



# NATRONA COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA

Forrest Chadwick, Commissioner  
Rob Hendry, Commissioner  
Matt Keating, Commissioner  
John H. Lawson, Commissioner  
Steve Schlager, Commissioner

Tuesday, May 3, 2016 5:30 p.m.  
Natrona County Courthouse, 200 North Center, Casper, Wyoming  
2<sup>nd</sup> Floor, District Courtroom #1

- I. CALL MEETING TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF CONSENT AGENDA
- V. PUBLIC HEARINGS
  - A. ZC16-1 – Request for approval of a zone change from Urban Agriculture (UA) to Suburban Residential One (SR-1) zoning for approximately 16.8 acres
  - B. CUP16-1 – Request for the approval of a Conditional Use Permit for Light Agriculture in the Urban Residential (UR) zoning district
- VII. PUBLIC COMMENTS
- VIII. COMMISSIONER COMMENTS
- IX. ADJOURNMENT



**NATRONA COUNTY  
BOARD OF COUNTY COMMISSIONERS**

Forrest Chadwick, Commissioner  
Rob Hendry, Commissioner  
Matt Keating, Commissioner  
John H. Lawson, Commissioner  
Steve Schlager, Commissioner

**CONSENT AGENDA**

Tuesday, May 3, 2016 5:30 p.m.  
Natrona County Courthouse, 200 North Center Street, Casper, Wyoming  
2<sup>nd</sup> Floor, District Courtroom #2

**I. APPROVAL OF APRIL 19, 2016 MEETING MINUTES**

**II. APPROVAL OF BILLS – \$1,601,191.44**

**III. ANNOUNCEMENT OF 2016-2017 COMMISSIONERS SCHOLARSHIP RECIPIENTS**

**IV. CONTRACTS, AGREEMENTS, RESOLUTIONS**

A. Ratification of Temporary Assistance for Needy Families Community Partnership Grant Application (TANF) - CAPNC

**V. STATEMENT OF EARNINGS**

|                 |                    |
|-----------------|--------------------|
| Planning        | \$13,668.65        |
| R&B             | \$50.00            |
| Lake            | \$12,260.00        |
| Parks/Mtn       | \$1,536.80         |
| <b>TOTALING</b> | <b>\$27,515.45</b> |

**VI. PETITION AND AFFIDAVIT FOR CANCELLATION OF TAXES**

**TOTALING \$715.02: 2015 WENZEL DOWNHOLE TOOLS LTD \$715.02**

**VII. ADDITIONAL FINDINGS**

A. Resolution 10-16 Repealing Resolution 18-06 Conduct Rules/County Facilities

The Board finds that for the Resolution establishing rules for the use of traditional public forums adopted April 19, 2016:

- Notice of intent to adopt the resolution was duly published in the Casper Star and posted on the County website
- A copy of the Resolution was available in the Commissioner's Office
- No one submitted a written comment
- No one requested a hearing

**BOARD OF COUNTY COMMISSIONERS  
MINUTES OF PROCEEDINGS  
April 19, 2016**

The regular meeting of the Board of County Commissioners was brought to order at 5:30 p.m. by Chairman Chadwick. Those in attendance were Commissioner Rob Hendry, Commissioner Matt Keating, Commissioner John Lawson, Commissioner Steve Schlager, Deputy-County Attorney Charmaine Reed, County Clerk Renea Vitto and Commissioners' Assistant Michelle Maines.

**Consent Agenda:**

Commissioner Lawson moved to approve. Commissioner Hendry seconded. Motion Carried.

**Contracts, Agreements, Resolutions:**

**A. Resolution 10-16 Repealing Resolution No. 18-06 Conduct Rules/County Facilities**

Commissioner Keating moved to approve the Resolution. Commissioner Hendry seconded the motion. Motion carried.

**Public Comments:**

Chairman Chadwick opened the floor to Public Comments.

Linda Bergeron, Casper

Tracy Lamont, Casper distributed twenty-eight photos of the Biathlon and asked that the pictures be sent to all each member of the Commissioner and the Legal Department; made part of the record.

Kim Holloway, Casper

Hearing no further comments the floor was closed.

**Commissioner Comments:**

Chairman Chadwick opened the floor to Commissioner Comments.

Hearing no further comments the floor was closed.

**Adjournment:**

There being no further business to come before the Board of Commissioners, Chairman Chadwick adjourned the meeting at 6:36 p.m.

BOARD OF NATRONA COUNTY COMMISSIONERS

\_\_\_\_\_  
Forrest Chadwick, Chairman

ATTEST:

NATRONA COUNTY CLERK

\_\_\_\_\_  
Renea Vitto

|                                |           |                                |           |
|--------------------------------|-----------|--------------------------------|-----------|
| 71 CONSTRUCTION                | 25,783.92 | CRUM ELECTRIC SUPPLY CO        | 341.77    |
| A&I / ST OF WY ENT TECH        | 48.27     | DATALINE ASSOCIATES            | 131.70    |
| ABC LEGAL SERVICES INC         | 510.00    | DATALINE TECHNOLOGIES INC      | 359.00    |
| ACE HARDWARE                   | 5.98      | DAVIDSON MECHANICAL, INC.      | 1,020.71  |
| ACTION GLASS, INC.             | 3,310.44  | DECKER AUTO GLASS              | 648.48    |
| AIRGAS USA LLC                 | 146.43    | DEWITT WATER SYSTEMS & SERVICE | 347.50    |
| ALCOHOL & DRUG TESTING, INC.   | 14,376.55 | DEX MEDIA WEST INC             | 12.16     |
| ALL AREA PROCESS SERVICE       | 1,410.00  | DOOLEY OIL CO INC              | 27,071.62 |
| ALL AROUND TOWING LLC          | 200.00    | DOOLEY OIL/CASPER              | 22.00     |
| ALSCO                          | 159.52    | EAGLE UNIFORM & SUPPLY CO      | 303.41    |
| AMERICAN INSTITUTE TOXICOLOGY  | 1,920.00  | EMBLEM ENTERPRISES, INC.       | 100.01    |
| AMERICAN MEDICAL BROKERS       | 11,164.81 | EMERGENCY MEDICAL PHYSICIANS   | 2,980.00  |
| AMERIGAS PROPANE LP            | 2,860.00  | ENERGY LABORATORIES INC        | 47.00     |
| ANIXTERPOWER SOLUTIONS         | 74.98     | ENTENMANN-ROVIN CO             | 107.00    |
| API SYSTEMS INTEGRATORS INC    | 835.08    | ERICKSON, JAMIE L DBA          | 576.93    |
| ATLAS OFFICE PRODUCTS          | 1,104.97  | EXPRESS PRINTING               | 378.00    |
| BAR NUNN, TOWN OF              | 7,713.54  | EXTENDATA                      | 2,596.75  |
| BARGREEN ELLINGSON DBA         | 35.76     | EXTREME PERFORMANCE INC        | 677.13    |
| BENNETT, THOMAS L MD           | 1,683.05  | FERGUSON ENT INC #109          | 1,855.57  |
| BI INC                         | 960.48    | FIRST CALL COMMUNICATIONS      | 566.70    |
| BIBBERO SYSTEMS INC            | 5,264.30  | FIRST INTERSTATE BANK          | 5,898.90  |
| BLAKEMAN PROPANE               | 337.25    | FREMONT MOTOR CASPER INC       | 417.30    |
| BLOEDORN LUMBER - CASPER       | 63.60     | FRONTIERO, JENNIFER            | 145.84    |
| BNSF RAILWAY COMPANY           | 86.95     | GARLICK LAW OFFICE, PC         | 9,784.50  |
| BOB BARKER COMPANY INC         | 10,380.21 | GENEVA WOODS LTC & MEDSET      | 14,583.54 |
| BON AGENCY, INC.               | 50.00     | GRAINGER                       | 16.98     |
| BROOKE SUPPLIES, LLC           | 3,272.50  | GREENUP, JENNIFER LYNN         | 1,787.50  |
| BROWN, JACQUELINE K            | 5,000.00  | GREINER MOTOR CO-CASPER        | 701.80    |
| BUSH-WELLS SPORTING GOODS      | 63.99     | GRIZZLY EXCAVATING             | 30,060.00 |
| BUSINESS IMAGING SYSTEMS, INC. | 8,850.00  | GUTIERREZ, JASON               | 382.81    |
| BUSTARD'S FUNERAL HOME INC     | 1,000.00  | HARDEN, CHAD E                 | 5,000.00  |
| CASPER CONTRACTOR'S SUPPLY INC | 121.56    | HAUCK2WHOLESALE, LLC           | 7,244.80  |
| CASPER MANUFACTURING INC       | 92.14     | HDR ENGINEERING, INC.          | 291.14    |
| CASPER MEDICAL IMAGING PC      | 2,021.00  | HENSLEY BATTERY LLC            | 256.35    |
| CASPER MOUNTAIN FIRE DISTRICT  | 39.00     | HIGH PLAINS POWER INC          | 675.13    |
| CASPER MUSEUM CONSORTIUM       | 200.00    | HOMAX OIL SALES INC            | 1,475.15  |
| CASPER STAR TRIBUNE            | 2,074.91  | HOOD'S EQUIPMENT               | 39.25     |
| CASPER TIRE LLC                | 1,971.29  | HP INC                         | 2,454.04  |
| CDW GOVERNMENT INC             | 1,233.51  | INBERG-MILLER ENGINEERS        | 10,367.00 |
| CENTRAL WY COUNSELING          | 350.00    | INTERNATIONAL CODE COUNCIL INC | 1,229.40  |
| CENTRAL WY FAIR AND RODEO      | 16,436.62 | INTERSTATE ALL BATTERY CENTER  | 33.00     |
| CENTURYLINK                    | 788.22    | ISC INC                        | 4,000.00  |
| CENTURYLINK BUSINESS SERVICES  | 356.19    | JACK'S TRUCK & EQUIPMENT       | 525.59    |
| CENTURYLINK/SEATTLE            | 421.78    | JACOBSON, CONNIE               | 19.95     |
| CHAMBERS, JOHN D               | 5,122.50  | JASMANN, BOBBETTE S            | 406.25    |
| CHARTER COMMUNICATIONS         | 209.34    | JKL ASSOCITES, INC.            | 330.00    |
| CITY OF CASPER                 | 10,638.59 | KELLY SERVICES INC             | 1,188.00  |
| CIVIL ENGINEERING              | 6,404.20  | KIESTER, JILL                  | 358.38    |
| CLERK OF DISTRICT COURT        | 3,921.98  | KIMBALL MIDWEST                | 744.69    |
| CMS COMMUNICATIONS INC         | 181.50    | KNIFE RIVER                    | 69,311.72 |
| COASTAL CHEMICAL CO LLC        | 636.81    | LITTLE AMERICA-CHEYENNE        | 298.00    |
| COCA-COLA BOTTLING COMPANY     | 386.20    | M.A.D. TRANSPORTATION          | 125.00    |
| COMMUNICATION TECHNOLOGIES     | 7,575.11  | MASON, HAROLD                  | 11.50     |
| COMMUNITY ALTERNATIVES OF      | 2,739.75  | MCKEE MEDICAL CENTER           | 700.00    |
| COTTON, TIMOTHY C PC           | 7,630.18  | MIDWEST MEDICAL SUPPLY         | 4,473.94  |
| COWBOY CHEMICAL                | 2,395.15  | MILLS, GEORGE MARTIN           | 1,500.00  |

|                                |            |                               |              |
|--------------------------------|------------|-------------------------------|--------------|
| MORRISON, KERRY D M.D.         | 552.00     | THOMSON REUTERS - WEST        | 1,425.77     |
| MOUNTAIN STATES LITHGRAPHING   | 2,083.15   | TICHENOR, ROWAN E MD PC       | 102.00       |
| MOUNTAIN WEST TELEPHONE        | 149,522.00 | TIM FORCE TIN SHOP            | 244.58       |
| NADCP ANNUAL CONFERENCE        | 2,800.00   | TLC CLEANING                  | 20,700.00    |
| NAPA AUTO PARTS                | 1,207.31   | TUBOSCOPE                     | 148.50       |
| NATRONA CNTY SHERIFF'S IMP     | 1,993.27   | TUMA, GEN                     | 420.00       |
| NATRONA COUNTY CONSERVATION    | 80,000.00  | TWO WAY RADIO SERVICES INC    | 750.00       |
| NATRONA COUNTY TREASURER       | 5,661.00   | ULTRAMAX                      | 1,723.49     |
| NEWMAN TRAFFIC SIGNS           | 34.29      | VERIZON WIRELESS              | 77.18        |
| NORCO, INC, SLC, UT            | 1,138.63   | WARRIOR KIT                   | 912.40       |
| OUTPATIENT RADIOLOGY, LLC      | 1,347.00   | WASTE CONNECTIONS INC.        | 367.30       |
| OXYGEN FORENSICS, INC.         | 1,199.00   | WAYNE COLEMAN CONSTRUCTION    | 108,935.17   |
| PACIFIC STEEL & RECYCLING      | 10.26      | WEAR PARTS INC                | 97.70        |
| PEDEN'S INC                    | 60.00      | WELLS FARGO CORPORTATE TRUST  | 679,582.24   |
| PEEK, RICHARD                  | 90.00      | WESTERN DIVERS LTD            | 579.20       |
| PETERSON EQUIPMENT COMPANY     | 242.65     | WESTERN SIGN & DESIGN         | 360.00       |
| PLANSOURCE                     | 1,770.50   | WESTERN WY LOCK & SAFE        | 58.04        |
| POWDER RIVER SHREDDERS LLC     | 245.00     | WHITE'S MOUNTAIN MOTORS       | 637.36       |
| PROCESS SERVICE OF WYOMING INC | 2,475.00   | WILKERSON, JAMES A. IV MD PC  | 1,165.00     |
| PUBLIC SAFETY CENTER INC       | 596.25     | WILLOUGHBY, PHILLIP T.        | 8,360.00     |
| QUALITY OFFICE SOLUTIONS INC   | 3,093.96   | WIMACTEL INC                  | 140.00       |
| RICOH ISA INC                  | 412.96     | WIND RIVER INVESTIGATIONS INC | 180.00       |
| ROCKY MOUNTAIN INFECTIOUS      | 520.00     | WLC ENGINEERING               | 15,558.75    |
| ROCKY MOUNTAIN POWER           | 5,182.30   | WOOD, CINDY ATTNY AT LAW      | 5,066.02     |
| RT COMMUNICATIONS INC          | 39.49      | WORTHINGTON LENHART           | 145.00       |
| SAFARILAND, LLC                | 535.50     | WRIGHT, SAMMY S dba           | 2,100.00     |
| SERVPRO OF CASPER              | 95.00      | WYDOT-FINANCIAL SVCS          | 2,977.18     |
| SHAMROCK FOODS COMPANY         | 25,724.76  | WY CARDIOPULMONARY            | 5,092.00     |
| SHATTO, AARON                  | 300.00     | WY COUNTY ASSESSORS ASSOC     | 280.00       |
| SHIRK'S ENTERPRISES            | 1,074.00   | WY COUNTY CLERKS ASSN         | 100.00       |
| SOURCEGAS LLC                  | 16,360.89  | WY DEPARTMENT OF HEALTH       | 199.00       |
| STANLEY ACCESS TECH LLC        | 1,021.03   | WY DOOR SERVICE               | 5,741.97     |
| STATE OF NEBRASKA              | 25.00      | WY GAL PROGRAM                | 16,346.79    |
| STOTZ EQUIPMENT                | 92.83      | WYOMING OFFICE OF STATE LANDS | 256.75       |
| SUMMIT ELECTRIC LLC            | 2,431.33   | WY ORAL &                     | 2,440.00     |
| SUTHERLANDS                    | 552.50     | WY TECHNOLOGY                 | 120.00       |
| SWANBOM, HANNAH                | 192.35     | YOUTH CRISIS CENTER INC       | 2,501.62     |
| SYSTEMS CONSULTING INC         | 218.75     |                               |              |
| THE SANBORN MAP COMPANY, INC.  | 4,799.47   |                               | 1,601,191.44 |

## Temporary Assistance For Needy Families Community Partnership Grant Application

**Community name:** Natrona County, WY

**County(s)/Tribe:** Natrona County, WY

**Name, organization, address, phone, fax, email for the Primary Contact:**

Community Action Partnership of Natrona County  
Brenda Eickhoff  
*Executive Director*  
800 Werner Court, Suite 201  
Casper, WY 82601  
307-232-0124 (phone)  
307-232-0145 (fax)  
beickhoff@natronacounty-wy.gov

**Name, address, phone, fax, email for the person who will be monitoring the program:**

Marilyn Dymond Wagner  
*Operations Manager*  
Community Action Partnership of Natrona County  
800 Werner Court, Suite 201  
Casper, WY 82601  
307-232-0124 (phone)  
307-232-0145 (fax)  
mdymond@natronacounty-wy.gov

**Program name:** Empowerment Opportunities for Success (EOS) - TANF

**TANF purpose(s) addressed in project (list the purposes):**

End the dependence of needy parents on government benefits by promoting job preparation and job retention.

**Program description:**

Between October 2014 and September 2015, Community Action served 69 families representing 206 people. The table below indicates the outcomes for Community Action Partnership employment initiatives:

|   |          |
|---|----------|
| <b>Completed EOS Program</b>  | <b>7</b> |
| <b>Unemployed and obtained a job.</b>   | <b>6</b> |
| <b>Employed and maintained a job for at least 90 days.</b>                              | <b>7</b> |
| <b>Employed and obtained an increase in employment income and/or benefits</b>           | <b>2</b> |
| <b>Achieved "living wage" employment and/or benefits</b>                                | <b>6</b> |
| <b>Completed ABE/GED and received certification or diploma</b>                          | <b>1</b> |
| <b>Enrolled in post-secondary education program and obtained certificate or diploma</b> | <b>2</b> |
| <b>Demonstrated ability to complete and maintain a budget for over 90 days</b>          | <b>5</b> |

The Empowerment Opportunities for Success (EOS) program's focal point is the unskilled low-income families in our community. This population is the most vulnerable. This population often come to our office when they have become homeless, have been evicted from their housing, or face eviction. In addition, this population is sometimes referred by other local social service agencies or are self-referrals after Workforce Development or other agencies are no longer able to help them obtain the skills they are lacking. For that reason, the Empowerment Opportunities for Success (EOS) program is a self-sufficiency program designed to help TANF eligible adults address any barrier to employment, help them obtain or maintain unsubsidized employment and increase self sufficiency.

EOS participants are required to attend a variety of activities designed to meet their individual needs in order to focus on barriers to employment. Activities include:

EOS Orientation - A synopsis of the program and its expectations. It is **REQUIRED** for all TANF eligible applicants seeking services from CAPNC.

\*Case Management and Follow-up- Empowerment Opportunities for Success (EOS) program participants are assigned a Client Advocate in the CAPNC Family Stabilization and Self-Sufficiency Program. A EOS participant completes a Contract of Participation requiring them to complete all necessary tasks in order to receive additional services. A plan of action is also developed for the participant concentrating on the required tasks, such as setting goals, and gaining skills and knowledge, so they can earn income above Federal Poverty Guidelines and learn to be more successful in life. A Family Development Plan is used to assess the participant's goals and dreams for the future.

\*Financial Management – This is a introductory financial management and goal setting group workshop and is centered upon changing a participant's life through better money management with budgeting skills, banking skills, and goal setting. For classes and services that are more advanced, participants are referred to local agencies where they can work with certified credit counselors.

\*Earned Income Tax Credit - We offer referrals for free tax filing assistance sponsored by the United Way of Natrona County. The tax preparers are located at the same location as CAPNC on the first floor. We assist our clients by introducing them to the volunteer tax preparers or assuring them of a same day appointment or one in the immediate future.

\*Steps to Economic and Personal Success (STEPS) – This workshop features the key building blocks of Pacific Institute’s Steps to Economic and Personal Success (STEPS) program, a program designed to facilitate participants in learning how to set goals, manage change and increase positive thinking, motivation, and self-confidence.

\*Life Skills – Soft Skills are interwoven into each component of Empowerment Opportunities for Success (EOS) program, such as Employment workshops and/or individual counseling, They also attend Life Skills workshops of other agencies (e.g. Mercer Family Resource Center, Seton House). Self-assessment allows the individual an opportunity to assess and discover where their employment conditions lie. Conflict resolution and positive interpersonal communication will help people get along in the workplace. A winning attitude and employment retention can be challenging with limited social interaction skills.

\*Resource Library – We have an intensive video library that is used to supplement workshops . These videos include: A Dropout’s Life, Go Back for Your Future; Your Money Matters; Checking and Savings, Job World Banking; Basic Computer Literacy; Resume and Cover Letters; Interviewing, How to Present a Professional Image Vol. 1 and Vol. 2; Motivation and a Positive Attitude; Communication; Effective Writing Skills; Attendance, An Employer’s Expectation; Sexual Harassment; Multicultural Understanding; Public Speaking; Problem Solving in the Job; World Your Job, Now It’s Up to You; and The Exceptional Receptionist.

\*Job Search - A series of group workshops that take participants through the entire process beginning with interest and skill inventories and culminating in job retention and support. We offer one-on-one employment counseling, job readiness training, job search assistance, and job retention. We help participants prepare applications, resumes and cover letters; and prepare and practice for interviews. We video tape mock interviews. We help participants understand what employers look for in an applicant; assist individuals in locating available job openings; and prepare for general workplace expectations. We teach the participant workplace behavior and attitudes necessary to compete and advance successfully in the labor market; how to accept and respect diversity in employers, co-workers, and customers; how to dress for success; learn positive communication skills; and balance priorities.

\*Job Development, Placement and Follow-up – CAPNC Client Advocates will locate and develop jobs in the community, and partner with TANF participants to locate and maintain stable employment. In addition, our overall goal is to empower participants to increase their self-sufficiency skills by taking initiative in securing their own employment. This initiative helps to boost and ripen the individual's self-esteem as they successfully secure his or her employment.

\*Supportive Services – TANF Client Advocate will team up with CSBG Client Advocates to provide supportive services, including but not limited to: transportation, work clothing, work tools, childcare, educational fees, books and school supplies, when appropriate. Additionally, we will refer clients to community agency partners. We will provide incentives for participants at various stages of the program.

\*Educational Services- TANF Client Advocate assists participants with college planning, admissions, enrollment, and applying for financial aid. Additionally, the Client Advocate is available to assist clients with a tour of the college to alleviate the anxiety and stress of a new environment. Also, the TANF Client Advocate may assist clients with school tasks such as tutoring with assignments, or referrals to the appropriate labs located on the college campus to decrease the drop out rate.

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

CAPNC's new program will offer additional interaction and support to families residing in Midwest and Edgerton. With the current downturn in oil and gas as well as the coal industry, these towns have experienced drastic job reductions. CAPNC will provide ongoing support with Client Advocates traveling to Midwest and Edgerton as well as providing off-site advocacy via skype and conference calls.

CAPNC will provide assistance to individuals for a portion or full tuition assistance for C N A classes taught by Hazel Suedes, R. N. at Shepherd of the Valley Nursing Home. Upon completion of this program, the candidate will be eligible to receive Certification as a C N A. The tuition assistance will be offered to appropriate candidates who don't currently qualify for the CLIMB WY program.

CAPNC will provide a portion of the tuition due for individuals who are self-pay or applying for payment plans for Wyoming Contractor Association Regional Training Center's classes. Upcoming classes include training and certification for CDL's and Heavy Equipment Operators. These classes will help individuals catapult into a new job and possibly a new career.

**Area(s) served:** Natrona County

**Population served:** The Empowerment Opportunities for Success (EOS) – TANF program serves low-income families living at or below 185% of the Federal Poverty Level. Our program provides an opportunity to our clients to exert self-determination in working through our EOS program.

**Beginning and end date of program:** October 1, 2016 – September 30, 2017

**Projected number of TANF eligible individuals served by this program:**

60 TANF eligible participants will attend EOS Orientation

45 will formally enroll in the EOS Program

35 enrolled participants will complete the program

**Provide an explanation on how income information will be gathered to determine TANF eligibility for the low-income families being served in the program. Applicants shall use a TANF Eligibility Intake Form.**

Please see CAPNC's TANF Empowerment Opportunities to Success Program Application attached hereto as Exhibit "A".

A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

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

The Empowerment Opportunities for Success (EOS) program provides individualized assistance daily while group sessions are held on a scheduled basis as indicated below. Although the TANF Client Advocate is responsible for the majority of the services provided through this program, we also have two other Client Advocates who conduct various components of the program. Our program has open enrollment, meaning the applicant can begin participation at any time during the year. Length of time in the program varies six months to three years depending on participant's commitment to the program and how fast the participant can accomplish various steps of the program.

EOS program is held weekly and will be facilitated on Monday afternoons 1:30 – 3:00 PM when Orientation will be offered. On Tuesday's from 9:00-4:30 PM Financial Literacy will be offered. STEPS will be presented bi-monthly.

\* Step 1: Orientation - Orientation classes are held at least bi-weekly or with individual Client Advocates. Orientation provides an overview of the program and program expectations. It lasts approximately two hours. This is the phase of the program where some applicants choose not participate after learning expectations of participants to successfully complete the program.

\*Step 2: Assessment - This is the phase where the participants' needs and barriers are assessed.

\*Step 3: Participants engage in job skills training, case management, a variety of workshops and services. Length of time in this phase can be anywhere from one month to a year but can extend beyond that if a person needs more time to develop their skills and remove barriers to employment. The following is the time frame for a number of the workshops we offer:

-Financial Management –Workshops are 6 hours, divided into two sections, and one section held one day per week. Participants are required to complete homework and 3 monthly budgets to meet the required 90-day budgets.

- Steps to Economic and Personal Success (STEPS) –Sessions are 16.5 hours and held for 2 days bi-monthly.

-Job Search – Workshop is 16.5 hours and held for 3 days once a month, including Life Skills.

\*Step 4: Job Retention - CAPNC will provide case management and mentoring for one year after each participant's job placement. CAPNC will also follow-up on a quarterly basis to monitor progress in maintaining employment or in obtaining additional pay and/or benefits.

**Intent of the program:**

The intent of the Empowerment Opportunities for Success (EOS) program is to assist clients in learning the necessary skills to identify employment desired, and to secure and maintain employment through interpersonal skills, asset identification, self-esteem enhancement and discovery of community partners' linkage. Additionally, Strength Quest identifies our clients' positive attributes which enables them to successfully translate their skills and talents to a successful career path.

**Goals of the program:**

Community Action Partnership of Natrona County's Empowerment Opportunities for Success (EOS) program will provide services to 60 TANF eligible families to address barriers to employment and to help participants gain skills to obtain and retain unsubsidized employment.

**List objectives that will be implemented to accomplish the program goals:**

Through linkage CAPNC will formally enroll 36 program applicants in the TANF EOS program.

**List performance measures on each goal that will be used to evaluate the program's success:**

- 60% of EOS program applicants attending orientation will formally enroll in the TANF EOS program.
- 50% of the applicants formally enrolled in TANF EOS will complete the program.
- 75% of the applicants completing EOS will obtain employment.
- 70% of participants obtaining employment will maintain employment for at least 90 days.
- 50% of the Climb Wyoming Partnership clients will be ready to enroll in the next training.

**Quantify expected outcomes for each goal:**

- 36 of EOS program applicants attending orientation will formally enroll in the TANF EOS program.
- 18 of the applicants formally enrolled in TANF EOS will complete the program.
- 14 of the applicants completing EOS will obtain employment.
- 10 of participants obtaining employment will maintain employment for at least 90 days.
- 10 of the Climb Wyoming partnership clients will be ready to enroll in the next training.

**Describe data collection methods to be used and how data will be provided to validate outcomes:**

Intake and income eligibility determination is conducted on all applicants applying for our services. The applicant completes an application along with a self-assessment form. After the interview with a Client Advocate and eligibility has been determined, participant is put into an assessment period to assess if the participant is suitable for the program. An initial case plan is set in place with achievable goals to assess participant's ability and desire to achieve self-dependence. Once participant is accepted into the program, a new case plan is developed and the participant is scheduled for EOS workshops/services based upon on the client's unique needs and interests. Information is collected from the application, self-assessment and interview and entered into our MIS system. The participant completes the self-assessment form quarterly in order to track individual progress. The Client Advocate also tracks progress on the goals developed and records in our MIS system.

- We utilize our current database for client tracking and reporting. Basic family information, benefits and programs received by the household, all family members and their demographics, detailed income information, services (indicators and outcomes) and contacts with the family are recorded. This software is also used by

other community action agencies in many states and is useful as it tracks client outcomes and uses a scaling system to show the degree of progress each client has achieved.

**Provide an explanation of the results the program expects to achieve, how data will be collected, and how quality assurance will be conducted to validate measurements:**

By linking TANF eligible clients to vocational training opportunities and providing the life skills support services, the EOS program will move TANF eligible families to self-sufficiency. Data will be collected in our case management data base, which tracks client demographic data, detail of services provided, as well as progress toward mutually established goals.

**Resource gap(s) addressed by program:** Our EOS program is unique in Natrona County. Some programs, such as Workforce Development, provide employment services to the entire community while other programs specialize in serving a specific population, such as young single parents, victims of domestic violence, or youth. Our program is willing to accept anyone that is eligible for TANF services who has a true desire to learn to be more successful in life. We are unique in that we focus on the poorest of the poor and the people without work skills. We are also able to provide individualized instruction and counseling as well as group workshops for a large number of participants. We are filling a needed gap as evident by the number of referrals we receive from other partnering agencies, particularly those who also provide employment services themselves.

Even though we focus on unskilled participants, participants were able to re-enter the labor force and obtain skilled jobs due to participation in our program. Since the Casper Metropolitan area has a shortage of a skilled labor force some of our participants are able to obtain these positions if they can hone their existing skills and improve their social functioning.

**Description of how community wide collaboration in planning and implementation occurred:** As the largest community-based anti-poverty program in central Wyoming, we collaborate closely with other agencies in addressing the needs of the low-income population of our county. CAPNC has strong linkages as a direct service provider and as a funder of 16 local human services agencies in Casper. Local collaborative initiatives in which we participate are:

- Central Wyoming Homeless Collaborative (Seton House, Self Help Center, Casper Housing Authority, Central Wyoming Rescue Mission, Salvation Army, Casper College, Employment Resources, Habitat for Humanity and others)
- Natrona County Interagency Coordinating Council

- Natrona County Juvenile Planning Committee (DFS, District Attorney, Mercer Family Resource Center, Central Wyoming Counseling Center, Sheriff, Police, Natrona County Schools District, Youth Crisis Center)
  - Child Protection Team
  - Adult Protection Team
  - Natrona County Emergency Food and Shelter Board (United Way, Casper Housing and Community Development, Salvation Army, Catholic Social Services and others)
- Wyoming State Continuum of Care/Wyoming Homeless Collaborative

**Community partners involved in the program implementation. List resources to be provided by each partner:** For the Empowerment Opportunities for Success (EOS) program, CAPNC plans and partners with Seton House, Interfaith, Central Wyoming Counseling Center, Casper Workorce Center, Casper College ABE/GED, DVR, DFS, WIA, Climb Wyoming, WIC and Head Start. These agencies all provide referrals. We also work with Mercer Family Resource Center to provide additional family support through education and counseling and Natrona County Public Library for additional computer literacy support.

**Describe what research based programs and strategies will be utilized to make the program successful:**

We utilize Results Oriented Management and Assessment (ROMA) for our research program. This is a nation-wide research strategy required for all CSBG funded community action agencies nationwide. It has been recognized by OMB as one of the best outcome tracking strategies among federal programs. Our current database is specifically designed to track ROMA data, indicators, and outcomes.

**Describe how the program will be sustained by the community beyond the funding period:**

In addition to our existing funding sources, CAPNC will seek funding from local and national foundations to continue funding this program once TANF funding ends. In the future, we will also consider shifting some of our existing funding away from emergency services into our EOS program, if necessary. We have been successful in obtaining foundation funding for some of other programs and we feel confident that funding will be available to sustain our program.

**Describe the cost-benefits of providing this program:**

- We are requesting **\$58,650** for the EOS program. The financial benefits to the State of Wyoming as a result of the EOS programs are impressive. For

every 100 Wyoming families that reach self-sufficiency, Wyoming experiences the following cost savings (conservative estimates):

|  |              |
|--|--------------|
| Medicaid Savings (50 families) <sup>1</sup>            | 303,700.00   |
| Food Stamps Savings (47 Families) <sup>2</sup>         | 208,022.00   |
| Eliminated Incarceration Cost (5 mothers) <sup>3</sup> | 223,125.00   |
| Eliminated Foster Care Cost (15 children) <sup>4</sup> | 119,520.00   |
| <hr/>  |              |
| Annual Savings to Wyoming                              | \$854,367.00 |

<sup>1</sup> Average yearly cost for 2 children on Medicaid is \$6,074. American Academy of Pediatrics, Medicaid Facts Wyoming. Retrieved May 2012. <http://www.aap.org/en-us/advocacy-and-policy/federal-advocacy/access-to-care/Medicaid%20Fact%20Sheets/Wyoming.pdf>

<sup>2</sup> Average yearly cost for a family of 3 on food stamps is \$4,426. United States Department of Agriculture. Retrieved May 2012. [http://www.fns.usda.gov/pd/18SNAPavg\\$PP.htm](http://www.fns.usda.gov/pd/18SNAPavg$PP.htm)

<sup>3</sup> Average yearly cost of incarceration per inmate is \$44,625. November 2010 letter from the Department of Corrections to the Joint Appropriations Interim Committee. Retrieved May 2012. <http://legisweb.state.wy.us/ReportsDue/2010/Report%20ID%20685.pdf>

<sup>4</sup> Average yearly cost of Foster Care per child is \$7,968. Children's Rights, Hitting the M.A.R.C., Foster Care MARC. Retrieved May 2012. <http://www.childrensrights.org/wp-content/uploads/2008/08/wy.pdf>

**Specific costs of the program: Applicant shall submit their proposed budget utilizing the format on page 6 and 7 of this proposal. The quarterly invoice submissions shall also be in the attached format. Administrative costs shall be at or below 10% of your program costs and separated out. Applicant shall submit a proposed budget in line item detail with a narrative explaining each line item and the purpose of the expenditure.**

Budget amount requested: **\$58,650**

**Temporary Assistance For Needy Families Community Partnership Grant Application**

**Community name:** Natrona County

**County(s)/Tribe:** Natrona County

**Name, organization, address, phone, fax, email for the Primary Contact:**

**Name:** Amanda Robbins-Lilley  
**Lead organization:** Greater Wyoming Big Brothers Big Sisters  
**Address:** 400 East 1<sup>st</sup> Street, Suite 310, Casper, WY 82601  
**Phone:** 307-265-2227  
**Fax:** 307-265-2229  
**Email:** amanda@wyobbbs.org

**Name, address, phone, fax, email for the person who will be monitoring the program:**

**Name:** Steve Hamaker  
**Lead organization:** Greater Wyoming Big Brothers Big Sisters  
**Address:** 518 Ord Street Laramie, WY 82070  
**Phone:** 307-742-2227  
**Fax:** 307-721-4129  
**Email:** steve@wyobbbs.org

**Program name:** Big Brothers Big Sisters Youth and Family Services

**TANF purpose(s) addressed in project (list the purposes):**

Proposed services provided by Greater Wyoming Big Brothers Big Sisters (GWBBBS) will address TANF's purposes of providing assistance to needy families so that children may be cared for in their own homes or in the homes of relatives. Approximately 60% of Natrona County youth and families receiving GWBBBS services are low-income and would benefit from services designed to help strengthen the family unit.

**Program description:**

Greater Wyoming Big Brothers Big Sisters (GWBBBS) seeks to help Natrona County families through TANF funding. Our mission is to provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever.

Focusing on positive youth development, GWBBBS measures positive youth outcomes, including focuses on parental trust and relationships with adults. The agency will place particular emphasis on maintaining children in the home whenever possible by effectively assessing their needs, and ensuring adequate services are provided to meet their educational, physical, and mental health needs.

GWBBBS utilizes research-based practices and data-driven decision making in all aspects of planning and implementation. The agency recognizes that there are multiple models of youth-development, prevention, intervention, and effective practices in child welfare. The organization is well versed in various models, including risk and protective factors research, strengths-based perspectives, resiliency, and public health models. GWBBBS believes that the most successful models have one thing in common: they are rooted in the philosophy that youth who are connected with their peers, families, and communities are more successful, while youth who become disconnected and disengaged exhibit behavior problems and are more likely to become involved in the child welfare system.

#### *Quality Mentoring Relationships with Caring Adult Mentors*

Proposed programming exposes youth to positive and supportive adults through the best practices and methods rooted in the Big Brothers Big Sisters mentoring program. Many of the community's most vulnerable youth experience a lack of structure, unclear boundaries, or negative reinforcement. Youth desperately need adults in their lives who can guide them in the right direction and help them reach their potential. Unfortunately, they are often subjected to the message that they are not valued members of their communities and adults are not interested in supporting them. The program carefully trains staff to engage the youth in positive relationships and actively recruits community volunteers to reinforce the message. Youth are surrounded by adults who consistently reinforce the message that they are valued members of the community with amazing growth potential and opportunities for the future

#### *Academic Assistance, Monitoring, and Rewards*

An important component of the proposed program is academic enrichment and remediation. Through a structured environment, staff and volunteers provide tutoring services while monitoring and motivating participants to achieve academic success. The program helps students avoid becoming overwhelmed and frustrated in school, while helping parents with daily homework monitoring and communication with school personnel. Our staff visit schools and talk to teachers, find time to work with program participants at locations convenient for students, and link the teachers to the service providers. GWBBBS professionals help school personnel achieve goals they set for juveniles to achieve. Staff also help with GED learning and provide services that vary

from tutoring to resolving transportation issues so participants can become involved in GED programs.

*Guided Practice with Social Interactions through Positive Recreation Opportunities*

By exposing participants to regular, structured positive recreation activities, the proposed program will help youth learn how to have fun without breaking the law. Through healthy outlets, they will learn to balance their enjoyment of risk-taking and need for peer acceptance with a respect for their communities and recreational opportunities. The program can develop recreation to suit the interests of the participants, further engaging them within their community and exposing them to the recreation resources available to them. The program will address the financial and transportation barriers that face many vulnerable youth. Recreation activities will also provide opportunities for youth to interact with community members, program staff, community members, and volunteers on a regular basis.

The simple act of fishing or kayaking lends itself to healthy conversations and role-modeling opportunities. It also allows community members to develop strong relationships with youth, encouraging them to interpret those relationships as positive rather than punitive. The act of practicing social skills in a real life setting that is guided by adult mentors encourages each juvenile to learn socially acceptable skills while in the community. When participants have problems and setbacks they are able to receive immediate and guided behavior modifications. Staff will be trained in the corrective thinking process and will be used as a tool to help juveniles change inappropriate behaviors.

*Family Centered Practices - Community and Family Support Services*

Our organization is grounded in the philosophy that outcomes occur because of building strong, trusting relationships with the families we serve. Initially, youth and families may feel resistant to social services and treatment, fearful of feeling stigmatized, labeled, and resentful of authority. Our staff will work to build confidence and trust with families while their children are participating in mentoring programming. Families will grow to see the program as a partner and support system, helping their children achieve success. GWBBBS will host at least quarterly family engagement activities. By building strong relationships with family members and caretakers, we will be able to assess their needs, provide referrals to community resources, and improve their connections to and interactions with school personnel, counselors, and court systems.

Program professionals will have frequent communication with probation officers, law enforcement officers, mental health professionals, school officials and teachers, and community organizations. Our staff will be a link for all of these agencies and organizations to communicate with each other. We will help each participant

follow their individualized treatment plan by providing direct services, communicating problems, and helping solve problems with other community members.

**Is this program different than previous programs operated with TANF funds in the past?** Yes  No

If so, how is it different?

**Area(s) served:** Natrona County

**Population served:** Greater Wyoming Big Brothers Big Sisters will serve all interested income-eligible youth and families who are at-risk for not being able to care for their children in their home or in the home of relatives.

**Beginning and end date of program:** October 1, 2016 to September 30, 2017

**Projected number of individuals served by this program:** 25

**Provide an explanation on how income information will be gathered to determine TANF eligibility for the low-income families being served in the program. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.**

TANF income information is gathered during the enrollment process. Families complete a registration form, which includes income data; intake also includes a family assessment, where risk factors are evaluated. Upon completion of the enrollment processes, case managers designate vetted youth and families as TANF verified in the GWBBBS secure, online database, where monthly/quarterly reports are generated for accurate reporting. Copies of forms are secured in locked filing cabinets.

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

Proposed services will be provided year round during times that are most appropriate for youth and their families. Program staff will work with youth and their families to determine times that work for all participants and will accommodate these schedules. Youth activities will be provided during the after school hours when youth are most likely to be involved in dangerous or illegal activities. Youth activity times are also adjusted to better accommodate holidays, spring break, winter break, and summer.

**Intent of the program:**

The intent of this comprehensive program is to provide services to a wide number of income-eligible at-risk families in order to help them raise their children at home. Our vision is to develop an array of successful community-based services for all children and families who need and want them, contributing to stronger families, brighter futures, and stronger communities for all.

**Goals of the program:**

The goals of the proposed program are:

- Provide evidence based services at times when at-risk youth most need to be involved in positive experiences and when they are most prone to get in to trouble in order to help prevent delinquent behaviors.
- Provide services that are integrated into the existing community system by partnering with other child serving agencies in order to provide comprehensive service to strengthen a wide range of families.

- List objectives that will be implemented to accomplish the program goals:

- Pair 25 at-risk youth with community volunteers in mentoring relationships for at least one year.
- Provide quarterly family engagement activities to increase positive relationships between staff and families and connect families to community resources.

- List performance measures on each goal that will be used to evaluate the program's success:

GWBBBS will track the number of participants as well as the length of time participants are enrolled in services. GWBBBS strives to have youth be enrolled in services for at least one year in order for youth to experience the best possible outcomes. The agency will also use the Youth Outcomes Survey (YOS), a nationally designed, tested, and implemented BBBS tool to measure the effectiveness of the mentoring services.

- Quantify expected outcomes for each goal:

We anticipate that at least 80% of eligible participants will see improvements in one or more of the following areas and 65% will experience improvements in two or more of the following areas: scholastic competency, educational expectations, grades, truancy, social acceptance, parental trust, having a special adult in their lives, and risk avoidance. Improvements in these

areas will indicate youth are increasing their potential to be successful and overcome challenges and will also demonstrate that families are becoming stronger and overcoming adversity.

- Describe data collection methods to be used and how data will be provided to validate outcomes:

In order to determine the effectiveness of GWBBBS services, the agency will be using a nationally developed tool called the Youth Outcome Survey (YOS). This tool is a nationally designed and benchmarked pre/post tool used to measure eight different outcomes areas in youth's lives related to academics, risky behaviors, and relationships with parents or guardians. The YOS provides BBBS with the ability to better assess, understand, and influence outcomes for youth in the program.

Surveys are administered in children over the age of nine when the child enrolls in a program and then again after the child has been in the program for a year. The results of the surveys are entered into a secure database and analyzed. This analysis will give results regarding the percentage of youth showing improvements in certain areas.

- Provide an explanation of the results the program expects to achieve, how data will be collected, and how quality assurance will be conducted to validate measurements:

GWBBBS anticipates that at least 80% of eligible youth enrolled in the programs will see improvements in at least one of the eight measured outcomes on the YOS and at least 65% will see improvements in two outcomes areas. The YOS is administered to children over the age of nine when they are first enrolled in the program and then again after a year. The first survey gives a baseline for each child that allows for a comparison with the results from the second survey.

Results showing improvements in one or more of the eight measured areas will indicate that the evidence based services are positively effecting youth and their families. Improvements in these areas of youth's lives will allow families to become stronger by spending less time dealing with behavioral, emotional, and academic problems ultimately leading to more children being raised in their own home or in the homes of relatives.

**Resource gap(s) addressed by program:**

Big Brothers Big Sisters is in a unique position to be able to reach at-risk families in a non-intimidating fashion. Often family services carry with them a stigma which may

prevent families from seeking assistance when needed. BBBS is able to reach these families as a natural extension of the free mentoring services provided to youth. This unique approach may allow BBBS to reach families that may not be receiving services elsewhere due to fear, embarrassment, or lack of knowledge of services. BBBS can help refer services to community partners as appropriate so that all families have access to services as needed.

**Description of how community wide collaboration in planning and implementation occurred:**

BBBS continuously seeks feedback and recommendations from partners, community agencies, and coalitions to ensure the agency is providing needed services in Natrona County. BBBS is involved in countless community meetings, partnerships, and coalitions in an effort to remain knowledgeable of changing or increasing needs in the community. The agency adjusts services accordingly in order to best meet the needs of low-income families in Natrona County.

**Community partners involved in the program implementation. List resources to be provided by each partner:**

BBBS works extensively with numerous community partners as they assist in BBBS services to being more widespread and successful. The agency partners with other youth organizations in Natrona County including, but not limited, to the Natrona County School District, Boys and Girls Club, and the Casper Family YMCA in order to avoid duplication of services. These partnerships help ensure that the largest number of income eligible families will receive support services in order to help them keep children in their homes.

Boys & Girls Clubs of Central Wyoming—serves as a site for our site-based programming.

Serve Wyoming—assists in volunteer recruitment.

Natrona County Prevention Coalition—provides collaboration, awareness of substance free events for youth, families and matches to attend, and ensures avoidance of duplication of services.

Central Wyoming Counseling Center—provides referrals and serves a resource that we can refer families to.

Hemry Home/Crisis Center—provides referrals and serves as a resource for our youth in crisis.

Safe Kids Coalition—serves as a resource to families and provides meaningful volunteer opportunities for BBBS youth.

Wyoming Behavior Institute—provides referral to families needing services.

Department of Family Services—provides referrals, provides BBBS as a resource to the families they serve, serves as a support and resource for our staff as well as the families that we serve.

Court systems— provides referrals, provides BBBS as a resource to the families they serve, serves as a support and resource for our staff as well as the families that we serve.

**Describe what research based programs and strategies will be utilized to make the program successful:**

Big Brothers Big Sisters has been endorsed as an exemplary Best Practice prevention program by US Department of Health and Human Services Substance Abuse Mental Health Services Administration (SAMHSA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the US Department of Justice National Institute of Justice (NIJ), and is listed in the Blueprints for Violence Prevention matrix.

Mentoring and relationship building is at the center of all the services the agency provides. Mentoring is a catalyst in the complex formula of variables yielding in positive youth outcomes, often impacting more than one developmental area, as well as hard and soft skills (DuBois et al, 2011). Non-parental adults (mentors) can influence youth who take risks, as those adults influence self-worth, increase potential for success, improve communication skills, and affect the long-term contributions of the youth to society as they emerge into adulthood (WYSAC, 2010). Multiple studies indicate that mentoring benefits high-risk youth in a variety of ways, including reductions in recidivism, social conflicts, depression, and substance abuse (DuBois et al, 2011; MacArthur, Higginbotham, & Ho, 2013; Herrera et al, 2013).

The academic assistance and monitoring component of the proposed program is designed to ensure school success, reducing the risk of dropping out of school. A pilot study of mentored at-risk youth indicates that they show improvements in motivations and self-regulation, as well as academic attitudes towards scholastic ability and school, even when tutoring is not a component of the mentoring activities (MacArthur Higginbotham, & Ho, 2013). A 2013 report published by the Substance Abuse and Mental Health Services Administration found that dropouts were more likely than enrolled students to use cigarettes (56.8% vs. 22.4%), alcohol (41.6% vs. 35.3%), illicit drugs (31.4% vs. 18.2%), and marijuana (27.3% vs. 15.3%).

Studies also support the approach to community service and job training. For example, graduates of one nonresidential skills treatment program designed to help youth explore and enhance their interests and career opportunities had a re-arrest rate of 19 percent and a re-incarceration rate of 7%; the re-arrest rate for other program graduates in the same state was 75%. About 66% of program graduates were employed

and 15% continued their education (Juvenile Justice Bulletin, September 2005). Mentoring is also ranked fifth of out 31 strategies for its rate of success in preventing criminal behavior; out of those five, it is also the most cost effective strategy (MENTOR, 2011).

**Describe how the program will be sustained by the community beyond the funding period:**

BBBS continuously works to diversify funding for the most sustainable future. The agency receives state grants, funding from local government entities, and foundation grants. In addition to grants, the agency has been working to increase private donations. The agency has been working on cultivating donor relationships in order to secure long term giving and has had some success as a result of these relationships. The process is designed to show results over time and the agency plans to continue donor cultivation and stewardship over time in order to continue to diversify its funding.

**Describe the cost-benefits of providing this program:**

The exact value of prevention is difficult to measure, but it is easy to consider how the investment of a relatively small amount of funds early can save thousands in intervention services later. At an anticipated cost of approximately \$1,000 per youth/family served, the proposed program is much less expensive than most traditional approaches. Multi-Systemic Therapy costs \$4,500 per year and Functional Family Therapy costs up to \$3,750 for 90 days. It has been difficult to gather accurate data on the cost of placement in Wyoming's Juvenile Services facilities, but a conservative estimate likely lies between \$25,000 to \$38,000 per year per student. This is significantly higher than the average of \$1,000 per family it would cost the GWBBBS' program.

*Specific costs of the program: Applicant shall submit their proposed budget utilizing the format on page 6 and 7 of this proposal. The quarterly invoice submissions shall also be in the attached format. Administrative costs shall be at or below 10% of your program costs and separated out. Applicant shall submit a proposed budget in line item detail with a narrative explaining each line item and the purpose of the expenditure.*

**Budget amount requested: \$15,000**

## Temporary Assistance For Needy Families Community Partnership Grant Application

Community name: Natrona County

County(s)/Tribe: Natrona County

Name, organization, address, phone, fax, email for the Primary Contact: Lesha Thorvaldson, Program Director, 632 South David Street, Casper, WY 82601, 307-237-2855 (phone), 307-237-2866 (fax), lesha@climbwyoming.org

Name, address, phone, fax, email for the person who will be monitoring the program: Ray Fleming Dinneen, Executive Director, 1001 West 31<sup>st</sup> Street, Cheyenne, WY 82001, 307-778-4126 (phone), 307-778-1867 (fax), ray@climbwyoming.org

Program name: CLIMB Wyoming

TANF purpose(s) addressed in project (list the purposes):

- Primary purpose: To end the dependence of needy parents on government benefits by promoting job preparation and work.
- Secondary purpose: To provide assistance to needy families so that children may be cared for in their own homes.

Program description: CLIMB Wyoming focuses on training and placing single mothers in careers that successfully support their families and move them toward self-sufficiency. The uniquely comprehensive CLIMB program model was developed in 1986 in Cheyenne. To meet Wyoming's workforce needs, the CLIMB programs help women enter a variety of occupations that include healthcare and medical office careers, truck driving, warehousing, office careers, construction and energy and more. Over the past few years, CLIMB has been tracking the growth in Natrona County's health care industry and its emergence as a regional hub for healthcare service providers. In response to this trend, CLIMB has been focusing on healthcare related program trainings.

Each program delivers the following CLIMB model phases:

Program Research and Planning: Program research and planning activities are conducted year-round, but become a strong focus for approximately two to four months prior to the comprehensive training start date. During program planning, CLIMB staff research and identify career opportunities in growing fields, then engage and survey businesses and industry groups within these growing fields. Based on the businesses' input, staff work with a community college or private training entity to develop a curriculum that trains for the occupation's required knowledge, skills and abilities. This research and planning phase ensures that staff will be able to place participants in long-term job opportunities during job placement and that job placements allow the participants to earn a wage that moves them toward self-sufficiency and offers them opportunities for long-term employment.

Participant Recruitment: Participant recruitment activities are also conducted year-round, but become more intense approximately two months prior to the comprehensive

training start date, and after the research and planning activities for the program have been completed and requirements of the training and employment are known. CLIMB's unique participant recruitment approach is vital to connecting well-matched, qualified and ready-to-work individuals to high-quality jobs during job placement. This phase is also the first opportunity for CLIMB to demonstrate to candidates how the CLIMB program is different from other programs that they may have encountered.

During recruitment, CLIMB program staff members work hard to locate low-income single mothers who are most in need. These mothers often feel they cannot successfully complete the program due to the personal challenges in their lives. Program staff members assist and coach candidates to overcome obstacles such as low self-esteem, childcare, transportation and housing so that they can participate. Each CLIMB program serves ten to eleven low-income single mothers who complete the program as a group that evolves into a strong peer support network which lasts well beyond the end of the program.

Comprehensive Training: Comprehensive training lasts approximately two to four months, depending on the job training curriculum. CLIMB's participants are strong women who can meet Wyoming's critical workforce needs. 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 participants are guided through job training and also receive services that allow them to begin to address personal barriers to success. 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 advocacy services.

Job Placement: Job placement includes six to eight weeks of subsidized work experience followed by long-term placement. Staff members place participants into positions where they will be able to take what they learned during comprehensive training and transition it to on-the-job training, allowing them to build upon the skills they learned. Staff members work closely with local businesses to commit to the program and consider the participants for a work experience placement and long-term placement to help them and their families obtain self-sufficiency. Employers are reimbursed during the six to eight week work experience, and staff members work closely with each employer to ensure that the participants are meeting appropriate expectations and to offer additional support or training as needed.

Ongoing Support: Due to the comprehensive nature and intensity of the CLIMB program model, it is important that CLIMB prepares the participants to maintain the success they have gained. Life changes come slowly and staff members support participants in meeting challenges as they arise. Ongoing support has proven to be as important to the participants' long-term success as the participant recruitment process. 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. Staff members and graduates meet as a group to discuss life challenges and possible solutions as well as continually review community resources.

In Natrona County, over 392 TANF eligible single mothers and over 708 children have been served by a CLIMB program. The participants demonstrate the following outcomes:

- 92% successfully graduated from the CLIMB program.

- 49% were employed when they entered the program; however 80% were employed one year after completing the program.
- Monthly wage income for employed clients increased from \$1,072 before the program to \$2,589 two years after program completion.
- 50% of clients utilized food stamps prior to entering the program; however, 35% utilized food stamps two years after completing the program
- The percentage of participants on public health care programs fell from 30% prior to entering the program to 14% two years after completing the program.

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

Area(s) served: Natrona County

Population served: Low-income single mothers living at or below 185% of the Federal Poverty Level.

Beginning and end date of program: October 1, 2016 - September 30, 2017

Projected number of TANF eligible individuals served by this program: 30 single mothers and 60 of their children

Provide an explanation on how income information will be gathered to determine TANF eligibility for the low-income families being served in the program. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal. Since participants must be living below 185% of the federal poverty level in order to participate in CLIMB Wyoming programs, staff verify participant income. Total income is considered monthly gross wages, child support, unemployment, and any other cash benefits received. Staff use the following methods to verify participant income: 1) Food Stamp Verification through the local Department of Family Services case worker, copies of participant's paystubs, income verification form for participant from respective employers, prior year's tax returns, proof of child support payments received, Workers Compensation pay stubs, unemployment pay stubs and Social Security or Disability.

Program availability: when is the program offered (e.g. time of day, how often, time of year)? The Natrona County CLIMB program offers 3 training sessions per year, each lasting approximately 6 months from recruitment through end of final placements. The intensive training sessions are approximately 8 to 10 weeks long. The training days are full days that run approximately 8 am to 5 pm.

Intent of the program: The intent of every CLIMB Wyoming training program is to ensure that low-income single mothers receive the training, skills, and support necessary to reach economic self-sufficiency and to succeed long-term in all aspects of their lives.

Goals of the program: The foremost goal of every CLIMB Wyoming training program is to ensure that low-income single mothers receive the training, skills, and support necessary to reach economic self-sufficiency and to succeed long-term in all aspects of their lives.

List objectives that will be implemented to accomplish the program goals: The program objectives are that graduates are trained and placed in high quality jobs, increase their incomes to livable wages, reduce dependence on government benefits, and learn the skills needed for successful relationships at home and at work.

Using the outcome data collected from participants enrolled in the program, objectives to accomplish the goals will be measured using the following:

- Training completion.
- Increase of the employment rate for participants from pre- to post-program.
- Increase of the average monthly wage for participants from pre- to post-program.
- Decrease of the dependence on food stamps for participants from pre- to post-program.
- Decrease of the dependence on public healthcare for participants from pre- to post-program.

List performance measures on each goal that will be used to evaluate the program's success:

- 80% of participants who enter a program will successfully complete it. Historically, 92% of Natrona County CLIMB participants have completed the program.
- 75% of program graduates will be employed after program completion. Historically, 80% of Natrona County CLIMB participants have maintained employment one year post-program.
- The target wage post-program will be a wage that moves participants towards self-sufficiency based on the Wyoming Self Sufficiency Standard. Historically, monthly wage income for employed clients increased from \$1,072 before the program to \$2,589 two years after program completion.
- 50% of program graduates who enter the program utilizing food stamps will show a decrease in the dependence on food stamps. Historically in Natrona County, 50% of clients utilized food stamps prior to entering the program; however, 35% utilized food stamps two years after completing the program.
- 50% of program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public healthcare. Historically, the percentage of participants on public health care programs fell from 30% prior to entering the program to 14% two years after completing the program.

Quantify expected outcomes for each goal:

- Approximately 24 of the 30 participants who enter the program will successfully complete it.
- Approximately 18 of these program graduates will be employed one year after program completion.
- These 18 program graduates will be earning a wage that moves them towards self-sufficiency based on the Wyoming Self Sufficiency Standard.
- Approximately 7 of the 14 program graduates who enter the program utilizing food stamps will show a decrease in their dependence on food stamps.
- Approximately 5 of the 10 program graduates who enter the program utilizing public healthcare will end their dependence on public healthcare.

Describe data collection methods to be used and how data will be provided to validate outcomes: CLIMB Wyoming has extensive experience collecting data on program participants. CLIMB's data collection system is designed to respond to the requirements of TANF programs. Staff members track the number of participants who enroll in and complete the program; the number of participants who acquire employment; and changes in hourly wage rates, childcare assistance, food stamps and health care status before and after the program to evaluate levels of reliance on state assistance. 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

Provide an explanation of the results the program expects to achieve, how data will be collected, and how quality assurance will be conducted to validate measurements: CLIMB Wyoming has a proven track record of meeting and exceeding the results the program expects to achieve (listed above) and is committed to continuous improvement.

Since 2004, CLIMB has tracked the progress of program participants for a full year after completing the program. Participant data is collected at the following post program intervals: work experience placement, first unsubsidized placement, and 3-months, 6-months, 9-months and 12-months after program completion.

Staff members utilize participant self-report forms, staff observations, participant interviews and participant records to document each participant's program outcomes. Data will be tracked in CLIMB's customized database and reviewed regularly by the Fiscal/Research Administrator to ensure accuracy. Progress reports for the TANF grant will be supplied to the Department of Family Services and county representatives as outlined in the special provisions.

In 2005, CLIMB also began partnering with the Wyoming Survey and Analysis Center (WYSAC) to conduct second year follow-ups and provide independent quality assurance. 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. This data is also entered into CLIMB Wyoming's centralized database and reviewed by the Fiscal/Research Administrator.

Resource gap(s) addressed by program: According to the U.S. Census Bureau (2014), 36% of families in Natrona County with a female head of household had income below the poverty level. Within this population, there is a high degree of substance abuse, mental health disorders, family violence, child behavior problems, use of foster care, and legal challenges. All of these factors make this population one of the most at-risk and difficult to reach.

Without successful avenues to self-sufficiency, this population can have a significant impact on community and public resources, and the future opportunities for the children in this population decreases. Poverty and the related disadvantages negatively affect

both the educational opportunities that children will have and the educational outcomes that they will likely experience (ETS 2013).

CLIMB Wyoming focuses on addressing the primary needs of the single mother to create a pathway out of poverty for herself and her children. CLIMB Wyoming understands that successfully moving our target population out of poverty takes much more than job training. CLIMB Wyoming incorporates not only the components necessary to help low-income single mothers move toward self-sufficiency, financial independence and family stability through job training and placement, but also services that extend well beyond these job-related components. Our innovative and unique mental-health based program includes group and individual counseling, life skills and parenting skills training, financial education and asset building and peer group support. In offering comprehensive services, we better prepare our participants for long-term success in the workplace, their communities and their families. This combination of services allows single mothers we serve to overcome their personal barriers to success and make permanent life changes for themselves and their children.

Description of how community wide collaboration in planning and implementation occurred: In Natrona County, CLIMB has identified effective and innovative ways to maximize the services provided to participants through collaboration. CLIMB Wyoming operates as a broad-based, community effort, involving government agencies - in particular the Departments of Family Services and Workforce Services - to identify and address the needs of the working poor and prevent duplication. CLIMB programs strive to ensure efficient use of funds by avoiding any duplication of services and a streamlined referral process making certain clients are receiving the most appropriate services available. Private businesses in Natrona County are essential partners as they share their workforce needs and provide jobs to program graduates.

During the program planning phase, CLIMB staff research and identify career opportunities in high-demand fields, engage and survey businesses and industry groups within these high-demand fields and then, based on input from potential employers, work with community colleges, private training entities and employers to develop a 8 to 10 week training curriculum that includes the required knowledge, skills and abilities for that industry. During program research, staff gathers information from employers within the industry regarding wage, current demand, duties and responsibilities, type of training and career paths. Effective research, planning and training ensures 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.

During the job placement phase, CLIMB Wyoming Business Liaisons work closely with Natrona County employers to support the transition from the comprehensive training phase to on-the-job training. CLIMB staff meets with potential employer partners and gathers information about wages, benefits and opportunities for promotion, prioritizing jobs that will lead to the end goal of long-term employment. Once a job opening is identified and a participant has been matched to the opening, the Business Liaison serves as a participant advocate to negotiate details of employment including wage, work conditions and benefits.

The job placement phase provides compensation to the employer for the first six weeks in exchange for on-the-job training, work experience and additional support that otherwise would not be provided to a new employee. This phase helps transition the

participant from training to becoming a reliable, long-term employee. Each participant receives a minimum of two work experience performance evaluations throughout the work placement. The purpose of these performance evaluations is to model effective, proactive, appropriate communication between supervisors and employees, to discuss performance and to identify ways the participant can improve. 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.

Community partners involved in the program implementation. List resources to be provided by each partner: Over the past year, Natrona County CLIMB has collaborated with the following organizations and individuals for participant referrals, specialized services to CLIMB program participants, and life-skills instruction: American Red Cross, College Career Center-Janet DeVries, CentSible Nutrition, Cedars Health, Central Wyoming Counseling Center, Chanel McCash, Community Action Partnership of Natrona County, Community Health Center of Central Wyoming, Department of Workforce Services, First Interstate Bank, Dan and Holly Christensen, New York LIFE, Med Form, Mercer Family Resource Center, Natrona County Health Department, Natrona County Public Library, Natrona County Prevention Management, Optimal Physical Therapy, P.O.W.E.R. Program, Self Help Center, Seton House, The Science Zone, True Care, W.I.C., Wyoming Contractors Association, Wyoming Department of Family Services, Wyoming Department of Motor Vehicle, Wyoming Medical Center, Wyoming Office Products, Wyoming Child Support Services, Wyoming Health Fairs and Wyoming State Board of Nursing.

Over the past year, Natrona County CLIMB has partnered with the following companies for industry research and job placements: CNA Cares, Central Wyoming Counseling Center, Community Health Center of Central Wyoming, Converse County Hospital, Interim Healthcare, Garden Square Assisted Living, Mountain Plaza Assisted Living, Primrose Retirement Community, Poplar Living Center, Wyoming Contractors Association, Wyoming Cardio Pulmonary Services, and Wyoming Medical Center.

Describe what research based programs and strategies will be utilized to make the program successful: CLIMB Wyoming's model is based on over 30 years of successfully helping low income single mothers achieve and maintain self-sufficiency. The model was developed in Cheyenne in 1986 for young, single mothers ages 16 to 21. Recognizing this successful paradigm and the need to reach more single mothers, Wyoming community partners collaborated in late 2003 to aggressively expand the model to serve low-income single mothers of all ages across the state. The CLIMB program model has been refined over more than 30 years to best meet the needs of low-income single mother families. CLIMB Wyoming has extensive knowledge and research on providing successful programs for the TANF population and will assist others in making services available to low-income families in Wyoming.

In 2014, Governor Matt Mead and the Wyoming Department of Family Services (DFS) recognized CLIMB's commitment to and impact on families in poverty in Wyoming with the Friends of DFS award. The award is given rarely and has been awarded to a Wyoming organization only three times in recognition of outstanding work in helping Wyoming's families in need.

In 2015, CLIMB Wyoming was recognized as a "Promising Program" by the Center for the Study of Social Policy in a report highlighting innovative strategies for serving the unique needs of young children and their families in rural areas through a multi-generational approach. Titled "Strengthening Supports for Young Parents and Their Children: A Focus on Low-Income Rural and Suburban American Families" the report highlighted CLIMB as one of six rural and suburban organizations nationwide that fully integrates support for each generation, with practices that specifically reflect the developmental needs of both children and young parents, negotiate agreements among multiple service providers, and take action to influence the broader systems that can provide additional support.

Describe how the program will be sustained by the community beyond the funding period: To ensure funding, CLIMB Wyoming has worked over the past 30 years to sustain its programs through two important components: (1) Institutional and Program Sustainability – the capacity to maintain program integrity through continued strong leadership, skilled staff, and a solid base of community volunteer leaders; and (2) Financial Sustainability – the ability to continue to generate revenue to support CLIMB programs.

CLIMB Wyoming program success is built upon a partnership between the CLIMB professional staff and the continued involvement of government, agency, and business leaders. CLIMB involves community leaders in collaborative planning, ongoing monitoring, and evaluation processes. CLIMB is committed to networking within the community and has established an effective public awareness program to provide community contacts with a continuous information source about programs and services.

CLIMB Wyoming programs utilize a comprehensive and diverse fundraising program including: 1) Foundation and Corporate grant seeking, which includes identification and outreach to appropriate prospects to help underwrite special needs and projects, 2) Major donor cultivation to develop and secure an individual donor base with a capacity to have significant impact on CLIMB Wyoming activities and 3) Government grant seeking, which includes identification of and application to appropriate federal, state and county requests.

Describe the cost-benefits of providing this program: The financial costs to the TANF CPI Program to support the Natrona County CLIMB program for one year will be \$35,000. The financial benefits to participants are that they increase their incomes to livable wages, reduce dependence on government benefits, and learn the skills needed for successful relationships at home and at work.

The program objectives also reach beyond the participants to:

*Impact the Family Environment:* The comprehensive CLIMB Wyoming program model addresses more than just job training and placement. Participants learn life skills including parenting, stress management and budgeting that improve their capacity for successful parenting and increase their ability to set a positive example for their children. Armed with new coping and communication skills, as well as a steady source of income, our program graduates are able to provide healthier, more stable environments for their children.

*Support Wyoming Businesses:* CLIMB Wyoming is strengthening businesses by

preparing trained workers to succeed and be productive contributors in the workplace. The CLIMB Programs work directly with employers to ensure that their training needs are met.

*Benefit Local Wyoming Communities:* The benefits to Natrona County are significant as more families move out of poverty. Some of the community benefits include increased school attendance rates, decreased child behavior problems, improved mental health, decreased substance abuse, decreased use of foster care, increased access to private health insurance, and a decrease in the crime rate. Families that break the cycle then have the ability to become positive role models and contributing members of their communities.

The financial benefits to the State of Wyoming as a result of the CLIMB Wyoming Program are also impressive. For every 100 Wyoming families that reach self-sufficiency, Wyoming experiences the following cost savings (conservative estimates):

|  |              |
|--|--------------|
| Medicaid Savings (50 families) <sup>1</sup>            | 303,700.00   |
| Food Stamps Savings (47 Families) <sup>2</sup>         | 208,022.00   |
| Eliminated Incarceration Cost (5 mothers) <sup>3</sup> | 223,125.00   |
| Eliminated Foster Care Cost (15 children) <sup>4</sup> | 119,520.00   |
| <hr/>  |              |
| Annual Savings to Wyoming                              | \$854,367.00 |

<sup>1</sup> Average yearly cost for 2 children on Medicaid is \$6,074. American Academy of Pediatrics, Medicaid Facts Wyoming. Retrieved May 2012. <http://www.aap.org/en-us/advocacy-and-policy/federal-advocacy/access-to-care/Medicaid%20Fact%20Sheets/Wyoming.pdf>

<sup>2</sup> Average yearly cost for a family of 3 on food stamps is \$4,426. United States Department of Agriculture. Retrieved May 2012. [http://www.fns.usda.gov/pd/18SNAPavg\\$PP.htm](http://www.fns.usda.gov/pd/18SNAPavg$PP.htm)

<sup>3</sup> Average yearly cost of incarceration per inmate is \$44,625. November 2010 letter from the Department of Corrections to the Joint Appropriations Interim Committee. Retrieved May 2012. <http://legisweb.state.wy.us/ReportsDue/2010/Report%20ID%20685.pdf>

<sup>4</sup> Average yearly cost of Foster Care per child is \$7,968. Children's Rights, Hitting the M.A.R.C., Foster Care MARC. Retrieved May 2012. <http://www.childrensrights.org/wp-content/uploads/2008/08/wy.pdf>

Specific costs of the program: Applicant shall submit their proposed budget utilizing the format on page 6 and 7 of this proposal. The quarterly invoice submissions shall also be in the attached format. Administrative costs shall be at or below 10% of your program costs and separated out. Applicant shall submit a proposed budget in line item detail with a narrative explaining each line item and the purpose of the expenditure.

Budget amount requested: \$35,000

Required Reporting: Applicant shall submit a quarterly report detailing the services provided to TANF eligible families. The required format of this report is on page 8 and 9 of this proposal.

Budget Summary

|                              |                 |
|------------------------------|-----------------|
| Climb Wyoming                | \$35,000        |
| Big Brothers Big Sisters     | \$15,000        |
| Community Action Partnership | <u>\$58,650</u> |
| TOTAL                        | \$108,650       |

**Certification:** I certify to the best of my knowledge that the information contained in this application is correct. If awarded funding under this grant, I certify that this project will be conducted in accordance with the funding source requirements and the assurances provided within the application.

*Forest Chadwick*

\_\_\_\_\_  
Signature of County Commissioner Chair  
or Tribal Representative

\_\_\_\_\_  
Date

Amount Requested from  
Community Action  
Partnership Proposal:  
**\$58,650**

|  | Program<br>Costs          | Administration<br>Costs   | Summary and Justification<br>for Budget Expense  |
|--|---------------------------|---------------------------|--|
| <b>Salaries</b><br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services.   | \$18,000                  | \$1,800                   | .5 FTE TANF employee.  |
| <b>Employer Paid Benefits</b><br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services.                                 | \$10,080                  | \$1,008                   | Medical Insurance at \$1,200 / months X .5 FTE, Retirement at .16 X salary   |
| <b>Employer Payroll Taxes</b><br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services.                                 | \$1,775                   | \$177                     | Medicare Salary X .0145.<br>Social Security Salary X .062,<br>Worker's Comp Salary X .0107<br>and Unemployment Insurance Salary X .0114. |
| <b>Supplies</b><br>Admin: Supplies and expenses needed to manage the grant.<br>Program: Supplies needed for instructor use.  | \$400                     | Click here to enter text. | \$33/ month X 12 months, includes paper, printing, and miscellaneous office supply   |
| <b>Recruiting and Marketing</b><br>Cannot include promotional items.   | Click here to enter text. | Click here to enter text. | Click here to enter text.  |
| <b>Travel</b><br>Travel necessary to serve participants.   | \$518                     | \$25                      | 960 miles/year for trips to and from Edgerton/Midwest at reimbursement of \$0.54/ mile.  |
| <b>Rent and utilities</b><br>Admin: Rent and utilities for time spent managing the grant.<br>Program: Rent and utilities for space provided to direct services for participants. | \$2,600                   | \$130                     | Office space calculated at 5% of total office space. Leasing calculated at \$51,966 X .5%.   |
| <b>Participant Tuition and Class Fees</b>  | \$9,190                   | \$919                     | CNA Classes – 14 X \$485<br>Wyoming Contractor's Association – 4 X \$600 (initial fee less \$200 for scholarship and payment plan.       |
| <b>Participant Class Supplies and Materials</b>  | Click here to enter text. | Click here to enter text. | Click here to enter text.  |
| <b>Participant License and Certification Fees</b>  | \$3,264                   | \$324                     | CNA Exam \$120, CPR \$98, and Fingerprints \$8 = \$226 X 14 CNA participants CDL exam @ \$25 X 4 participants                            |

|  |                           |                           |   |
|--|---------------------------|---------------------------|---|
| Participant Drug and Aptitude Screening<br>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   | \$1,680                   | \$160                     | Scrubs \$50 X 14 participants X 2 sets and 4 pairs work boots X \$70 each.  |
| 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:<br>Description -  | \$6,000                   | \$600                     | 240 food cards valued at \$25 each. 6 cards will be allocated for each participant as an incentive and to assist with living costs during training. |
| <b>Total</b>   | \$53,507                  | \$5,143                   | <b>Total Administrative Costs cannot exceed 10% of your total Program Costs</b>   |
| <b>TOTAL BUDGET (Program + Admin)</b>  | \$58,650                  |                           |   |
| Number of Participants Planning to Serve   | 60                        |                           |   |
| Cost Per Participant   | \$977                     |                           |   |

Amount Requested from  
CLIMB Wyoming Proposal:  
\$35,000

|  | Program<br>Costs | Administration<br>Costs | Summary and Justification<br>for Budget Expense   |
|--|------------------|-------------------------|---|
| <b>Salaries</b><br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services.   | 19,000           | 1,900                   | Salary paid to program director, business liaison, and program coordinator that are responsible for direct program services to participants, including recruitment, intensive training, job-placements and follow up. |
| <b>Employer Paid Benefits</b><br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services.                                 | 500              | 400                     | Retirement benefits, health, dental, vision, and life insurance expenses for CLIMB employees.   |
| <b>Employer Payroll Taxes</b><br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services.                                 | 1,710            | 216                     | Employer paid payroll taxes are estimated at 9% of the salaries budgeted.   |
| <b>Supplies</b><br>Admin: Supplies and expenses needed to manage the grant.<br>Program: Supplies needed for instructor use.  | 500              | 50                      | General office supplies including postage, ink cartridges, paper.   |
| <b>Recruiting and Marketing</b><br>Cannot include promotional items.   | 0                | 0                       | n/a   |
| <b>Travel</b><br>Travel necessary to serve participants.   | 0                | 0                       | n/a   |
| <b>Rent and utilities</b><br>Admin: Rent and utilities for time spent managing the grant.<br>Program: Rent and utilities for space provided to direct services for participants. | 4,785            | 434                     | 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.                                       |
| <b>Participant Tuition and Class Fees</b>  | 0                | 0                       | n/a   |
| <b>Participant Class Supplies and Materials</b>  | 100              | 0                       | Materials to meet needs of participants during training and group activities.   |
| <b>Participant License and Certification Fees</b>  | 0                | 0                       | n/a   |
| <b>Participant Drug and Aptitude Screening</b><br>Can include other types of assessments.  | 0                | 0                       | n/a   |

|   |                 |              |  |
|---|-----------------|--------------|--|
| Work Support Services and Clothing        | 850             | 0            | Items needed to successfully complete training and work experience. Includes steel-toed boots, coveralls, gloves, tools, scrubs, professional attire and more. |
| Participant Wages                         | 3,555           | 0            | Employer wage reimbursement for supervised on-the-job training.  |
| Participant Fringe Benefits               | 0               | 0            | n/a  |
| Participant Incentives                    | 1,000           | 0            | Incentives earned by participants for completed goals to assist them with living expenses while in training.   |
| Other Participant Needs:<br>Description - | 0               | 0            | n/a  |
| <b>Total</b>                              | <b>32,000</b>   | <b>3,000</b> | <b>Total Administrative Costs cannot exceed 10% of your total Program Costs</b>  |
| <b>TOTAL BUDGET (Program + Admin)</b>     | <b>35,000</b>   |              |  |
| Number of Participants Planning to Serve  | <b>30</b>       |              |  |
| Cost Per Participant                      | <b>1,166.67</b> |              |  |

Amount Requested from  
Big Brothers Big Sisters  
Proposal: \$15,000

|  | Program<br>Costs          | Administrati<br>on Costs  | Summary and Justification<br>for Budget Expense  |
|--|---------------------------|---------------------------|--|
| <b>Salaries</b><br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services.               | \$9,189.50                | \$1,178.50                | Program -BBBS Case Management - duties include: family and volunteer recruitment and identification, enrollment and screening, assessment, matching, match supervision and support, and coordination with community partners.<br>Administration- staff to manage grant |
| <b>Employer Paid Benefits</b><br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services. | \$1,446.50                | \$185.50                  | Benefits for case management staff and administrative staff  |
| <b>Employer Payroll Taxes</b><br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services. | Click here to enter text. | Click here to enter text. | Click here to enter text.  |
| <b>Supplies</b><br>Admin: Supplies and expenses needed to manage the grant.<br>Program: Supplies needed for instructor use.                      | Click here to enter text. | Click here to enter text. | Click here to enter text.  |
| <b>Recruiting and Marketing</b><br>Cannot include promotional items.   | Click here to enter text. | Click here to enter text. | Click here to enter text.  |
| <b>Travel</b><br>Travel necessary to serve participants.   | Click here to enter text. | Click here to enter text. | Click here to enter text.  |

|  |                           |                           |   |
|--|---------------------------|---------------------------|---|
| <b>Rent and utilities</b><br>Admin: Rent and utilities for time spent managing the grant.<br>Program: Rent and utilities for space provided to direct services for participants. | \$3,000.00                | Click here to enter text. | Percentage of rent for case management offices and confidential interview space and storage |
| <b>Participant Tuition and Class Fees</b>  | Click here to enter text. | Click here to enter text. | Click here to enter text.   |
| <b>Participant Class Supplies and Materials</b>  | Click here to enter text. | Click here to enter text. | Click here to enter text.   |
| <b>Participant License and Certification Fees</b>  | Click here to enter text. | Click here to enter text. | Click here to enter text.   |
| <b>Participant Drug and Aptitude Screening</b><br>Can include other types of assessments.  | Click here to enter text. | Click here to enter text. | Click here to enter text.   |
| <b>Work Support Services and Clothing</b>  | Click here to enter text. | Click here to enter text. | Click here to enter text.   |
| <b>Participant Wages</b>   | Click here to enter text. | Click here to enter text. | Click here to enter text.   |
| <b>Participant Fringe Benefits</b>   | Click here to enter text. | Click here to enter text. | Click here to enter text.   |
| <b>Participant Incentives</b>  | Click here to enter text. | Click here to enter text. | Click here to enter text.   |
| <b>Other Participant Needs:</b><br>Description -   | Click here to enter text. | Click here to enter text. | Click here to enter text.   |
| <b>Total</b>   | \$13,636.00               | \$1364.00                 | <b>Total Administrative Costs</b>   |

|   |  |                  |  |
|---|--|------------------|--|
|   |  |                  | <b>cannot exceed 10% of your<br/>total Program Costs</b> |
| <b>TOTAL BUDGET<br/>(Program + Admin)</b>           |  | <b>15,000.00</b> |  |
| <b>Number of Participants<br/>Planning to Serve</b> |  | <b>25</b>        |  |
| <b>Cost Per Participant</b>                         |  | <b>\$600.00</b>  |  |

Michelle



# NATRONA COUNTY

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## Development Department

200 North Center Street, Room 202  
Casper, WY 82601

### AGENDA

BOARD OF COUNTY COMMISSIONERS MEETING

MAY 3, 2016

Planning Commission Recommendations

1. **Planning Commission Recommendation:**      **Approve**  
ZC16-1 – Request for approval of a zone change from Urban Agriculture (UA) to Suburban Residential One (SR-1) zoning for approximately 16.8 acres.
2. **Planning Commission Recommendation:**      **Approve**  
CUP16-1 – Request for the approval of a Conditional Use Permit for Light Agriculture in the Urban Residential (UR) zoning district.



# NATRONA COUNTY

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## Development Department

200 North Center Street, Room 202  
Casper, WY 82601

### MINUTES OF THE NATRONA COUNTY PLANNING COMMISSION April 12, 2016

MEMBERS PRESENT: Harold Wright, Jim Brown, Hal Hutchinson, Bob Bailey, and Tom Davis

MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Jason Gutierrez, and Trish Chavis

OTHERS PRESENT: Charmaine Reed

Chairman Wright called the meeting to order at 5:30 p.m.

#### ITEM 1

Hutchinson moved and Bailey seconded a motion to approve the March 8, 2016 meeting minutes with the correction. **Motion carried unanimously.**

#### ITEM 2

Chairman Wright opened the public hearing **ZC16-1** – A request by J.C. Bradley on behalf of Zephyr Estates LLC for approval of a **Zone Map Amendment** from the existing Urban Agriculture (UA) zoning district to the Suburban Residential One (SR-1) zoning district located in a portion of the W/2 of Section 25, Township 33 North, Range 80 West of the 6<sup>th</sup> Principal Meridian, Natrona County, Wyoming. Both parcels are accessed from Squaw Creek Road.

Gutierrez gave the staff report. Staff proposes that the Planning and Zoning Commission enter a motion and vote to recommend approval of the requested Zone Map Amendment, by the Board of County Commissioners and incorporate by reference all findings of fact set forth herein and make them a part thereof.

Discussion between the Planning Commission and Staff

Public hearing open

Speaking in favor – Dietra Kessel, Steve Wilson, Ed Hildebrand all of Casper

Speaking in opposition – None

Public hearing closed

**Hutchinson moved approval of ZC16-1 to the Board of County Commissioners, and incorporate by reference all findings of fact set forth herein and make them a part thereof as presented by staff. Brown seconds the motion. Motion carries unanimously.**

**ITEM 3**

Chairman Wright opened the public hearing **CUP16-1** - A request by Seth Linaman for a Conditional Use Permit to allow Light Agriculture in the Urban Residential (UR) zoning district, located in a portion of the NE/4 of the NW/4 of Section 13, Township 33 North, Range 80 West of the 6<sup>th</sup> Principal Meridian, Natrona County, Wyoming. The property is addressed as 4410 Sam Howell Road.

Gutierrez gave the staff report. Staff proposes that the Planning and Zoning Commission enter a motion and vote to recommend approval of the requested Conditional Use Permit, by the Board of County Commissioners and incorporate by reference all findings of fact set forth herein and make them a part thereof.

Discussion between the Planning Commission and staff.

Speaking in favor – Seth Linaman, Ken Denman, both from Casper.

Speaking in opposition – Bernadette Green, Casper

**Brown moved approval of CUP16-1 to the Board of County Commissioners, and incorporate by reference all findings of fact set forth herein and make them a part thereof as presented by staff. Davis seconds the motion. Motion carries with a vote of 3 -1 (Brown, Hutchinson and Davis in favor and Bailey in opposition).**

Gutierrez gave update on the open house held on March 28 regarding the Development Plan.

**Brown moved to adjourn, Bailey seconds the motion. Motion carries unanimously.**

Adjournment @ 6:07 pm

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Harold Wright, Chairman  
Natrona County Planning and Zoning Commission

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Renea Vitto  
Natrona County Clerk

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# NATRONA COUNTY

## Development Department

200 North Center Street, Room 205  
Casper, WY 82601

Jason Gutierrez, PE, Director  
County web: [www.natronacounty-wy.gov](http://www.natronacounty-wy.gov)

Phone: 307-235-9435  
Fax: 307-235-9436  
Email: [jgutierrez@natronacounty-wy.gov](mailto:jgutierrez@natronacounty-wy.gov)

*"The purpose of the Natrona County Development Department is to provide necessary services to implement sound land use planning and economic development policies to protect and enhance the quality of life for present and future inhabitants of Natrona County."*

### MEMORANDUM

**To:** Board of County Commissioners

**From:** Jason Gutierrez, PE

**Date:** April 13, 2016

**RE:** CUP16-1 – Request for approval of a Conditional Use Permit to allow Light Agriculture in the Urban Residential zoning district.

**cc:** Applicant, County Attorney, File

---

**Planning and Zoning Commission Recommendation:** Approve

At its April 12, 2016 meeting, the Planning and Zoning Commission acted with three Commissioners in favor and one in opposition to recommend approval of the requested CUP. (Motion passed three in favor and one in opposition to approve)

**Board of County Commissioners Review and Procedure:** The following options are available to the Board of County Commissioners when acting on an item:

- Approve the application as recommended by the Planning Commission;
- Approve the application as submitted;
- Approve the application on its own conditions;
- Deny the application;
- Remand the application to the Planning Commission for reconsideration;
- Table to a date specific; or with the express consent of the applicant, the Board may table indefinitely or dismiss the application.

Dec 9<sup>th</sup> - P2  
Jan 6<sup>th</sup> P2C

### CONDITIONAL USE PERMIT APPLICATION

(Please read GENERAL INFORMATION AND APPLICATION INSTRUCTIONS before filling out)

I (We), the undersigned, do hereby petition the Board of County Commissioners of Natrona County, Wyoming, for a Conditional Use Permit, as provided in Chapter 11, 2000 Natrona Zoning Resolution.

By proxy: Talia Thornburgh

Applicant

Owner

1. Name: Seth Liraman Name: Seth Liraman
2. Address: 4410 Sam Howell Rd Address: 4410 Sam Howell Rd
3. Phone: 277-9232 Phone: 277-9232
4. Explain why you are requesting this conditional use permit and detail the proposed use:  
Light Ag
5. Legal description and size of property (If within a platted subdivision, give subdivision name, block and lot number. If not within a platted subdivision, give quarter-section, section, township and range). Tc 13 NENW 13-33-80
6. Current zoning of property: urban ~~residential~~ residential
7. Type of sewage disposal: Public  Septic  Holding Tank  Other
8. Source of water: well/gistern city water 2015
9. This property was purchased from: Billy Jean Lowndes
10. The date this property was purchased: Feb 14 Dec 13

On separate sheets of paper, please respond to the following questions and provide explanations for your answers:

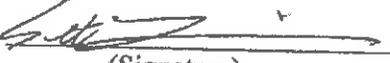
- Will granting the conditional use permit contribute to an overburdening of County Services? NO
- Will granting the conditional use permit cause undue traffic, parking, population density or environmental problems? NO
- Will granting the conditional use permit impair the use of adjacent property or alter the character of the neighborhood? NO
- Will granting the conditional use permit detrimentally affect the public health, safety and welfare? NO

I (We) hereby certify that I (We) have read and examined this application and know the same to be true and correct to the best of my (our) knowledge. Granting this request does not presume to

give authority to violate or cancel the provisions of any State or local laws. Falsification or misrepresentation is grounds for voiding this request, if granted. All information within, attached to or submitted with this application shall become part of the public record. I (We) further understand that all application fees are non-refundable.

Applicant:  Date: 4 NOV 14  
(Signature)

Print Applicant Name: Seth Linaman

Owner:  Date: 4 NOV 14  
(Signature)

Print Owner Name: Seth Linaman

1. Granting the conditional use permit will not contribute to an overburdening of County services.
  - a. The use of the property for food animals will not require any additional services than what are already being utilized in the upper Dempsey Acres area.
  
2. Granting the conditional use permit will not cause undue traffic, parking, population density or environmental problems.
  - a. There is currently a small amount of traffic on Sam Howell. I do not foresee the traffic increasing due to the proposed use of the conditional use permit.
  - b. There is plenty of room on the property for parking if needed so as not to encumber Sam Howell Rd.
  - c. As for population density, I do not believe there to be an issue with 8+ acres and one family living on said property.
  - d. Environmental concerns have been addressed in the Erosion Control Plan. Additionally there will be composting to handle any manure issues and the local landfill will be utilized also if needed.
  
3. Granting of the conditional use permit will not impair the use of adjacent property or alter the character of the neighborhood.
  - a. Currently the properties boarding the property are a "scrap"/junk yard, and 3 residences. I feel that having food animals will not deter the adjoining properties from continuing to use their properties as they see fit.
  - b. I believe the property will be in line with the character of the neighborhood in that there are other properties close by that already have horses.
  
4. Granting the conditional use permit will not detrimentally affect the public health, safety, and welfare, or nullify the intent of the Land Use Plan or this Resolution.
  - a. Since acquiring this property I have been instrumental in cleaning and improving it. There are no longer any abandoned vehicles on the property. I have a burn permit in with the County Fire department and frequently haul other items to the dump that I cannot burn. This has greatly improved the safety quality of the property. I will be purchasing the required footage of 8" water main this winter to bring Pleasant View Water services to the property in the summer of 2015. This also helps our water district complete a required loop for it to be considered for annexation into Mills Water. To utilize the property in the proposal for the conditional use permit will not put in jeopardy the public's health, safety, and welfare. The proposed ~50'x50' pen will be locked and any animals will be penned up, not allowing them to roam the rest of the

fenced property. This ensures two measures of control in the case that one animal gets out of pen.

CONDITIONAL USE PERMIT REQUEST  
TO ALLOW  
LIGHT AGRICULTURE IN THE URBAN RESIDENTIAL ZONING DISTRICT

CUP16-1

STAFF REPORT: Trish Chavis  
March 22, 2016

For

April 12, 2016  
Planning and Zoning Commission

And

May 3, 2016  
Board of County Commissioner Meeting

---

APPLICANT: Seth Linaman (Owner)

REQUEST: Conditional Use Permit to allow Light Agriculture in the Urban Residential Zoning District.

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BACKGROUND

The parcel is approximately 8.35 acres in the Urban Residential zoning district. The applicant proposes to shelter food animals on his Sam Howell Road property. The Light Agricultural land use, keeping of food animals, is a conditional land use in this district and requires the obtaining of a Conditional Use Permit.

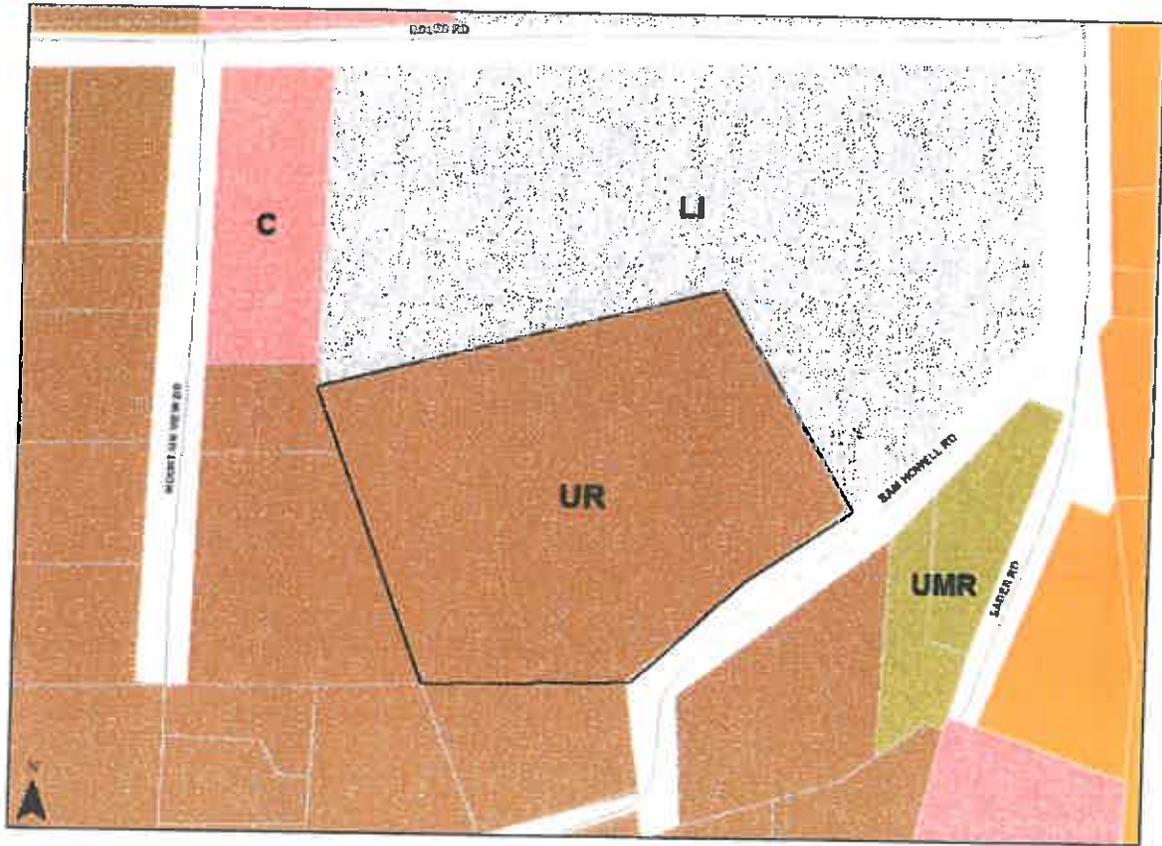
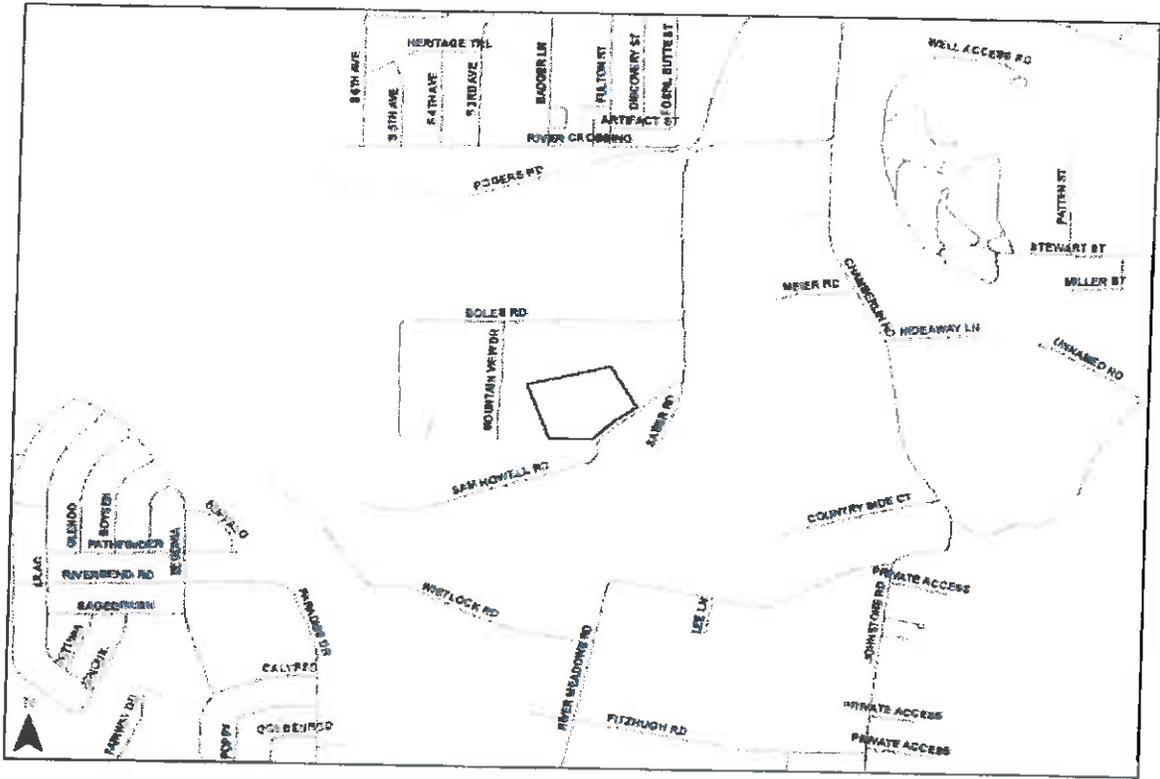
Within the Dempsey Acres vicinity there are several properties whose owners have light agriculture and some have obtained Conditional Use Permits.

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LOCATION AND ZONING

The property is located in the NE/4 of the NW/4 of Section 13, Township 33 North, Range 80 West of the 6<sup>th</sup> Principle Meridian, Natrona County, Wyoming and is more commonly referred to as 4410 Sam Howell Road.

The property to the north is Light Industrial with the south, east and west being Urban Residential.



GENERAL STANDARDS  
FOR  
CONDITIONAL USE PERMITS

Conditional Use Permit to allow Light Agriculture at 4410 Sam Howell Road.

Criteria for Approval

1. **Will granting the conditional use permit contribute to an overburdening of County Services?**

**Proposed finding of fact:** Applicants' use of their property for Light Agriculture will result in no change or need for additional county services.

2. **Will granting the conditional use permit cause undue traffic, parking, population density or environmental problems?**

There is currently a small amount of traffic on Sam Howell Road. Applicant does not foresee traffic increases due to the proposed use of the Conditional Use Permit. There is plenty of parking available on the property if needed so as not to encumber Sam Howell Road. Regarding population, there is no issue with more than eight acres and one single family dwelling on the property. Applicant has completed the required Erosion Control Plan and will implement it accordingly. Additionally there will be composting to handle any manure issues and the local landfill will also be utilized if needed.

**Proposed finding of fact:** Applicants' use of their property for Light Agriculture will not cause undue traffic, parking, population density or environmental problems.

3. **Will granting the conditional use permit impair the use of adjacent property or alter the character of the neighborhood?**

Currently adjacent properties consist of industrial and residential uses. Light Agriculture on the applicants' property will not interfere with neighboring properties. The placement of any animals will be kept within a significant setback area from adjacent property boundaries and therefore will not contribute to impairment of adjacent use or alter the character of the neighborhood.

**Proposed finding of fact:** The placement of these animals will be far enough away from adjacent properties as to not impair their use. The addition of Light Agriculture will not alter the character of the neighborhood as some of the neighbors currently have light agriculture on their properties.

4. **Will granting the conditional use permit detrimentally affect the public health, safety and welfare, or nullify the intent of the Development Plan or Zoning Resolution?**

**Proposed finding of fact:** As described above, applicant has taken necessary steps to avoid detrimental problems arising from the overburdening of County services, undue traffic and parking, increased population density and environmental issues. The planned measures are intended to ensure that public safety and welfare will not be in question.

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**PROPOSED MOTION**

Staff proposes that the Planning and Zoning Commission enter a motion and vote to recommend approval of the requested Conditional Use Permit, by the Board of County Commissioners and incorporate by reference all findings of fact set forth herein and make them a part thereof.

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**PUBLIC COMMENT**

As of the date on this staff report there have been no comments received. Staff sent the public notice to 56 neighbors within ¼ mile.

To: Natrona County Commissioners/Planning/Zoning

From: Cliff Whitlock

4700 Boles Rd

Casper Wy 82604

Date: 04/01/2016

RE: CUP16-1 Request for light ag.

Dear County Administrators,

If all Mr. Linaman is asking for is:

**Agriculture, light (listed as Light Agriculture) - the use of a lot or portion of a lot for agricultural production for the primary use of the residents of the lot, including the raising of livestock, food animals, horses, mules and including 4-H and vocational agricultural projects.**

Then I am OK with that use. If he is asking for something more, then I disapprove due to a lack of understanding of the issue.

We appreciate being informed. Thank you for that.

For the record, many properties in the area ARE coming into compliance with zoning regs. Over the past 25 years, yards are cleaner (in general), at least 20 manufactured homes have disappeared and at least 9 stick built (or UBC rated modular) homes have been built in the Boles/Sam Howell Rd areas. The direction of the neighborhood is toward compliance with UR. We appreciate it when the county enforces laws rather than requiring neighbors to turn on neighbors before you act.

Thank you all for the service you provide. Often, these positions are volunteer filled and very underappreciated.

Cliff Whitlock

## Peggy Johnson

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**From:** Beverly Lorimer <deanandbev@hotmail.com>  
**Sent:** Monday, April 04, 2016 11:57 AM  
**To:** Peggy Johnson  
**Subject:** CUP16-1

Dear Peggy,

Thank you for the letter regarding CUP16-1 from Seth Linaman on 4410 Sam Howell Road. While we have no objection to our neighbors having a few animals, we are concerned that it doesn't get out of hand. One hundred seems like a lot for this area. Recently, some of the residents have begun cleaning up their property, so we hate to see that trend take a downward dive.

We often walk or ride bikes past that property and the fence is in very poor condition. Since Wyoming has a 'fence-out' law, we are concerned about animals getting out and not being properly contained. We are also wondering if this will impact the already poor condition of the dirt road. Most of the residents cannot afford to maintain the road and the pot holes in front of Mr. Linaman's property are exceptionally bad. Even a little more traffic makes the area almost impassable. The county no longer helps us out with road grading so the road continues to deteriorate.

Fortunately, we don't live downwind, but we noticed the strong smell from another property as we were walking yesterday and they only have one cow!

Thank you for taking these things into consideration.

Dean & Beverly Lorimer  
4600 Sam Howell Road

Beverly Lorimer



Virus-free. [www.avast.com](http://www.avast.com)

## Peggy Johnson

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**From:** Yahoo <bdettegreen@yahoo.com>  
**Sent:** Monday, April 04, 2016 3:46 PM  
**To:** Peggy Johnson  
**Subject:** Re: requested information

We plan to attend the meeting on the 12th as we need more information for the conditional use permit requested by Seth Linaman. At this point we are opposed if light agriculture includes the keeping of bees. Thank you...  
Bernadette and Richard Green

Bernadette

On Apr 1, 2016, at 2:08 PM, Peggy Johnson <[pjohnson@natronacounty-wy.gov](mailto:pjohnson@natronacounty-wy.gov)> wrote:

<image001.png>

*Peggy Johnson*

Peggy Johnson  
Administrative Secretary  
Natrona County Development  
307-235-9435

All Natrona County e-mails and attachments are public records under the Wyoming Public Records Act, W.S. § 16-4-201 *et seq.*, and are subject to public disclosure pursuant to this Act.

FROM:  
Lloyd Eldredge  
P.O.Box 143  
Mills, Wy. 82644-0143  
1930 Mtn. View Rd.

TO:  
Natrona County Planning and Zoning Commission  
Natrona County Courthouse  
200 No. Center St.  
Casper, Wy. 82601

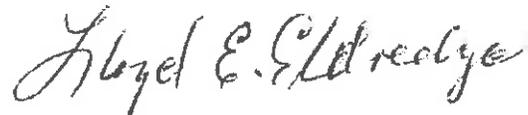
DATE: 3/31/2016

Dear Commissioners,

The request by SETH LINAMAN should be approved. There is already livestock on places next to him. It will not be a problem to me.

Thank You,

Lloyd E. Eldredge

A handwritten signature in cursive script that reads "Lloyd E. Eldredge". The signature is written in black ink and is positioned below the typed name.

**FROM:**  
**Ron Hughes**  
**P.O.Box 1682**  
**Mills, Wy. 82644**  
**4555 Boles Rd.**

**TO:**  
**Natrona County Planning and Zoning Commission**  
**Natrona County Courthouse**  
**200 No. Center St.**  
**Casper, Wy. 82601**

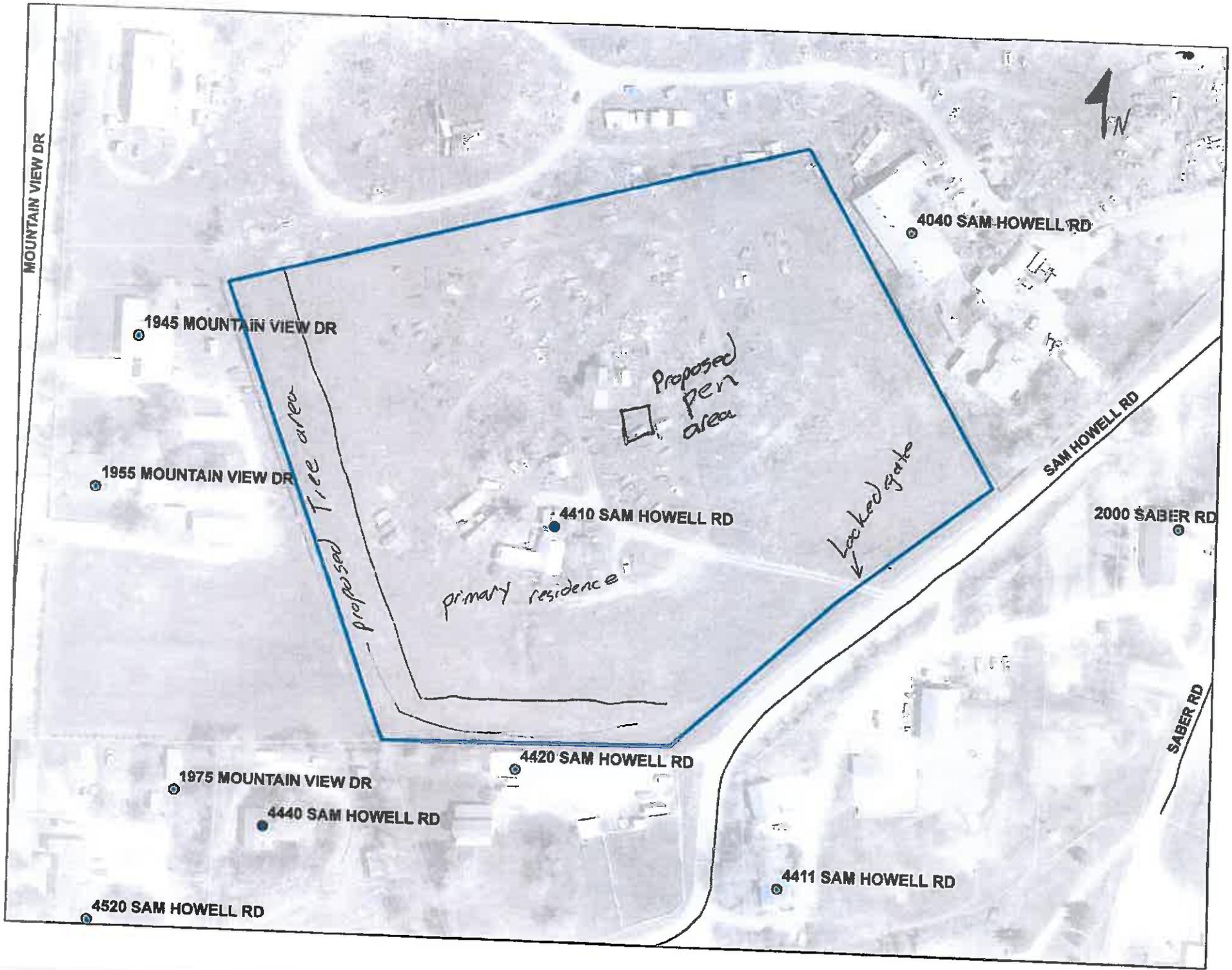
**DATE: 3/31/2016**

**Dear Commissioners,**

**I'm responding to The request by SETH LINAMAN for a variance to his property.  
It is fine with me if he has some livestock on this property.**

**Thank You,**

**Ron Hughes**



MOUNTAIN VIEW DR

4040 SAM-HOWELL RD

1945 MOUNTAIN VIEW DR

Proposed pen area

1955 MOUNTAIN VIEW DR

proposed tree area

4410 SAM HOWELL RD

locked gate

SAM HOWELL RD

2000 SABER RD

primary residence

4420 SAM HOWELL RD

SABER RD

1975 MOUNTAIN VIEW DR

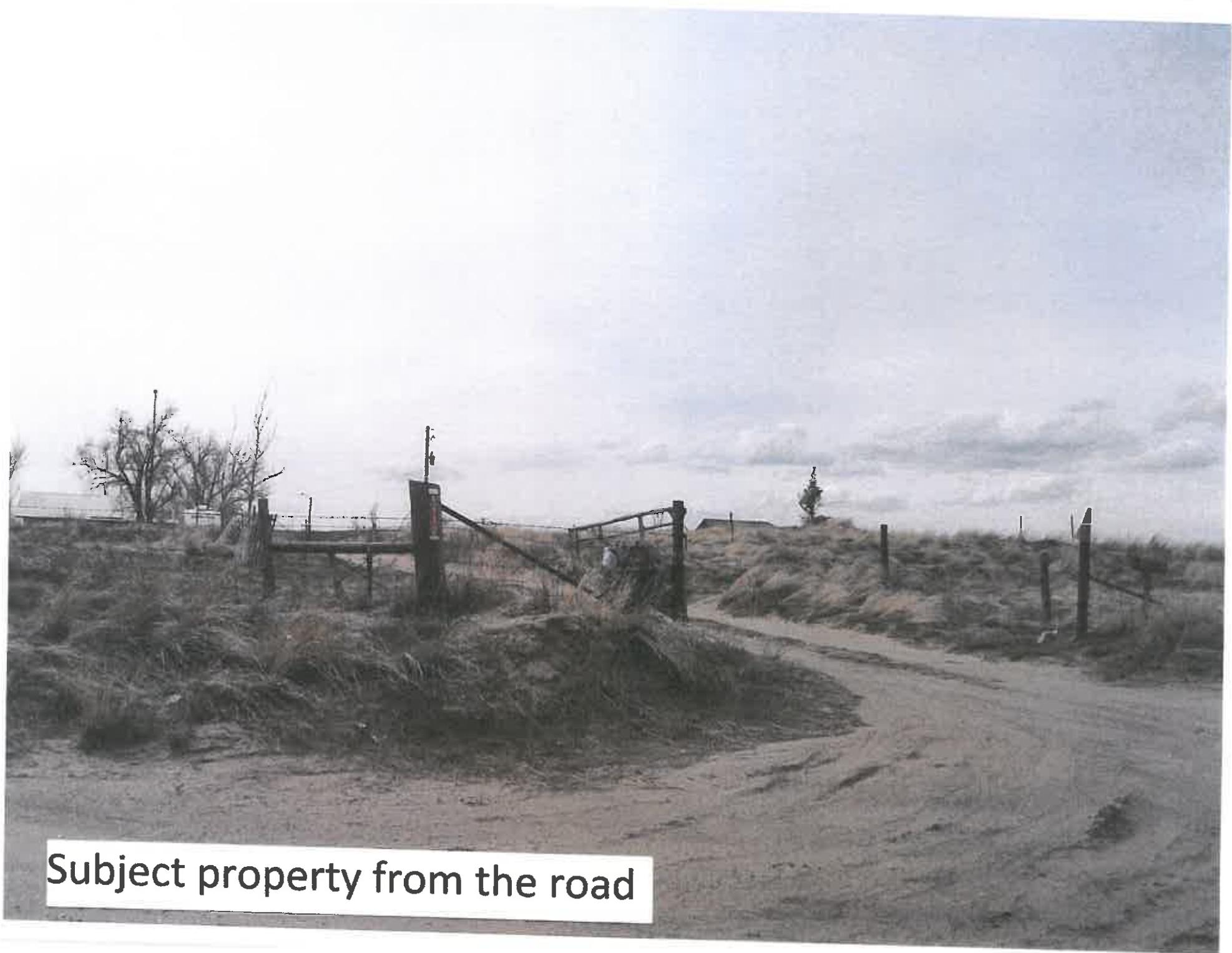
4440 SAM HOWELL RD

4411 SAM HOWELL RD

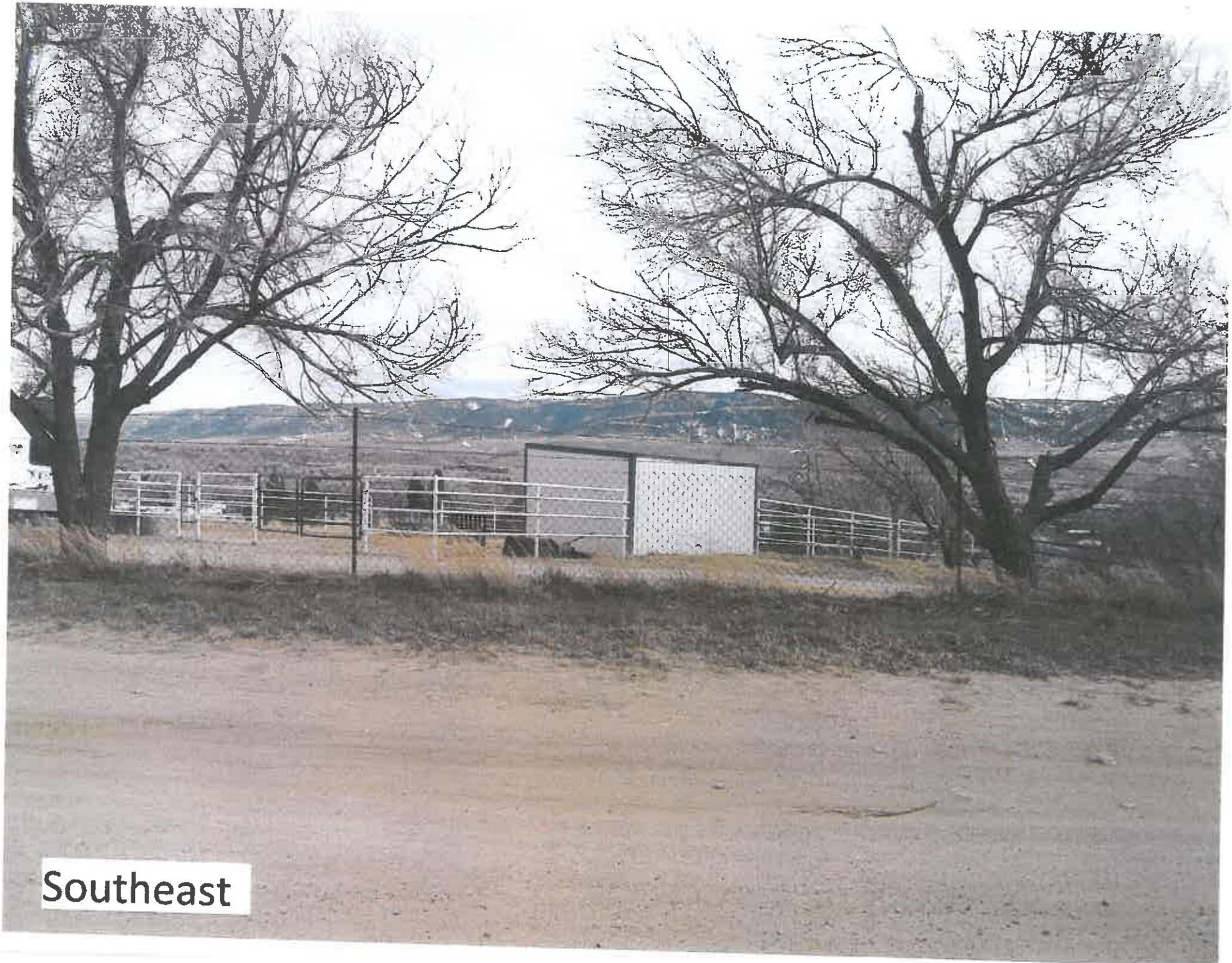
4520 SAM HOWELL RD

A photograph of a dirt road in a rural area. The road is unpaved and runs from the foreground towards the background. On the right side of the road, there is a white fence and several bare trees. In the background, there are some buildings, possibly trailers or small houses, and a utility pole. The sky is overcast with grey clouds. The overall scene is somewhat desolate and appears to be in a rural or semi-rural setting.

East



Subject property from the road

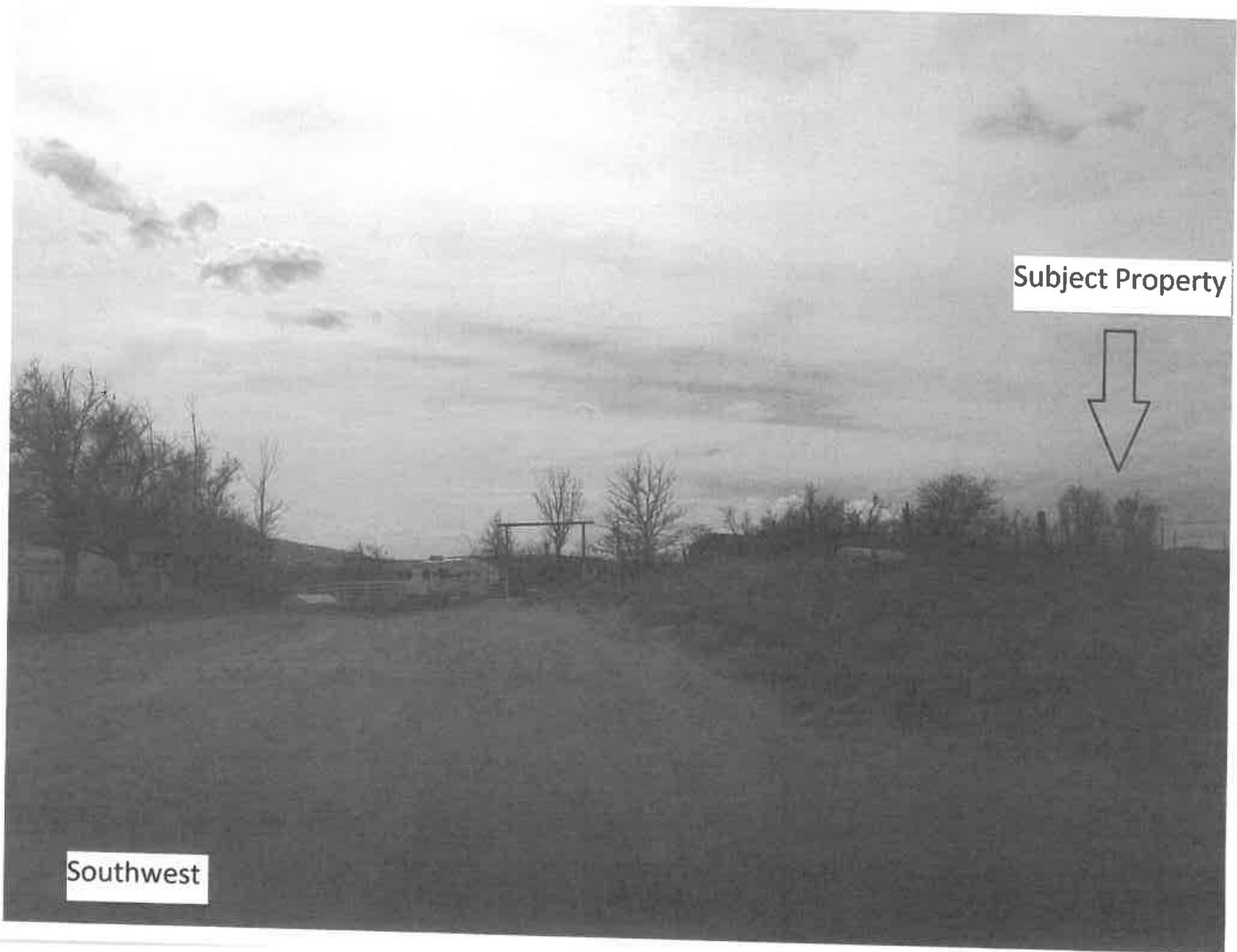


Southeast

Subject Property



Southwest



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# NATRONA COUNTY

## Development Department

200 North Center Street, Room 205  
Casper, WY 82601

Jason Gutierrez, PE, Director  
County web: [www.natronacounty-wy.gov](http://www.natronacounty-wy.gov)

Phone: 307-235-9435  
Fax: 307-235-9436  
Email: [jgutierrez@natronacounty-wy.gov](mailto:jgutierrez@natronacounty-wy.gov)

*"The purpose of the Natrona County Development Department is to provide necessary services to implement sound land use planning and economic development policies to protect and enhance the quality of life for present and future inhabitants of Natrona County."*

### MEMORANDUM

**To:** Board of County Commissioners

**From:** Jason Gutierrez, PE

**Date:** April 13, 2016

**RE:** ZC16-1 – Request for approval of a zone change from Urban Agriculture (UA) to Suburban Residential One (SR-1) for approximately 16.8 acres.

**cc:** Applicant, County Attorney, File

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**Planning and Zoning Commission Recommendation:** Approve

At its April 12, 2016 meeting, the Planning and Zoning Commission acted unanimously to recommend approval of the requested zone change.  
(Motion passed unanimously to approve)

**Board of County Commissioners Review and Procedure:** The following options are available to the Board of County Commissioners when acting on an item:

- Approve the application as recommended by the Planning Commission;
- Approve the application as submitted;
- Approve the application on its own conditions;
- Deny the application;
- Remand the application to the Planning Commission for reconsideration;
- Table to a date specific; or with the express consent of the applicant, the Board may table indefinitely or dismiss the application.

**ZONE CHANGE APPLICATION**

(Please read GENERAL INFORMATION AND APPLICATION INSTRUCTIONS before filling out)

I (We), the undersigned, do hereby petition the Board of County Commissioners of Natrona County, Wyoming; as provided in Section 18-5-201 to 18-5-207, inclusive, of the Wyoming State Statutes, 1977, as amended, and as provided in the 2000 Natrona County Zoning Resolution, to rezone the following described real property:

FROM: UA - Urban  
Agricultural

TO: SR-1 - Suburban  
Residential

Applicant:

Owner:

1. Name J.C. Bradley

Name Zephyr Estates, LLC

2. Address 330 S Center #419  
Casper, WY 82601

Address 330 S. Center, #419  
Casper, WY 82601

3. Phone 307-234-5514

Phone 307-234-5516

4. Legal description and size of property (If within a platted subdivision, give subdivision name, block and lot number. If not within a platted subdivision, give quarter-section, section, township and range).

See attached maps

5. Common description of the property to be rezoned (street address and location description):

See attached maps

6. Type of sewage disposal: Public  Septic  Holding Tank  Other

7. Source of Water Well

8. This property was purchased from: J.C. Bradley

9. The date this property was purchased: June 7, 2013

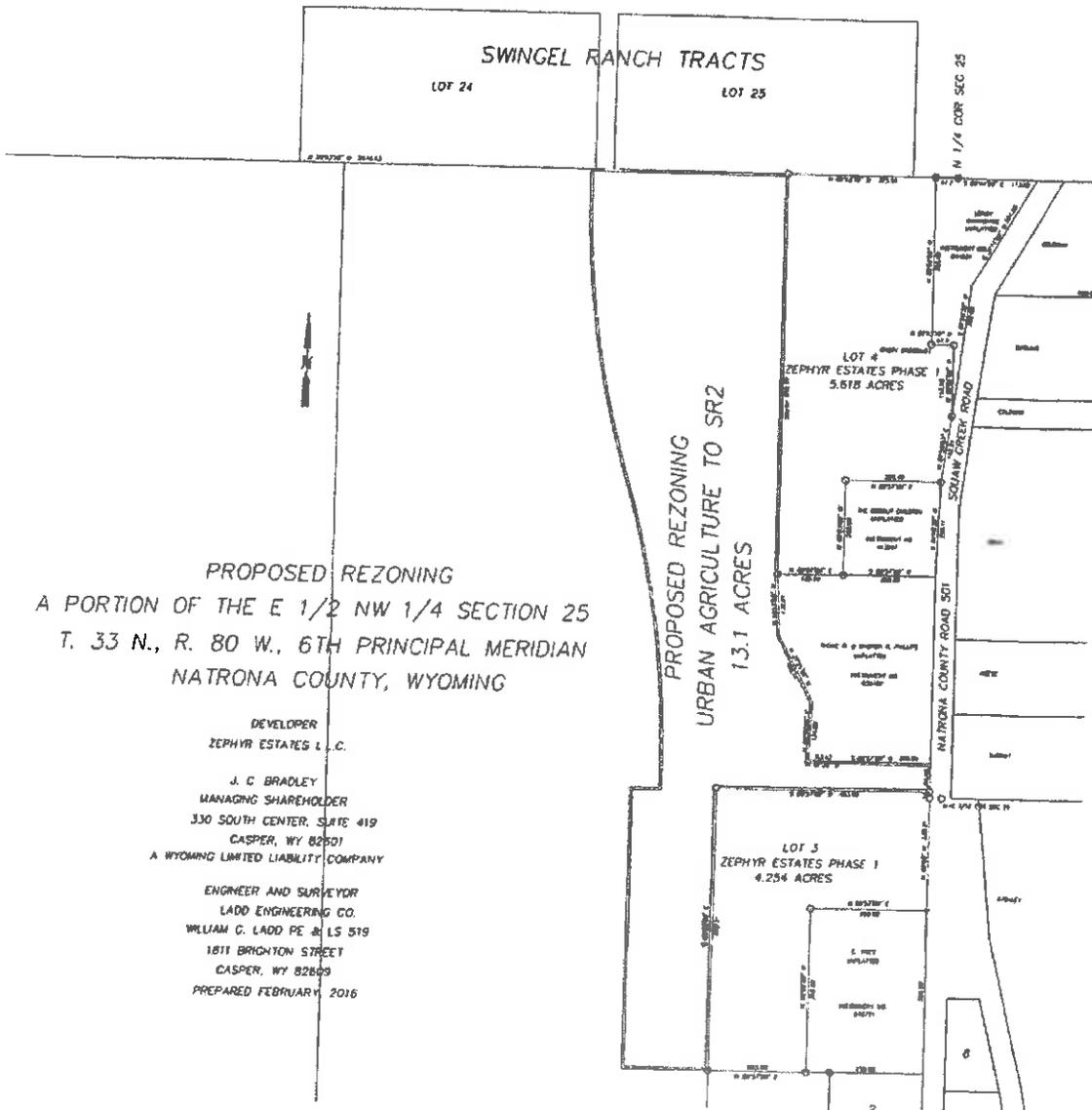
I (We) hereby certify that I (We) have read and examined this application and know the same to be true and correct to the best of my (our) knowledge. Granting this request does not presume to give authority to violate or cancel the provisions of any other State or local laws. Falsification or misrepresentation is grounds for voiding this request, if granted. All information within, attached to or submitted with this application shall become part of the public record. I (We) further understand that all application fees are non-refundable.

Applicant: Dietra Kessel Date: 2-18-16  
(Signature)

Print Applicant Name: Dietra Kessel

Owner: Dietra Kessel Date: 2-18-16  
(Signature)

Print Owner Name: Dietra Kessel Zephyr Estates, LLC



PROPOSED REZONING  
 A PORTION OF THE E 1/2 NW 1/4 SECTION 25  
 T. 33 N., R. 80 W., 6TH PRINCIPAL MERIDIAN  
 NATRONA COUNTY, WYOMING

DEVELOPER  
 ZEPHYR ESTATES L.L.C.  
 J. C. BRADLEY  
 MANAGING SHAREHOLDER  
 330 SOUTH CENTER, SUITE 419  
 CASPER, WY 82501  
 A WYOMING LIMITED LIABILITY COMPANY

ENGINEER AND SURVEYOR  
 LADD ENGINEERING CO.  
 WILLIAM C. LADD PE & LS 519  
 1811 BRIGHTON STREET  
 CASPER, WY 82509  
 PREPARED FEBRUARY, 2016

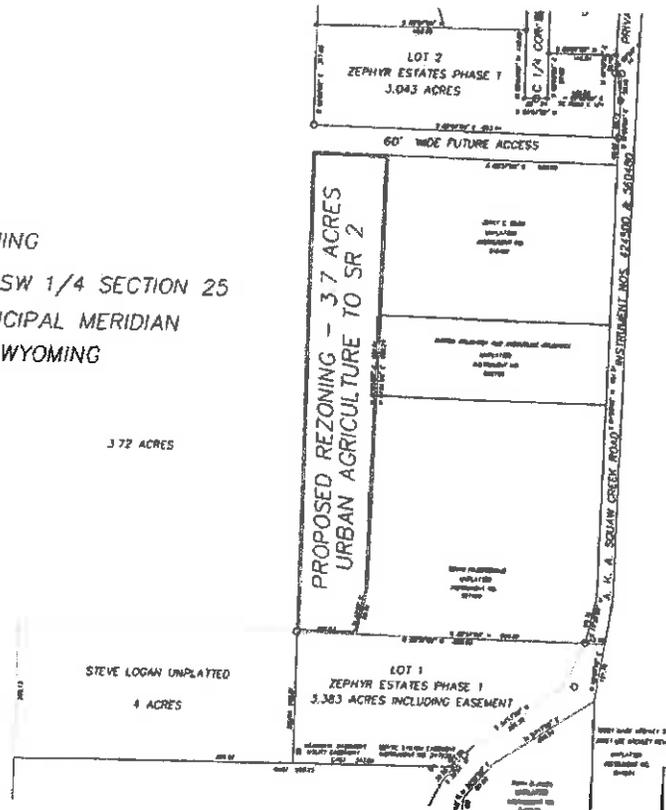
PROPOSED REZONING  
 A PORTION OF THE E 1/2 NE 1/4 SW 1/4 SECTION 25  
 T. 33 N., R. 80 W., 6TH PRINCIPAL MERIDIAN  
 NATRONA COUNTY, WYOMING

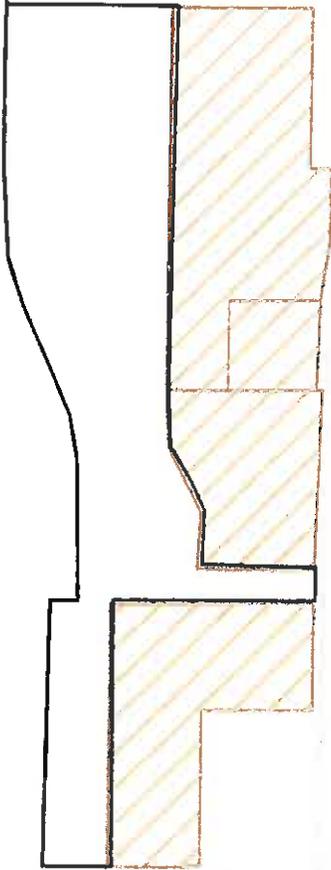
DEVELOPER  
 ZEPHYR ESTATES L.L.C.  
 J. C. BRADLEY  
 MANAGING SHAREHOLDER  
 330 SOUTH CENTER, SUITE 419  
 CASPER, WY 82601  
 A WYOMING LIMITED LIABILITY COMPANY

ENGINEER AND SURVEYOR  
 LADD ENGINEERING CO.  
 WILLIAM G. LADD PE & LS 519  
 1811 BRIGHTON STREET  
 CASPER, WY 82609  
 PREPARED FEBRUARY, 2016

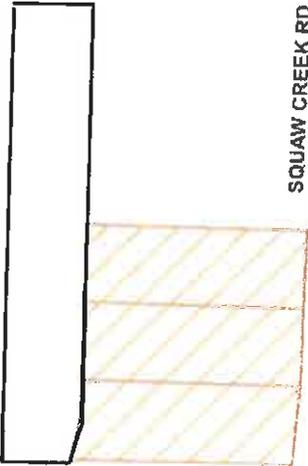
3.72 ACRES

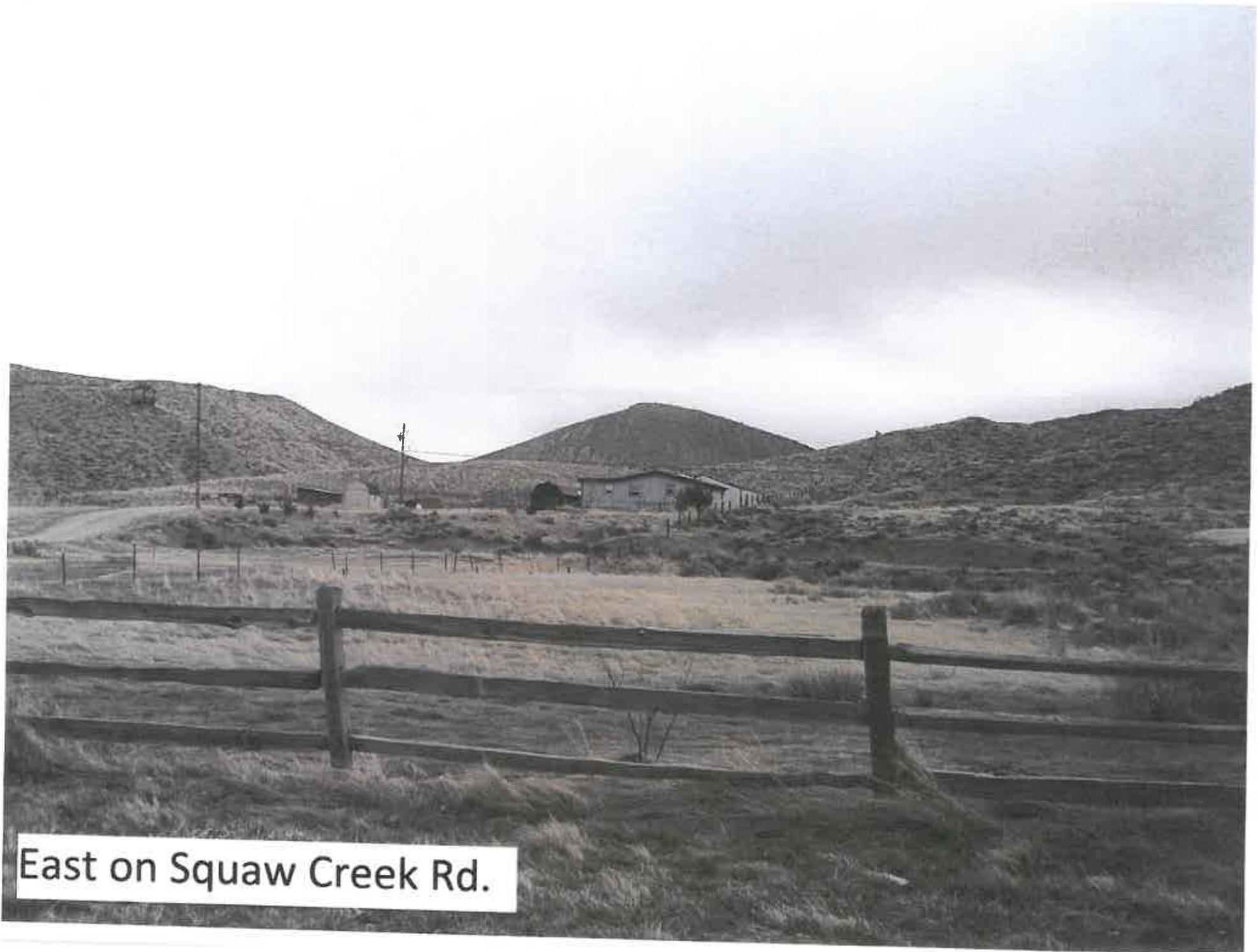
STEVE LOGAN UNPLATTED  
 4 ACRES





Adjoining properties that will be acquiring acreage.





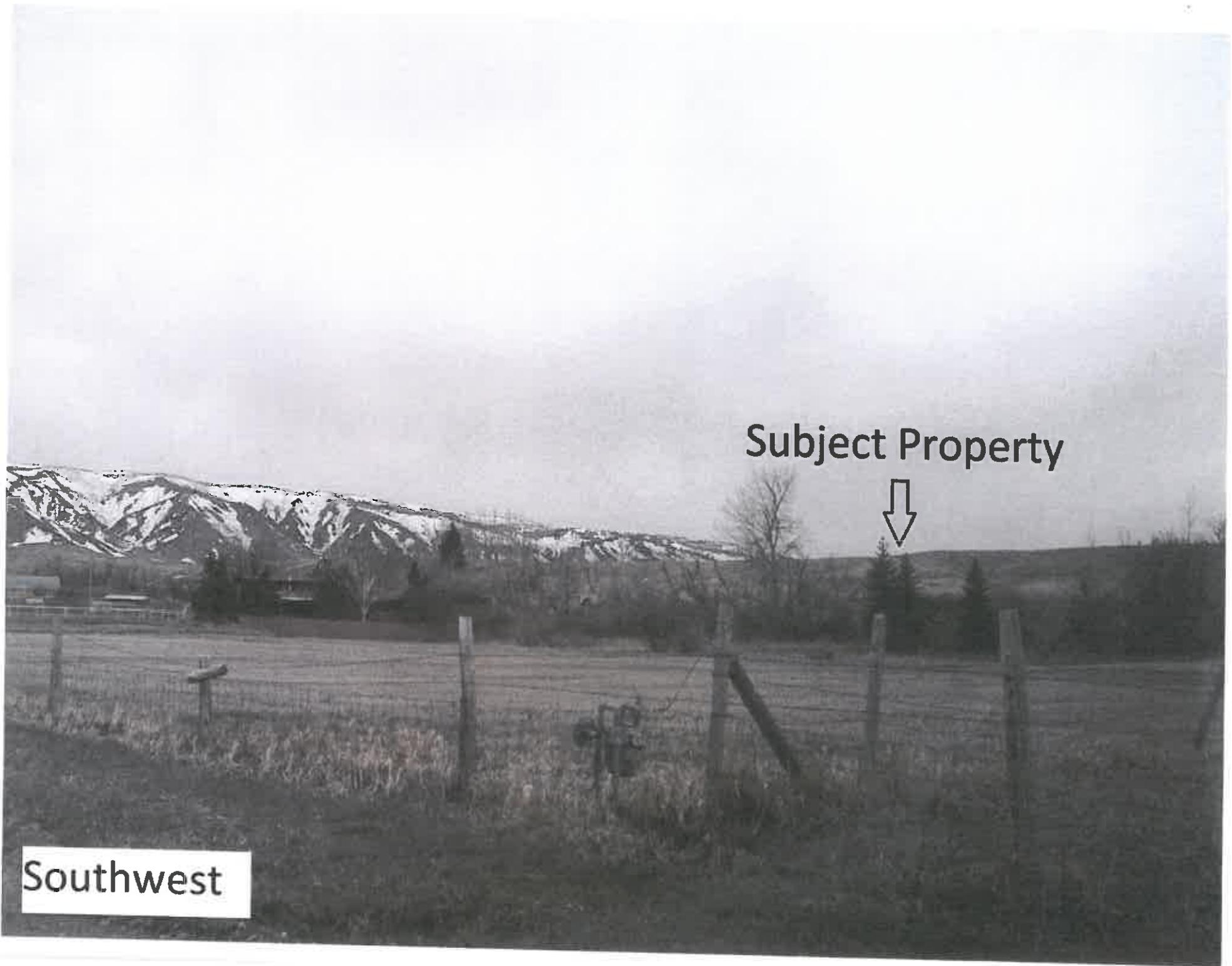
East on Squaw Creek Rd.

Subject Property



Northwest





Subject Property



Southwest

Subject Property



West

