



Children's Developmental Services of Campbell County

· Early Childhood
· Region XIII PDDS
· Early Head Start

1801 South 4-J Road
Gillette, WY 82718

phone 307.682.2392
fax 307.682.8463
<http://www.ccgov.net/cds>

April 24, 2020

Jeffery S. Newton
Regional Grants Officer
Office of Grants Management, Region VIII
Administration for Children and Families
999 18th Street
South Terrace; Suite 499
Denver, Colorado 80202

Dear Mr. Newton,

Please find enclosed our Standard Form (SF)424 and the Supplement- Cost-of-Living Adjustment (COLA) and Quality Improvement Funds application. Children's Developmental Services of Campbell County/Early Head Start Program is applying for these funds according to the letter received from your office on March 13, 2020.

We are requesting COLA funds in the amount of \$41,397 in federal funds, and \$10,350 in applicant dollars for a total request of \$51,747 to help offset the increase in premiums for staff health, dental and life insurance benefits as well as fund ongoing quality improvement efforts.

Thank you for your continued support of our program.

Sincerely,

Handwritten signature of Bob Tranas in black ink.

Bob Tranas
Executive Director

Handwritten signature of Stephanie Stevens in black ink.

Stephanie Stevens
Early Head Start Coordinator



Campbell County
Wyoming



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Application for Federal Assistance SF-424			
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision	* If Revision, select appropriate letter(s): Increase Award * Other (Specify):	
* 3. Date Received:	4. Applicant Identifier:		
N/A	08CH011225		
5a. Federal Entity Identifier:	5b. Federal Award Identifier:		
N/A	08CH011225		
State Use Only:			
6. Date Received by State:	7. State Application Identifier:		
8. APPLICANT INFORMATION:			
* a. Legal Name: CAMPBELL, COUNTY OF			
* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:		
836000103	071413140		
d. Address:			
* Street1:	1801 S 4J Rd		
Street2:			
* City:	Gillette		
County/Parish:	Campbell County		
* State:	WY: Wyoming		
Province:			
* Country:	USA: UNITED STATES		
* Zip / Postal Code:	82718-5201		
e. Organizational Unit:			
Department Name:	Division Name:		
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	Mr.	* First Name:	Robert
Middle Name:			
* Last Name:	Tranas		
Suffix:			
Title:	Executive Director		
Organizational Affiliation:			
* Telephone Number:	(307) 682-2392	Fax Number:	
* Email:	RJT70@ccgov.net		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

ACF-Head Start

11. Catalog of Federal Domestic Assistance Number:

93.600

CFDA Title:

Head Start

*** 12. Funding Opportunity Number:**

eGrants-N/A

* Title:

N/A

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

Campbell County - WY including the cities o

*** 15. Descriptive Title of Applicant's Project:**

Early Head Start

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="41,397"/>
* b. Applicant	<input type="text" value="10,350"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="51,747"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. Early Head Start: Program Operations	93.600	\$	\$	41,397	10,350	\$ 51,747
2. Early Head Start: TTA	93.600			0	0	0
3.						
4.						
5. Totals		\$ 0	\$ 0	41,397	10,350	\$ 51,747

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Early Head Start: Program Operations	(2) Early Head Start: TTA	(3)	(4)	
a. Personnel	\$ 5,369	\$ 0	\$	\$	\$ 5,369
b. Fringe Benefits	6,397	0			6,397
c. Travel	0	0			0
d. Equipment	6,617	0			6,617
e. Supplies	0	0			0
f. Contractual	0	0			0
g. Construction	0	0			0
h. Other	23,014	0			23,014
i. Total Direct Charges (sum of 6a-6h)	41,397	0			\$ 41,397
j. Indirect Charges	0	0			\$ 0
k. TOTALS (sum of 6i and 6j)	\$ 41,397	\$ 0	\$	\$	\$ 41,397
7. Program Income	\$	\$	\$	\$	\$

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Early Head Start: Program Operations	\$ 10,350	\$	\$	\$ 10,350
9. Early Head Start: TTA				0
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$ 10,350	\$ 0	\$ 0	\$ 10,350

SECTION D - FORECASTED CASH NEEDS

Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal \$ 41,397	\$ 18,613	\$ 7,595	\$ 7,595	\$ 7,594
14. Non-Federal \$ 10,350	\$ 2,588	\$ 2,588	\$ 2,587	\$ 2,587
15. TOTAL (sum of lines 13 and 14) \$ 51,747	\$ 21,201	\$ 10,183	\$ 10,182	\$ 10,181

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:		22. Indirect Charges:	
23. Remarks:			

COLA Narrative

Children's Developmental Services of Campbell County (CDS-CC) reviewed ACF-PI-HS-20-02 and the Funding Guidance Letter to help determine the direction for the use of the Cost of Living Adjustment (COLA) funds. CDS-CC is allocated \$6,397 for the 2020 FY cost of living adjustment. Campbell County Government hired Segal Waters Consulting to conduct a Classification & Total Compensation Study, which was completed in September 2019. To complete this study, Segal Waters reviewed pay range information, pay practices, paid leave, health benefits, and retirement to complete a competitive market analysis comparing compensation competitiveness to similar positions within the local market. The results of this study show that compensation and benefits at CDS-CC are currently at 104% of the market average.

Based on this compensation information, CDS-CC proposes to utilize COLA funds to offset the rising costs of health insurance. Each employee will receive an equal prorated amount of COLA funds to cover the increase in premiums for the next fiscal year. Currently, employees have the option to choose between a Low Deductible Health Plan (LDHP) at a cost to the employee of \$315 per month for a family, and a High Deductible Health Plan (HDHP) at no cost to the employee. Applying the COLA funds towards the 8 % increase in health insurance premiums will assist CDS-CC in keeping health insurance premiums to a minimum.

COLA Budget

COLA				
EHS Personnel	Current Health Premium Cost	8% Increase to premium	COLA	Non-Federal Share
EHS Coordinator	\$26,730	\$2,128	\$1,151	\$977
EHS Administrative Assistant	\$26,730	\$2,128	\$1,151	\$977
Home Visitor	\$29,700	\$2,364	\$1,365	\$999
Home Visitor	\$29,700	\$2,364	\$1,365	\$999
Home Visitor	\$29,700	\$2,364	\$1,365	\$999
Totals	\$142,560	\$11,348	\$6,397	\$4,951

Quality Improvement Narrative

Following review of the Funding Guidance Letter, attachments, and relevant sections of the Head Start Act, Children’s Developmental Services of Campbell County proposes the following quality improvement investments for the Early Head Start program.

Staff compensation

Results of the recent compensation study completed by Campbell County Government show that Early Head Start staff compensation levels are currently fair and appropriate in comparison with others in the community who are required to have comparable education levels, work experience, and job-related duties. It remains our goal to ensure the Early Head Start County employees receive annual pay increases on a merit-based system. Children’s

Developmental Services of Campbell County proposes allocating **\$5369** towards the annual merit increase.

Equipment

Vision screening will be improved through upgrading the vision screening equipment to increase accuracy and speed of measurement when working with young children. The cost to upgrade vision screening equipment is \$6317. Workflow efficiency will be enhanced through the purchase of a computer monitor for the EHS Administrative Assistant/Family Services technician in the amount of \$300. Total costs for **Equipment: \$6617.**

Trauma Informed Approaches

Expand Mental Health Services

Children's Developmental Services of Campbell County currently has an established mental health contract for 2.5 hours per month to provide mental health consultation for enrolled families and EHS staff. Quality funds in the amount of **\$6600** will be used to expand the **mental health contract** to enhance consultation services for staff and families, integrate supports for families recovering from trauma, and improve staff knowledge and awareness of signs and symptoms of trauma in young children. This cost is calculated based on 8 additional hours per month at \$67.50/hour.

Strengthen Family Services

Educational support provided by an Instructional Assistant or other qualified CDS staff member may include preparation prior to home visits and socializations as well as care for siblings during socializations, parent group, and other program activities. **Substitute** staff may

also provide support for sibling engagement during challenging home visits to allow home visitors to focus on interactions between the parent and enrolled child. In order to promote more regular participation as well as increase the program's ability to support families in accessing healthcare and nutrition services, a substitute may be utilized to ensure adequate staffing to more effectively allow for transportation to be provided for those families in need. This cost is calculated at the substitute pay rate of \$15.12/hour based on 8 hours per month for a total of **\$1452.**

Communication with families will be enhanced by purchasing smartphones and data for each Early Head Start home visitor. Services will be purchased through a prepaid format. Early Head Start home visitors do not currently have a consistent means of communication with families while out of the office for extended periods during the day providing services in homes and the community. Additionally, there are many effective web-based resources that are useful in providing families with education and information regarding resources. Home visitors will be able to access these resources to share with families during home visits, which will increase availability to families who do not currently have access to internet through other means. The total cost for communication is budgeted at **\$1860.**

Support a Trauma-Informed Workforce

Trust-Based Relational Intervention (TBRI) is an attachment-based, trauma-informed intervention designed to meet the needs of vulnerable children. This model trains adults to provide effective support for at-risk children. The goals of TBRI emphasize creating an environment of physical, social, and psychological safety, recognizing and meeting children's physiological needs, structuring experiences to enhance self-regulation, enhancing caregiver

awareness and ability to be mindful while caregiving, developing secure attachments, and increasing resilience in caregivers and children.

Initial training in the TBRI model consists of 4 full day trainings and will be provided to all EHS staff, Part C early intervention staff, and preschool staff at Children's Developmental Services. Staff from community partner programs such as the YES House and the local Head Start preschool program will be invited to attend all trainings in an effort to increase community wide access to trauma informed approaches as children and families transition out of the Early Head Start program and into preschool programs and other programs within the community. The total budget for the initial TBRI training and associated materials is **\$2800**.

Create a Program-Wide Trauma-Informed Environment

Following completion of the initial TBRI training, additional funds in the amount of **\$9300** will be allocated for **implementation support**, TBRI specific coaching, and regular follow-up with staff to ensure that TBRI principles continue to be implemented with fidelity. This is calculated based on 5 hours per month at \$155/hour. Collected data will be reviewed regularly and the implementation plan will be adjusted accordingly.

Program improvements related to integrating a trauma informed approach over time will be tracked using a variety of measures including Teaching Strategies Gold data, the Life Skills Progression tool, and family outcomes data as well as through the ongoing self- assessment process. Currently, the Early Head Start program uses a variety of locally designed systems for data tracking but does not have a centralized system for tracking program data. To improve the quality of data management and analysis, **\$1002** will be budgeted to purchase **Child Plus software**.

Non-Federal Match

In-kind donation in the amount of \$2612 is provided by ChildPlus Software through donation of implementation training and an in-kind discount. The remaining \$6031 non-federal funds will be met through personnel salary and benefits paid for by Campbell County.

Quality Improvement Budget

Quality Improvement Investment	EHS Costs
Staff Compensation	\$5,369
Equipment	\$6,617
Mental Health Consultation	\$6,600
TBRI 4-Day Training and materials	\$2,800
TBRI Implementation support, coaching and follow up	\$9,300
Substitute	\$1,452
Communication	\$1,860
Child Plus	\$1,002
Total	\$35,000

POLICY COUNCIL SIGN OFF SHEET

FOR: EARLY HEAD START COLA and QUALITY IMPROVEMENT
GRANT APPLICATION 2020-2021

GRANTEE NAME: CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL
COUNTY

MAILING ADDRESS: 1801 S. 4-J ROAD, GILLETTE, WY 82718

DATE: April 23, 2020

AMOUNT: \$51,747

I, _____, Policy Council Chairperson, along with the Policy Council members participated in the development of this application through discussion during the monthly Policy Council Meetings, participation on the budget committee, and Community Assessment review. The final review and approval of the Early Head Start Grant Application for the Program Year beginning on September 1, 2020 through August 31, 2021 was completed on this day.

Policy Council Chairperson

Date



CDS-CC BOARD OF DIRECTORS SIGN OFF SHEET

FOR: EARLY HEAD START COLA and QUALITY IMPROVEMENT
GRANT APPLICATION 2020-2021

GRANTEE NAME: CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL
COUNTY

MAILING ADDRESS: 1801 S. 4-J ROAD, GILLETTE, WY 82718

DATE: April 29, 2020

AMOUNT: \$ 51,747

I, _____, CDS-CC Board of Directors Chairperson, along with the CDS-CC Board of Directors members participated in the development of this application through discussion during the monthly Board of Directors Meetings, participation on the budget committee, and Community Assessment review. The final review and approval of the Early Head Start Grant Application for the Program Year beginning on September 1, 2020 through August 31, 2021 was completed on this day.

CDS-CC BOD Chairperson

Date

