

---

## CONTRACT FOR SERVICES AGREEMENT

Converse County, Wyoming  
Fiscal Year 2015-2016 (FY 16)

---

Please submit two originals of this form with your budget request. Page 3, SCOPE OF WORK, must be completed.

**Parties:** This agreement is made between the Board of Commissioners of Converse County, Wyoming, 107 N 5<sup>th</sup> St., Suite 114, Douglas, WY 82633-2448 (hereafter "County") and Human Resource Council of CC (hereafter "Contractor").

**Purpose:** This agreement is for the purpose of obtaining resources (funds) from the County and using such funds towards those services identified in *Attachment A: Scope of Work*. Funds will not be disbursed until the Contractor has completed and returned the Contract for Services Agreement and the County has approved the Contract.

**Term:** This agreement shall be in effect for a one-year term beginning July 1, 2015 and ending on June 30, 2016.

**Payment:** The County shall pay the Contractor in twelve equal monthly installments of \$375.00, not to exceed \$4500.00 in total during the term of this agreement. (Note: the County will insert the budget amounts in this paragraph after the *final budget* has been *approved* by the Commission on the 3<sup>rd</sup> Tuesday of July.)

**Termination:** The Contractor may terminate this agreement thirty (30) days after giving notice in writing to the County of its intent to terminate. The County may terminate this agreement at any time for any breach thereof by Contractor or due to lack of sufficient funds in the County Treasury. Termination by either party ceases further obligation on the part of the County to make further payments under this agreement and Contractor shall be required to reimburse the County for any monies paid to Contractor under the terms of this agreement which have been paid in advance for services not yet rendered.

**Responsibilities of Contractor:** Contractor shall:

1. Use the funds solely for those services identified in *Attachment A: Scope of Work*.
2. Submit to the County a copy of its annual financial compilation, review or audit when completed for the end of each fiscal year. This document must be received from the Contractor prior to further funding requests.
3. Contractor shall submit invoices monthly, quarterly, biannually or yearly by the County's accounts payable deadline. Invoices shall be submitted by US Mail or by hand delivery to the County Clerk's Office.
4. Any allocation not invoiced by the Contractor for the current Fiscal Year and by the deadline will revert to the County's General Fund and will not be paid to the Contractor.
5. The Contractor shall pay, in a timely manner, all property taxes and any other debts assessed in its name and payable to Converse County. The County may

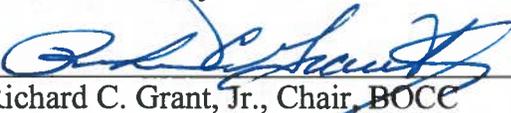
withhold any debts due and owing from the Contractor's final fiscal year allocation.

**Miscellaneous Provisions:**

1. The Parties hereby agree that **Contractor** may accumulate monies and need not expend all current funds provided; however, the **Contractor** shall not accumulate funds so as to be liable for any corporate tax.
2. By entering into this Agreement, the **County** does not waive its sovereign immunity or any other defense provided by law.
3. It is understood by both parties the funding provided to the **Contractor** is budgeted through the County's General Fund account; therefore, continued financial support for the **Contractor** after June 30, 2015 is contingent upon on an application form completed by the **Contractor** in the County's specified format; the **Contractor** meeting the Scope of Work identified in Attachment A; and, providing all documents and/or records as may be requested by the Board of County Commissioners from this date forward.

**Signatures:**

Converse County

  
 \_\_\_\_\_  
 Richard C. Grant, Jr., Chair, BOCC

8/4/15  
 \_\_\_\_\_  
 Date

Attest:

  
 \_\_\_\_\_  
 Lucile K. Taylor, Converse County Clerk



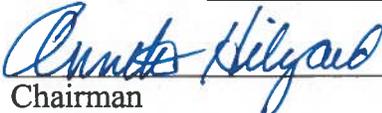
{Contractor} Name of Organization: Human Resource Council of Converse County

Mailing Address: P.O. Box 1104

City Douglas State WY ZIP 82633

Phone Number: 307-351-1222

Email address: bshinmori@hotmail.com

  
 \_\_\_\_\_  
 Chairman

3/31/15  
 \_\_\_\_\_  
 Date

Attest:

\_\_\_\_\_  
 Secretary

**ATTACHMENT A - SCOPE OF WORK**

Instructions to **Contractor**: Please identify and list the services that will be provided to County residents by using bullet points and provide sufficient detail for the Board of Commissioners to understand the project. It is not necessary to go into great detail. The Contractor shall be required to quantify (measure) the services provided prior to being considered for future funding.

  
\_\_\_\_\_  
Contractor

4/7/15  
\_\_\_\_\_  
Date

**Please list those services below or attach your document with the required information:**

Please see attached Scope of Work.

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

**General Description**

This document is intended as a Statement of Work (SOW) to identify and describe projects to be performed through the Community Services Block Grant in Converse County, Wyoming during the term of this Contract. The goal of the project 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.

**Timeline 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. Human Resource Council of Converse County will provide four (4) services and activities to low-income individuals and families until September 30, 2016 and will continuously pursue all options to effectively serve as many clients in need with the amount of funding granted to each project. The first payment for a quarter of the grant will be made upon execution of the Contract. Subsequent quarterly payments will be made after 20%, 45%, and 70% of the entire grant amount has been expended and used to deliver services to the clients as described below. Up to 20% of the total allocation can be shifted between the services and activities categories with prior approval by the Community Services Program Manager.

| <b>Converse County 2016 CSBG Projects</b> |  |                                       |                      |                       |
|---|--|---------------------------------------|----------------------|-----------------------|
| <b>Project</b>                            | <b>Program Name</b>  | <b>Estimated Clients to be Served</b> | <b>Amount Funded</b> | <b>Grant End Date</b> |
|   | <b>Description</b>   |                                       |                      |                       |
| 1   | <b>Administration and Case Management</b>  | N/A                                   | \$28,811.00          | 9/30/2016             |
|   | Provide administration and case management.  |                                       |                      |                       |
| 2   | <b>Emergency and Non-Emergency Assistance</b>  | 80                                    | \$25,312.00          | 9/30/2016             |
|   | Provide dental, medical, pharmaceutical, optical, housing, utility, employment-based, youth-based services, and other assistance as necessary. |                                       |                      |                       |
| 3   | <b>Financial Management Course</b>   | 50                                    | \$400.00             | 9/30/2016             |
|   | Provide a financial management course to eligible applicants and clients.  |                                       |                      |                       |
| 4   | <b>Helping Hearts, Inc.</b>  | 300                                   | \$3,500.00           | 9/30/2016             |
|   | Provide food to operate emergency food bank.   |                                       |                      |                       |
| <b>TOTALS</b>                             |  | <b>430</b>                            | <b>\$58,023.00</b>   | <b>9/30/2016</b>      |