODY ST	,S2 T43 R72 NW PT	<input type="text"/>
R0040871	GREGORY COMPANY LLC	PO BOX 211, WAMSUTTER, WY 823360211	11 CODY ST	LITTLE THUNDER ACRES SUB, LOT 1B	<input type="text"/>
R0046073	GREGORY PATRICIA J	PO BOX 124, WRIGHT, WY 827320124	15 IRON CROSS CT	IRON CROSS SUB, LOT 4	<input type="text"/>
R0033306	GROBLEBE VERTA J	PO BOX 817, WRIGHT, WY 827320817	51 CHAD RD	LITTLE THUNDER ACRES SUB PH II, LOT 30	<input type="text"/>
R0034707	GROSE STEPHEN & LINDA	PO BOX 404, WRIGHT, WY 827320404	17 DUFFY RD	LITTLE THUNDER ACRES III, LOT 2 BLOCK 4	<input type="text"/>
R0048263	HARPER CODY & PATRICIA	PO BOX 657, WRIGHT, WY 827320657	72 DUFFY RD	FOSTER FLATS SUB, LOT 1D	<input type="text"/>
R0048260	HARSHBARGER TRAVIS	PO BOX 651, WRIGHT, WY 827320651	104 DUFFY RD	FOSTER FLATS SUB, LOT 1A	<input type="text"/>
R0039347	HATFIELD MARGE E	PO BOX 463, WRIGHT, WY 827320463	36 HICKS RD	LITTLE THUNDER ACRES III, LOT 4C BLOCK 5	<input type="text"/>
R0039345	HAWLEY MICHAEL I & ROBIN L	PO BOX 707, WRIGHT, WY 827320707	57 NOONAN RD	LITTLE THUNDER ACRES III, LOT 4A BLOCK 5	<input type="text"/>

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R0050368	HILEMAN TATE & JAMIE	PO BOX 592, WRIGHT, WY 827320592	5 LEVI RD	STROHSCHIEIN SUB, LOT 4	<input type="text"/>
R0033297	HILEMAN WILLIAM THOMAS & DEBBIE L	PO BOX 212, WRIGHT, WY 827320212	12 CHAD RD	LITTLE THUNDER ACRES SUB PH II, LOT 21	<input type="text"/>
R0057634	HIMMELSPACH ALEK	PO BOX 936, WRIGHT, WY 827320936	12 DRISKELL CT	GLENNVIEW SUB, LOT 2	<input type="text"/>
R0040488	HOFFMAN JIMMY D	PO BOX 999, WRIGHT, WY 827320999	64 DUFFY RD	FOSTER FLATS SUB, LOT 2	<input type="text"/>
R0034711	HOWE JOHN	PO BOX 1242, WRIGHT, WY 827321242	113 STORY AVE	LITTLE THUNDER ACRES III, LOT 6 BLOCK 4	<input type="text"/>
R0035536	HUFFMAN JAMES D	PO BOX 1062, WRIGHT, WY 827321062	6 MELICIA DR	LITTLE THUNDER ACRES SUB PH II FL II, LOT 37B	<input type="text"/>
R0045412	HUNTER ZAKARY S & REBECCA L	PO BOX 146, WRIGHT, WY 827320146	89 DUFFY RD	DURAND SUB, LOT 3	<input type="text"/>
R0034723	IGO BROS LLC	PO BOX 1311, DOUGLAS, WY 826331311	25 HICKS RD	LITTLE THUNDER ACRES III, LOT 1 BLOCK 7	<input type="text"/>
R0055936	IRON CROSS LLC	PO BOX 172, WRIGHT, WY 827320172	45 COWBOY WAY	IRON CROSS II SUB, LOT 1	<input type="text"/>
R0055948	IRON CROSS LLC	PO BOX 172, WRIGHT, WY 827320172	04 FARMERS CT	IRON CROSS II SUB, LOT 13	<input type="text"/>
R0055947	IRON CROSS LLC	PO BOX 172, WRIGHT, WY 827320172	08 FARMERS CT	IRON CROSS II SUB, LOT 12	<input type="text"/>
R0055946	IRON CROSS LLC	PO BOX 172, WRIGHT, WY 827320172	05 FARMERS CT	IRON CROSS II SUB, LOT 11	<input type="text"/>
R0055945	IRON CROSS LLC	PO BOX 172, WRIGHT, WY 827320172	56 COWBOY WAY	IRON CROSS II SUB, LOT 10	<input type="text"/>
R0055938	IRON CROSS LLC	PO BOX 172, WRIGHT, WY 827320172	57 COWBOY WAY	IRON CROSS II SUB, LOT 3	<input type="text"/>
R0043969	JKSP LLC	263 PETREL TRL, BRADENTON, FL 342122995	6 GARRETT CT	NOONAN SUB, LOT 2D	<input type="text"/>
R0045410	JOHNSON BRYAN A	PO BOX 7, WRIGHT, WY 827320007	99 DUFFY RD	DURAND SUB, LOT 1	<input type="text"/>

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R0035556	KARI TIMOTHY M & BARBARA A	PO BOX 468, WRIGHT, WY 827320468	19 NOONAN RD	LITTLE THUNDER ACRES III, LOT 3B BLOCK 3	
R0033282	KEITH RONALD	PO BOX 1092, WRIGHT, WY 827321092	210 NELSON CT	LITTLE THUNDER ACRES SUB PH II, LOT 6	
R0039597	LANGSTON ARROW L	PO BOX 724, WRIGHT, WY 827320724	178 STORY AVE	,S11 T43 R72 NW PT	
R0032630	LEWIS MICHAEL R A & JODIE L	PO BOX 1130, WRIGHT, WY 827321130	67 MEISTER RD	,S3 T43 R72 SESW PT	
R0058116	LINDQUIST NICOLE A	PO BOX 908, WRIGHT, WY 827320908	21 DRISKELL CT	GLENNVIEW SUB, LOT 3D	
R0033842	LOHMAN ROBERT A & DEBRA WILDISH	PO BOX 97, MILES CITY, MT 593010097	28 COWBOY WAY	,S10 T43 R72 NWSE PT SWNE PT	
R0040448	LOVELAND COLTSON	PO BOX 3882, GILLETTE, WY 827173882	28 DUFFY RD	LITTLE THUNDER ACRES III, LOT 1A BLOCK 2	
R0033300	LUCKY DEUCE2 LLC	PO BOX 1261, WRIGHT, WY 827321261	30 CHAD RD	LITTLE THUNDER ACRES SUB PH II, LOT 24	
R0035535	MACK JASON	PO BOX 986, WRIGHT, WY 827320986	4 MELICIA DR	LITTLE THUNDER ACRES SUB PH II FL II, LOT 37A	
R0050365	MCCOY WILLIAM	PO BOX 1135, WRIGHT, WY 827321135	2 LEVI RD	STROHSCHIEIN SUB, LOT 1	
R0046071	MCGRAW NICHOLAS S & REBECCA K	873 SW THRIFT AVE, PORT SAINT LUCIE, FL 349533728	7 IRON CROSS CT	IRON CROSS SUB, LOT 2	
R0045825	MCGUIRE KENNETH R & KELLI	PO BOX 62, WRIGHT, WY 827320062	37 CHAD RD	LITTLE THUNDER ACRES SUB PH II, LOT 32A	
R0008221	MCILRATH W WES & NICOLE	3116 S 2880 E, ST GEORGE, UT 847905029	119 COMMERCIAL DR	,S33 T44 R72 W2NW PT NWSW PT	
R0039602	MCINTOSH DALLAS	P O BOX 364, WRIGHT, WY 827320364	171 NOONAN RD	,S10 T43 R72 NENE PT, S11 T43 R72 NW PT	
R0055937	MERCADO SHARON ANN	PO BOX I, WRIGHT, WY 827320385	51 COWBOY WAY	IRON CROSS II SUB, LOT 2	
R0043968	MILLS MERVYN & SUSAN	PO BOX 112, WRIGHT, WY 827320112	30 NOONAN RD	NOONAN SUB, LOT 2C	

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R0033874	MITTS CRYSTAL L	PO BOX 912, WRIGHT, WY 827320912	5 MELICIA DR	LITTLE THUNDER ACRES SUB PH II FL II, LOT 36	
R0031762	MULLINS JOSEPH & JOEY JOINT LIVING TRUST	PO BOX 477, WRIGHT, WY 827320477	140 NOONAN RD	,S10 T43 R72 SE PT	
R0055940	MURPHY JEREMY L & KRISTI M	PO BOX 156, WRIGHT, WY 827320156	07 JENSEN CT	IRON CROSS II SUB, LOT 5	
R0046077	NACE CHALLIS SHANE & MARY ANN	PO BOX 871, WRIGHT, WY 827320871	10 IRON CROSS CT	IRON CROSS SUB, LOT 8	
R0033305	NATCHKE PAUL R	PO BOX 892, WRIGHT, WY 827320892	57 CHAD RD	LITTLE THUNDER ACRES SUB PH II, LOT 29	
R0033309	NELSON SHANE R & ANGELA R	PO BOX 1159, WRIGHT, WY 827321159	33 CHAD RD	LITTLE THUNDER ACRES SUB PH II, LOT 33	
R0057633	NIEHOFF MIRANDA	PO BOX 3387, WRIGHT, WY 827323387	6 DRISKELL CT	GLENNVIEW SUB, LOT 1	
R0046078	NORLIN MICHAEL R & JANIE D	PO BOX 982, WRIGHT, WY 827320982	6 IRON CROSS CT	IRON CROSS SUB, LOT 9	
R0008749	NORRIS DALE R & REBECCA S	PO BOX 569, WRIGHT, WY 827320569	46 CODY ST	,S2 T43 R72 W2NWNW, S35 T44N R72 W2SWSW	
R0032571	OBERMILLER TINA L & GRAHAM TRAVIS R	PO BOX 775, WRIGHT, WY 827320775	8 BURESH CT	,S34 T44 R72 SESE PT	
R0033291	OLSON DANIEL	PO BOX 178, WRIGHT, WY 827320178	5 STORY AVE	LITTLE THUNDER ACRES SUB PH II, LOT 15	
R0033873	OTTO LARRY D & TERESA L	PO BOX 119, WRIGHT, WY 827320119	62 CHAD RD	LITTLE THUNDER ACRES SUB PH II FL II, LOT 35	
R0045413	PAHL TROY	PO BOX 67, WRIGHT, WY 827320067	85 DUFFY RD	DURAND SUB, LOT 4	
R0039599	PARKHURST RILEY & JENNIFER FERGUSON-	PO BOX 733, WRIGHT, WY 827320733	36 WILLIAMS RD	,S11 T43 R72 N2SW PT	
R0035796	PATIK ALICIA B	PO BOX 690, WRIGHT, WY 827320690	81 DUFFY RD	,S3 T43 R72 N2NE PT, S34 T44 R72 S2SE PT	
R0043975	PATZ ALLEN C JR & BOBBIE	PO BOX 362, WRIGHT, WY 827320362	14 GARRETT CT	NOONAN SUB, LOT 2K	

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R0055941	PEARSON MATTHEW	PO BOX 900, WRIGHT, WY 827320900	63 COWBOY WAY	IRON CROSS II SUB, LOT 6	
R0053103	PERRY MIKE & RUTH	PO BOX 1375, RAWLINS, WY 823011375	112 STORY AVE	LITTLE THUNDER ACRES III, LOT 5B BLOCK 3	
R0033301	PIERCE ELLIS L	PO BOX 761, PRICE, UT 845010761	36 CHAD RD	LITTLE THUNDER ACRES SUB PH II, LOT 25	
R0043973	RALLS KYLE S	PO BOX 905, WRIGHT, WY 827320905	22 GARRETT CT	NOONAN SUB, LOT 2H	
R0048261	RECH JEFFERY A & DEBORAH L	PO BOX 99, WRIGHT, WY 827320099	100 DUFFY RD	FOSTER FLATS SUB, LOT 1B	
R0008754	REEVES RANDY R & JULIE E	PO BOX 163, WRIGHT, WY 827320163	56 STORY AVE	LITTLE THUNDER ACRES SUB, LOT 5	185.58
R0045824	REYNOLDS CHADWICK & SHANNA	PO BOX 493, WRIGHT, WY 827320493	108 DUFFY RD	LITTLE THUNDER ACRES SUB PH II, LOT 31B	
R0045823	REYNOLDS CHADWICK J & SHANNA K	PO BOX 493, WRIGHT, WY 827320493	110 DUFFY RD	LITTLE THUNDER ACRES SUB PH II, LOT 31A	
R0033310	RITER TRAVIS E	PO BOX 664, WRIGHT, WY 827320664	6 BURESH CT	LITTLE THUNDER ACRES SUB PH II, LOT 34	
R0043974	ROBY RANDY	PO BOX 84, WRIGHT, WY 827320084	18 GARRETT CT	NOONAN SUB, LOT 2J	
R0033287	RODRIQUES CARLOS E & BLANCA L	PO BOX 32, WRIGHT, WY 827320032	11 CHAD RD	LITTLE THUNDER ACRES SUB PH II, LOT 11	
R0055944	ROTH MARK A & ELIZABETH A	PO BOX 288, WRIGHT, WY 827320288	62 COWBOY WAY	IRON CROSS II SUB, LOT 9	
R0039600	SANBORN DARREL L & JANELLE L	PO BOX 174, WRIGHT, WY 827320174	186 STORY AVE	,S11 T43 R72 NW PT	
R0040804	SARKINEN KEITH J & DEANNA K	PO BOX 1227, WRIGHT, WY 827321227	170 STORY AVE	,S11 T43 R72 W2NW PT	
R0039601	SCHEELER GEORGE C & LAURIE A TRUST	2091 DONNER BAY, LAKE HAVASU CITY, AZ 864068343	202 STORY AVE	,S11 T43 R72 N2SW PT	
R0040802	SCHROEDER WALTER	PO BOX 257, WRIGHT, WY 827320257	194 STORY AVE	,S11 T43 R72 NWSW PT SWNW PT	

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R0034697	SESSIONS JAMES M & YVETTE L	PO BOX 695, WRIGHT, WY 827320695	18 DUFFY RD	LITTLE THUNDER ACRES III, LOT 3 BLOCK 1	
R0043971	SHINKLE RANDY L & SUZANNE C	PO BOX 122, WRIGHT, WY 827320122	30 GARRETT CT	NOONAN SUB, LOT 2F	
R0032766	SIEBERT WALTER F	PO BOX 821, WRIGHT, WY 827320821	39 MEISTER RD	,S3 T43 R72 SWSE PT	
R0034712	SKOVGARD JOE & SARA W	PO BOX 615, WRIGHT, WY 827320615	121 STORY AVE	LITTLE THUNDER ACRES III, LOT 7 BLOCK 4	
R0034710	SNYDER DANIEL O & SONDRAS	PO BOX 188, WRIGHT, WY 827320188	103 STORY AVE	LITTLE THUNDER ACRES III, LOT 5 BLOCK 4	
R0041594	SPRINGER JOSHUA & HEATHER & JEFFREY	PO BOX 1090, WRIGHT, WY 827321090	40 NOONAN RD	NOONAN SUB, LOT 4	
R0035739	STARKS GERALD W & KAREN S	PO BOX 516, WRIGHT, WY 827320516	7143 S HWY 59	,S10 T43 R72 NWSE PT SWSE PT	
R0037169	STATE OF WYOMING DIR/OFFICE OF STATE LANDS & INVESTMENTS	122 W 25TH ST, CHEYENNE, WY 820013004		,S11 T43 R72 SENW PT	
R0034715	STEELE COREY E & RENAE K	PO BOX 879, WRIGHT, WY 827320879	130 STORY AVE	LITTLE THUNDER ACRES III, LOT 1 BLOCK 5	
R0039349	STEELE JOSHUA C & DARIELLE M	PO BOX 113, WRIGHT, WY 827320113	120 STORY AVE	LITTLE THUNDER ACRES III, LOT 6B BLOCK 3	
R0040490	STREETER CLINTON R & KAREY RAE	PO BOX 655, WRIGHT, WY 827320655	60 DUFFY RD	FOSTER FLATS SUB, LOT 3	
R0039603	STROHSCHIEIN MARK & KELLI	PO BOX 904, WRIGHT, WY 827320904	162 STORY AVE	,S11 T43 R72 W2NW PT	
R0050370	STROHSCHIEIN MICKEY LEVI & PAULA JEAN	PO BOX 764, WRIGHT, WY 827320764	LEVI	STROHSCHIEIN SUB 60' UNIMPROVED RIGHT OF WAY	
R0050367	STROHSCHIEIN MICKEY LEVI & PAULA JEAN	PO BOX 764, WRIGHT, WY 827320764	9 LEVI RD	STROHSCHIEIN SUB, LOT 3	
R0034708	SUNSHINE REAL PROPERTIES LLC	PO BOX 397, GILLETTE, WY 827170397	87 STORY AVE	LITTLE THUNDER ACRES III, LOT 3 BLOCK 4	
R0058215	TALLGRASS MIDSTREAM LLC ATTN KE ANDREWS	1900 DALROCK RD, ROWLETT, TX 750885526	301 STORY AVE	,S11 T43 R72 SW PT	

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R0055042	TALLGRASS MIDSTREAM LLC ATTN KE ANDREWS	1900 DALROCK RD, ROWLETT, TX 750885526		,S11 T43 R72 W2SW PT	
R0033296	THAYNE JAY L & JANICE	PO BOX 1054, WRIGHT, WY 827321054	4 CHAD RD	LITTLE THUNDER ACRES SUB PH II, LOT 20	
R0033286	TOOLEN ELIJAH JOHN	PO BOX 391, WRIGHT, WY 827320391	5 BURESH CT	LITTLE THUNDER ACRES SUB PH II, LOT 10	
R0043972	TROMBLE CHANCE	PO BOX 901, WRIGHT, WY 827320901	26 GARRETT CT	NOONAN SUB, LOT 2G	
R0033284	TWOMEY ALBERT & PENNY L	PO BOX 190, WRIGHT, WY 827320190	46 STORY AVE	LITTLE THUNDER ACRES SUB PH II, LOT 8	
R0008751	TYRREL CHARLES C/O BISHOP STEVE & ANNETTE	PO BOX N, WRIGHT, WY 827320435	57 STORY AVE	LITTLE THUNDER ACRES SUB, LOT 2	
R0033302	VANVLEET DAVID E & TAMERA A	PO BOX 950, WRIGHT, WY 827320950	42 CHAD RD	LITTLE THUNDER ACRES SUB PH II, LOT 26	
R0033285	WEYER ERIC F & MARY E ROEMMICH-	PO BOX 133, WRIGHT, WY 827320133	13 BURESH CT	LITTLE THUNDER ACRES SUB PH II, LOT 9	
R0036287	WILLIAMS DOUGLAS D & CONNIE J	PO BOX 481, WRIGHT, WY 827320481	7193 HWY 59	,S11 T43 R72 NESW PT	
R0039346	WILSON SCOTT A & DENENE R	PO BOX 486, WRIGHT, WY 827320486	65 NOONAN RD	LITTLE THUNDER ACRES III, LOT 4B BLOCK 5	
R0035557	WINGER AMY L	PO BOX 34, WRIGHT, WY 827320034	104 STORY AVE	LITTLE THUNDER ACRES III, LOT 4A BLOCK 3	
R0046076	WINTER WHITNEY	4105 HACKAMORE CT, GILLETTE, WY 827187868	14 IRON CROSS CT	IRON CROSS SUB, LOT 7	
R0055939	WISE DAVID & SAMANTHA	PO BOX 1292, WRIGHT, WY 827321292	08 JENSEN CT	IRON CROSS II SUB, LOT 4	
R0058113	WORMAN PHILLIP & JAMYE	PO BOX 241, WRIGHT, WY 827320241	18 DRISKELL CT	GLENNVIEW SUB, LOT 3A	
R0058115	WORMAN PHILLIP & JAMYE	PO BOX 241, WRIGHT, WY 827320241	25 DRISKELL CT	GLENNVIEW SUB, LOT 3C	
R0058114	WORMAN PHILLIP & JAMYE	PO BOX 241, WRIGHT, WY 827320241	22 DRISKELL CT	GLENNVIEW SUB, LOT 3B	

Account#	Name	Address	Situs Address	Legal Description	\$ Amount
R0049740	WRIGHT WATER & SEWER DISTRICT	PO BOX 549, WRIGHT, WY 827320549		,S3 T43 R72 SWNE PT	<input type="text"/>
R0054086	WRIGHT WATER & SEWER DISTRICT	PO BOX 549, WRIGHT, WY 827320549	NOONAN	,S11 T43 R72 NWSW PT	<input type="text"/>
R0007691	WRIGHT WATER & SEWER DISTRICT	PO BOX 499, WRIGHT, WY 827320499		LATIGO HILLS SUB FL 1, LOT 1 BLOCK 15, S27 T44 R72 W2 PT	<input type="text"/>
R0039373	WRIGHT WATER & SEWER DISTRICT	PO BOX 549, WRIGHT, WY 827320549	23 BRITTNEY LN	,S11 T43 R72 S2SW PT	<input type="text"/>
R0057667	WRIGHT WATER & SEWER DISTRICT	PO BOX 549, WRIGHT, WY 827320549	BRITTNEY	,S10 T43 R72 SESW PT	<input type="text"/>
R0033281	YAZZIE SONYA	PO BOX 894, WRIGHT, WY 827320894	52 STORY AVE	LITTLE THUNDER ACRES SUB, LOT 4A	<input type="text" value="185.58"/>

Parcel Count: 197

Total:

Submitted By:

Signature:

Juli DePoorter

Mailing Address: P O Box 549, Wright, WY 82732

Printed Name : Juli DePoorter/Clerk

Phone Number: 307-464-0491