



# NATRONA COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA

Tuesday, October 18, 2016 5:30 p.m.  
Natrona County Courthouse, 200 North Center, Casper, Wyoming  
2<sup>nd</sup> Floor, Large Courtroom

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

- I. CALL MEETING TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF CONSENT AGENDA
- V. PUBLIC COMMENTS
- VI. COMMISSIONER COMMENTS
- VII. 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, October 18, 2016 5:30 p.m.  
Natrona County Courthouse, 200 North Center Street, Casper, Wyoming  
2<sup>nd</sup> Floor, Large Courtroom

**I. APPROVAL OF OCTOBER 4, 2016 MEETING MINUTES**

**II. APPROVAL OF BILLS – \$2,296,662.09**

**III. CONTRACTS, AGREEMENTS, RESOLUTIONS**

- A. Contract between NC & Johnson Controls, Inc.-Master Grant (*tabled on 8-16-2016, no date specified*)
- B. Ratification of Alcova SHORT-TERM Concessionaire Contract (Oct 1, 2016 to March 30, 2017)
- C. Ratification of Pathfinder SHORT-TERM Concessionaire Contract (Oct 1, 2016 to March 30, 2017)
- D. Resolution 33-16 naming Carrell Ln.
- E. Contract Amendemnt to the Engineering and Construction Agreements for work on CR 110,33 Mile and CR 201, Poison Spider/CR 202, Zero Roads including additional work on CR 705, Ormsby Road
- F. Contract between WY Department of Family Services (DFS) & NC Commissioners – Temporary Assistance for Needy Families/Community Partnership Initiative (TANF/CPI) – CAPNC
- G. Contract between NC & Johnson Controls, Inc.for HVAC Maintenance & Mechanical Services

**IV. STATEMENT OF EARNINGS TOTALING \$117,400.69**

Planning	\$17,043.19
Lake	\$45,437.00
Parks/Mtn	\$394.00
County Clerk	\$114,526.50

**V. PETITION & AFFIDAVIT FOR CANCELLATION OF TAXES TOTALING \$163,443.99:** 2016 FOWLER, ROBERT G-\$2,322.99; 2016 BOHANNON, DENNIS R-\$314.79; 2016 NELSON, CONNIE CFD: BENBO, RICHARD LEE-\$83.53; 2016 KIMBLE, LOWELL G TRUSTEE-\$218.67; 2016 STALKUP, RODEY L CFD: ADAMS, RICHARD W-\$1,451.22; 2013 ANADARKO E & P ONSHORE LLC-(\$3,067.27); 2014 ANADARKO E & P ONSHORE LLC-\$3,067.27; 2015 RAVER, ADAM M-\$963.1; 2016 MENDOZA, BILLY J-\$38.83; 2016 THOMPSON, TREW T-\$179.77; 2016 PUMP SYSTEMS LLC-\$7.26; MAIR, ERNEST F-\$171.36; 2016 ENGELKING, KERRY G-\$2,629.21; 2016 S&S LEASING GROUP LLC-\$12,296.23; 2016 PASCO, SANDRA M-\$182.81; 2016 JOHNSON, MATTHEW K-\$165.99; 2016 GILBERT, JOHN D SR-\$208.76; 2016 CASPER ARTIST'S GUILD INC-\$4808.77; 2016 YATES, SHERYL A-\$25.26; 2015 BLACK HILLS BENTONITE-\$29.53; 2016 SENSENICH, ERIC -\$25.26; 2016 CERTUS ENERGY SOLUTIONS LC-\$65,736.87; 2016 BRADLEY, JOSEPH M-\$422.18; 2016 SENSENICH, ERIC -\$54.31; 2016 LARSEN, CHRIS H-\$981.00; 2016 PROPES, CHRISTOPHER S-\$556.70; 2016 KOMMA, JERRY -\$128.99; 2015 AMOCO REUSE AGREEMENT JPB-\$1,243.47; 2016 AMOCO REUSE AGREEMENT JPB-\$1,586.59, \$1,240.89, \$3,689.14, \$5,015.17, \$2,657.21, \$103.19, \$105.77, \$490.17, \$856.50, \$908.10, \$732.67; 2016 PHARMACY ALLEY LLC-\$1,188.47; 2016 MARKVE, DAVID O-\$236.85; 2016 POWELL TRUST DTD 12-29-99-\$5,056.45; 2016 ELMORE, JOHN G JR-\$218.67; 2016 WALSH, BECKY -\$4,604.98; 2016 WALSH, BECKY J-\$882.77; 2016 GLICK, WENDY-\$1,444.70; 2016 ROGERS, WILLIAM TED-\$1,692.97; 2016 KELLY T & SUSAN K BOYLE LIVING TRUST-\$9,785.60; 2016 TRAVERS, JOHN E-\$968.65; 2015 HERNANDEZ, LEODORO-\$1,444.70; 2016 HERNANDEZ, LEODORO JACOB-\$1,444.70; 2016 ROBIN IRWIN LIVING TRUST DTD 6-13-12-\$526.55; 2016 HEINRICH, MICHAEL R-\$473.34; 2016 RILEY, WANDA L-\$71.87;

2016 ETTER, STEVEN D-\$9,084.03; 2016 JACKETT, DEAN A -\$530.09;2016 LANKER, STEVEN D-\$396.27;2016 CLAPP, GORDON N-\$226.07; 2016 MOMMERENCY, CHARLES -\$2,104.79,\$7,186.29;2016 BOATMAN, MERNA-\$1,242.92

**BOARD OF COUNTY COMMISSIONERS  
MINUTES OF PROCEEDINGS  
October 4, 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 Robert Hendry, Commissioner John Lawson, Commissioner Steve Schlager, County Attorney Heather Duncan-Malone, County Clerk Renea Vitto and Commissioners' Assistant Michelle Maines. Commissioner Matt Keating was absent.

Chairman Chadwick read a proclamation in Support of National Cyber Security Awareness Month.

**Consent Agenda:**

Commissioner Hendry moved for approval of the Consent Agenda. Commissioner Lawson seconded the motion. Motion carried.

**Public Hearings:**

**A. CUP16-3**

Jason Gutierrez, Development Director reported this is A request by Pronghorn Propane, LLC for approval of a Conditional Use Permit to allow storage of flammable and combustible liquids in excess of 12,000 gallons. Applicant is requesting one 30,000 gallon tank in addition to two 3,200 gallon propane trucks and dozens of 33 lb., 100 lb., 500 gallon and 1,000 gallon propane tanks. The property is located in a portion of Section 2, Township 33 North, Range 80 West of the 6<sup>th</sup> Principal Meridian, Natrona County, Wyoming. More commonly referred to as 450 Gehring St.

Chairman Chadwick opened up the public hearing.

Speaking in favor: Luke Ginsbach, representative/owner of Pronghorn Propane, LLC. and Gene Corson (Casper).

Speaking in opposition: none

Hearing no further comments the Chairman Chadwick closed the public hearing.

Commissioner Hendry moved to approve Conditional Use Permit incorporating all findings of facts and including the fence requirement. Commissioner Lawson seconded with recommendation of Planning & Zoning Commission. Motion approved.

**B. CUP16-4**

Jason Gutierrez, Development Director reported this is a request by Mercury Towers, LLC for approval of a Conditional Use Permit to construct a 195' Telecommunication Tower within a 80' x 80' lease area. The tower will be located in a portion of Section 13, Township 30 North, Range 83 West of the 6<sup>th</sup> Principal Meridian, Natrona County, Wyoming. The property is more commonly referred to as 22014 State Highway 220.

Chairman Chadwick opened up the public hearing.

Speaking in favor: Nick Constantine, P.E. representing Rocky Mountain Region Tower Engineering Professionals spoke on behalf of Mercury Towers.

Speaking in opposition: none

Hearing no further comments the Chairman Chadwick closed the public hearing.

Commissioner Lawson moved to approve Conditional Use Permit incorporating all findings of facts set forth. Commissioner Schlager seconded the motion. Motion approved.

**C. PS16-4**

Jason Gutierrez, Development Director reported this is a request by Mountain Properties, LLC represented by Nancy Yust for approval of a final plat for the Sunburst Acres Subdivision, a major subdivision consisting of approximately 69.85 acres divided into 6 lots located in portions of Sections 17 & 18, Township 32 North, Range 79 West of the 6<sup>th</sup> Principal Meridian, Natrona County, Wyoming. The parcels are located off Micro Road. This item was heard and approved by the Planning & Zoning Commission with the condition that they receive a Non-Adverse Recommendation from the WY DEQ. Unfortunately, to date the applicant has not received an Non-Adverse Recommendation; therefore it's recommended this item be tabled until a later date to allow applicant to work with WY DEQ to address the concerns they may/may not have; bring back to the BOCC with a Non-Adverse Recommendation per the recommendation to the Planning and Zoning Commission.

Commissioner Hendry moved to table the Platted Subdivision until applicant gets proper paperwork into WY DEQ. Commissioner Lawson seconded the motion. Motion approved.

**Public Comments:**

Chairman Chadwick opened the floor to Public Comments.

Tracy Lamont (Casper)

Hearing no further comments the floor was closed.

**Commissioner Comments:**

Chairman Chadwick opened the floor to Commissioner Comments.

Hearing no comments the floor was closed.

**Adjournment:**

There being no further business to come before the Board of Commissioners, Chairman Chadwick adjourned the meeting at 6:37 p.m.

BOARD OF NATRONA COUNTY COMMISSIONERS

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

ATTEST:  
NATRONA COUNTY CLERK

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

AFLAC PREMIUM HOLDINGS	6,934.08	ISC INC	20,496.63
AG DEPT	9,664.12	JACK'S TRUCK & EQUIPMENT	141.12
ALCOHOL & DRUG TESTING, INC	11,274.00	KADLICK, VICKI L.	200.00
ALSCO	121.42	LINCARE INC	136.25
AMERICAN MEDICAL BROKERS	4,352.17	MATTHEW BENDER & CO/DALLAS	720.52
ANDERSON, SUSAN	267.00	MCMURRY READY MIX	315.11
API SYSTEMS INTEGRATORS INC	282.00	MERBACK AWARD COMPANY	65.20
ASSESSOR	45,446.23	MY EDUCATIONAL RESOURCES	54.00
ATLAS OFFICE PRODUCTS	141.46	NAPA AUTO PARTS	517.97
AXIS FORENSIC TOXICOLOGY, INC.	3,240.00	NC EMPLOYEE	272,509.35
BENNETT, THOMAS L MD	6,715.25	NC TREASURER	361,137.26
BLOEDORN LUMBER - CASPER	17.16	NC WEED & PEST	43.70
BOB BARKER COMPANY INC	270.72	ORACLE AMERICA INC	3,387.61
CA STATE DISBURSEMENT	378.00	OSBORN ROOFING	5,500.00
CASE, KARLA	41.00	OUTPATIENT RADIOLOGY, LLC	205.00
CASPER AREA CHAMBER COMMERCE	75.00	PAETEC	14.42
CASPER CONTRACTOR'S SUPPLY INC	111.58	PEAK ASPHALT	2,400.00
CASPER MEDICAL IMAGING PC	941.00	PETERSON EQUIPMENTS COMPANY	1,935.00
CASPER POLICE DEPARTMENT	195.00	PLANSOURCE	1,678.75
CASPER STAR TRIBUNE/CASPER	528.28	POWDER RIVER SHREDDERS LLC	70.00
CENTRAL WY FAIR & RODEO	50,435.00	R&B/ADMIN	63,773.41
CENTURY LINK-MONROE	5,734.94	R&B/LAKE	12,955.49
CENTURYLINK BUSINESS SERVICES	963.34	R&B/PARKS DEPT	13,167.31
CENTURYLINK/SEATTLE	5,247.43	R&B/VEHICLE SERVICE	15,591.82
CHARTER COMMUNICATIONS	837.84	RICOH USA INC	291.01
CHILD SUPPORT ENFORC	51,533.47	ROCKY MOUNTAIN POWER	42,368.06
CIRCUIT COURT OF THE SEVENTH	3,653.97	ROSE JONES	267.00
CITY OF CASPER	45.00	SHAMROCK FOODS COMPANY	17,211.26
CIVIL ENGINEERING	157.50	SHERIFF/ADMIN	289,111.98
CLERK OF COURT/ADMIN	41,342.28	SHERIFF/COURTHOUSE SECURITY	55,885.93
CLERK OF DISTRICT COURT	4,024.94	SHERIFF/EMERG MANAG	10,745.92
CLERK/ADMIN	64,409.82	SHERIFF/JDC	3,500.04
COCA-COLA BOTTLING COMPANY	77.45	SHERIFF/NEW JAIL	440,537.95
COMM/ADMIN	12,991.65	SHIRK'S ENTERPRISES	1,074.00
COMM/COUNTY ATTORNEY	21,263.43	SOURCE OFFICE & TECHNOLOGY	482.74
COMM/COUNTY DEVELOPMENT	35,198.26	SUTHERLANDS	280.45
COMM/MAINT.SALARIES	17,949.28	SYSTEMS CONSULTING INC	1,187.50
COMTRONIX COMMUNICATION	392.90	TEAM NETWORKS	100.00
CORONER	16,855.67	TLC CLEANING	734.00
COWBOY CHEMICAL	1,279.35	TOWN OF EVANSVILLE	2,204.00
CPITAL BUSINESS SYSTEMS	5,000.50	TOWNSQUARE MEDIA	25,000.00
DENNIS SUPPLY CO	65.40	TREASURER	44,904.34
DEWITT WATER SYSTEMS & SERVICE	56.00	TUBOSCOPE	396.00
DEX MEDIA	13.00	TWO WAY RADIO SERVICES INC	185.00
DISTAD, ERIC A	2,700.00	UNIVERSITY OF WYO/FAMILY MEDIC	168.00
DRUG COURT	16,249.98	VERIZON WIRELESS	2,314.13
DUST BUSTERS LLC	13,761.42	VITTO, RENE A	265.14
EMERGENCY MEDICAL PHYSICIANS	743.00	WAL-MART COMMUNITY	10.97
FIRST INTERSTATE BANK	11,921.76	WASTE CONNECTIONS INC.	9,277.92
GARY'S LOCKSMITHING	28.00	WESTERN DETENTION	98.50
GREINER MOTOR CO-CASPER	68.20	WILKERSON, JAMES A. IV MD PC	1,165.00
HENSLEY BATTERY LLC	299.20	WLC ENGINEERING	15,530.27
HIGH PLAINS POWER INC	1,339.44	WORTHINGTON, LENHART	217.50
HILL, EILEEN	162.00	WWC ENGINEERING	6,348.20
HOFFMAN, DONNA	11.54	WY CHILD SUPPORT	1,235.00
HOWARD SUPPLY CO LLC	54.47	WYDOT-FINANCIAL SVCS	1,205.80
HULSHIZER, DAVID	121.42	WYO DEPT OF WORKFORCE SERVICES	4,062.88
INFOR TECH	41,769.03	WYOMING LAW ENFORCEMENT	616.00

WYOMING MACHINERY COMPANY	19,870.33	
WYOMING ORAL &	1,040.00	

2,296,662.09



**Alcova Reservoir SHORT-TERM Concessionaire Contract**

- 1. **Parties.** The parties to this contract are Natrona County ("County") and Alcova Resort, LLC, ("Resort"). The parties' respective contact information is:

Department Director  
Natrona County Parks  
P.O. Box 848  
Mills, WY 82644  
307-235-9325

Alcova Resort, LLC  
PO Box 2572  
Mills, WY 82644

- 2. **Recitations.**

- A. County entered a contract with the United States, Department of the Interior, Bureau of Reclamation ("Reclamation") for the management, development, operation, and maintenance of recreation and related improvements and facilities at Alcova Reservoir, Natrona County, Wyoming. That contract is identified as "Management Agreement No. 15-LM-60-2364" (the "Management Agreement").
- B. The parties entered the *Alcova Concession License* for a term beginning January 1, 1998 which was amended on January 30, 2009 (together the "Previous License").

- 3. **Effective Date and Term of Contract.** This Contract becomes effective upon the date of the last required signature. The term of this Contract is October 1, 2016 to March 30, 2017, inclusive.
- 4. **Reference to Terms.** The terms contained in the expired Previous License are adopted in this Contract with the exception of the effective date and term of the Previous License.
- 5. **Governmental Immunity.** The County does not waive and specifically retains all immunity provided by the Wyoming Governmental Claims Act, Wyo. Stat. §§ 1-39-101, et seq., and all other immunities provided by law. Reclamation does not waive and specifically retains its sovereign immunity and all other immunities provided by law.

**NATRONA COUNTY**

**ALCOVA RESORT, LLC**

Forrest Chadwick  
Forrest Chadwick Chairman  
Board of County Commissioners

9-30-16  
Date

Bazj Saydjari  
Bazj Saydjari  
Date

10/3/16  
Date

ATTEST:

Renee Vitto  
County Clerk  
mm  
Date



My term of office expires  
January 7, 2019

AK Reed  
Approved as to form  
County Legal Department



**Pathfinder Reservoir SHORT-TERM Concessionaire Contract**

- 1. **Parties.** The parties to this contract are Natrona County ("County") and Pathfinder Boat & Fishing Club, a nonprofit Wyoming corporation ("Resort"). The parties' respective contact information is:

Department Director  
Natrona County Parks  
P.O. Box 848  
Mills, WY 82644  
307-235-9325

Pathfinder Boat & Fishing Club  
Todd Blackwelder  
2031 Trojan DR  
Casper, WY 82604  
307-234-9854

- 2. **Recitations.**

- A. County entered a contract with the United States, Department of the Interior, Bureau of Reclamation ("Reclamation") for the management, development, operation, and maintenance of recreation and related improvements and facilities at Pathfinder Reservoir, Natrona County, Wyoming. That contract is identified as "Management Agreement No. 15-LM-60-2364" (the "Management Agreement").

- B. On June 11, 1998, the parties entered the *Pathfinder Concession Contract* (the "1998 Contract").

- 3. **Effective Date and Term of Contract.** This Contract becomes effective upon the date of the last required signature. The term of this Contract is October 1, 2016 to March 30, 2017 inclusive.

- 4. **Reference to Terms.** The terms contained in the expired 1998 Contract are adopted in this Contract with the exception of the effective date and term of the 1998 Contract.

- 5. **Governmental Immunity.** The County does not waive and specifically retains all immunity provided by the Wyoming Governmental Claims Act, Wyo. Stat. §§ 1-39-101, et seq., and all other immunities provided by law. Reclamation does not waive and specifically retains its sovereign immunity and all other immunities provided by law.

**NATRONA COUNTY**

**Pathfinder Boat & Fishing Club,  
a nonprofit Wyoming Corporation**

Forrest Chadwick 9-30-16  
Forrest Chadwick Chairman of Wyoming Board of County Commissioners Date

Todd Blackwelder 10/3/16  
Todd Blackwelder, President Date

ATTEST:  
Renee Pitts 9-29-16  
County Clerk Date

ATTEST:  
\_\_\_\_\_  
Secretary Date

Approved as to form  
County Legal Department

My term of office expires  
January 7, 2019

RESOLUTION NO. 33-16

RESOLUTION NAMING  
CARRELL LN.

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**WHEREAS**, the Board of County Commissioners of Natrona County, Wyoming; approved on May 4, 2010 a pre-approved road name list, so that road names may be assigned more efficiently, this also included names that may be of historical significance; and

**WHEREAS**, the Board of County Commissioners of Natrona County, Wyoming, received a request to name a portion of un-named road not off of the preapproved road name list, however, the road name suggested has historical significance for the landowners; and

**WHEREAS**, the Board received public comment in favor of renaming of this road and no comments in opposition were received; and

**WHEREAS**, the portion of road is located in the S/2 SE/4 NW/4 of Section 13, Township 32 North, Range 79 West of the 6<sup>th</sup> Principle Meridian, Natrona County Wyoming as shown on Exhibit A.

**NOW, THEREFORE**, the Board of County Commissioners of Natrona County, Wyoming, hereby name this un-named portion, Carrell Ln, and further orders that it be reflected henceforth on maps and county addressing issued by Natrona County.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**BOARD OF COUNTY COMMISSIONERS  
Natrona County, Wyoming**

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

**ATTEST:**

\_\_\_\_\_  
**Renea Vitto, County Clerk**

**APPROVED AS TO FORM:**

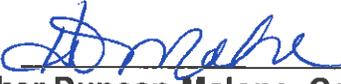
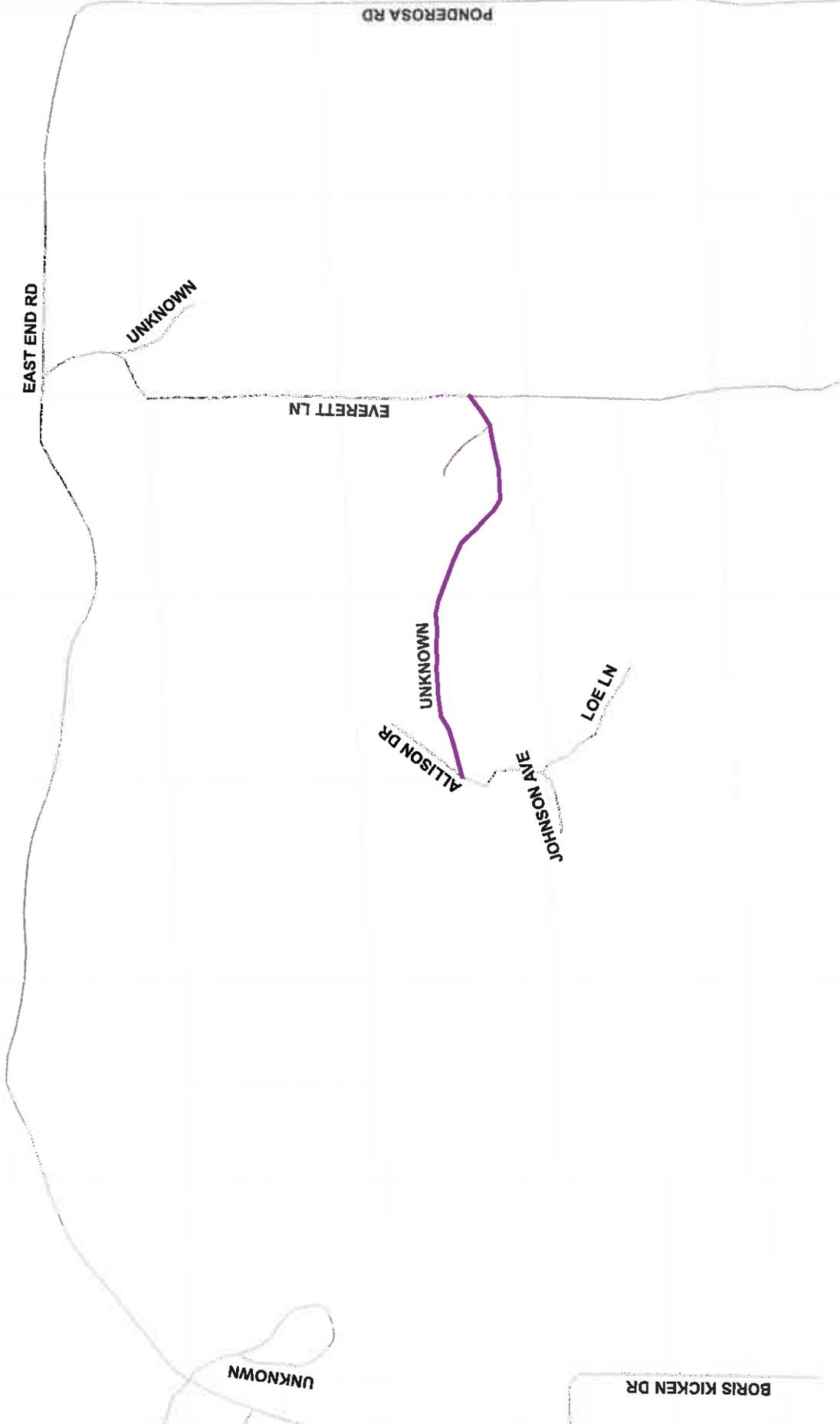
  
\_\_\_\_\_  
**Heather Duncan-Malone, County Attorney**



Exhibit A



PONDEROSA RD

EAST END RD

UNKNOWN

EVERETT LN

UNKNOWN

ALLISON DR

JOHNSON AVE

LOE LN

ASHBY LN

BORIS KICKAN DR

UNKNOWN



## Natrona County Road & Bridge Department

538 SW Wyo Blvd  
PO Drawer 848  
Mills, WY 82644  
(307) 235-9311; 265-2743 (fax)

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### MEMO

DATE: October 10, 2016

TO: Forest Chadwick, Commission Chairman, Commissioners and Heather Duncan-Malone, County Attorney

FROM: Michael D. Haigler, Road & Bridge Superintendent *MDS*

SUBJECT: Contract Amendment to the Engineering and Construction Agreements for work on CR 110, 33 Mile and CR 201, Poison Spider/CR 202, Zero Roads including additional work on CR 705, Ormsby Road.

Please recall that Bids were opened on July 21, 2015 at 2:00 pm for the Milling and Overlay of 33 Mile Road and Poison Spider/Zero Roads. There were five bids received and the low bid was submitted by Knife River, located at P.O. Box 730, Casper Wyoming 82602.

Change Order No. 1 added an additional 1" of paving to the entire Poison Spider Road and we added the paving of Ormsby Road for a total change of \$976,606.50.

Change Order No. 2 will add \$251,403.21 for the force account work that was necessary on 33 Mile Road.

#### Explanation:

Once the Contractor had performed the full depth reclamation and then began preparing the reclaimed base, several areas were showing signs of subgrade failures. These failures included soft spots and rutting. We found that the wet spring and the irrigating fields combined with poor drainage in certain areas with the fine grained subgrade soils, moisture was not allowed to get out of the subgrade in some areas and surface water was not able to effectively drain away from the roadway ditches.

Many of these areas were isolated, but the majority proved to be much longer. The isolated areas were mitigated in the traditional manner of excavating the existing base and subgrade to a depth of (2) feet below the finished grade of the reclaimed base. At the 2' depth a stabilization fabric was placed in the bottom of the excavation and filled in lifts with a recycled concrete "W" Base. In locations where we observed the rutting, the contractor was directed to place virgin "W" Base over the entire width of the roadway. The amount of base placed was dictated by the severity of the rutting and the amount of soft spots. Generally we found that 6" of base was enough to stabilize the movement, but in certain areas, 12" of base was required.

The Contractor agreed to complete the above mentioned work on a time and material basis with a minimal amount of markup. Backup on all equipment and labor along with material was submitted with monthly pay applications. Submitted costs were covered under the force account item within the project.

All the changes mentioned above resulted in a combined total contract amount of \$4,879,541.53.

Staff is recommending acceptance of Change Order No. 2 in the amount of \$251,403.21.

# CHANGE ORDER

No. 2

PROJECT Poison Spider and 33 Mile Road Improvements

DATE OF ISSUANCE October 4, 2016 EFFECTIVE DATE September 30, 2016

OWNER Natrona County Road and Bridge

OWNER's CONTRACT NO. N/A

CONTRACTOR Knife River, Inc. ENGINEER WLC Engineering, Surveying, and Planning

You are directed to make the following changes in the Contract Documents.

Description: **See Attachment A**

Reason for Change Order: **See Attachment A**

Attachments: **A, B**

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>3,651,561.82</u>	Original Contract Times Substantial Completion: <u>September 30, 2016</u> Ready for final payment: <u>October 31, 2016</u> days or dates
Net changes from previous Change Orders No. <u>0</u> to No. <u>1</u> \$ <u>976,606.50</u>	Net change from previous Change Orders No. <u>0</u>  -0- Days
Contract Price prior to this Change Order \$ <u>4,628,138.32</u>	Contract Times prior to this Change Order Substantial Completion: <u>September 30, 2016</u> Ready for final payment: <u>October 31, 2016</u> days or dates
Net Increase (decrease) of this Change Order \$ <u>251,403.21</u>	Net Increase (decrease) of this Change Order  <u>0</u> Days
Contract Price with approved Change Orders \$ <u>4,879,541.53</u>	Contract Times with all approved Change Orders Substantial Completion: <u>September 30, 2016</u> Ready for final payment: <u>October 31, 2016</u> days or dates

RECOMMENDED:

APPROVED:

By: M. Will  
Engineer (Authorized Signature)

By: \_\_\_\_\_  
Owner (Authorized Signature)

**SIGN HERE**

By: [Signature]  
Contractor (Authorized Signature)

Date: 10/5/16

Date: \_\_\_\_\_

Date: 10/4/16

**SIGN HERE**

APPROVED AS TO FORM  
NATRONA COUNTY ATTORNEY

BY: [Signature]  
DATE: 10/13/16



# WYOMING DEPARTMENT of Family Services

2300 Capitol Avenue  
Third Floor Hathaway Bldg  
Cheyenne, WY 82002-0490  
Tel: 307.777.7564  
Fax: 307.777.7747  
dfsweb.wyo.gov

October 5, 2016

Forrest Chadwick, County Commissioner Chair  
Renea Vitto, County Clerk  
Natrona County Commissioners  
200 North Center, Room 115  
Casper, WY 82601

RE: Contract with Wyoming Department of Family Services

Enclosed for your signatures is the original contract for TANF/CPI. I have enclosed the contract including any and all attachments.

After you have executed the contract, please return the original contract with signatures and the attachments in the enclosed self-addressed envelope. Once the contract has been fully executed, a copy of the contract in its entirety will be forwarded to you for your files.

Should you have any questions or concerns regarding the contract's contents, please contact Corrine Livers, the contract manager at (307)754-2245, ext. 23 or via e-mail at [corrine.livers@wyo.gov](mailto:corrine.livers@wyo.gov).

Any other questions you may have, do not hesitate to contact the undersigned at (307)777-5846 or via e-mail at [annette.jones@wyo.gov](mailto:annette.jones@wyo.gov).

Thank you for your anticipated cooperation in this matter.

Sincerely,

Annette Jones  
SNAP/TANF Executive Assistant

CL/aj

Enclosure: as stated

RECEIVED mm 10/10/16  
PLEASE ROUTE: \_\_\_\_\_ DATE: \_\_\_\_\_  
CR \_\_\_\_\_  
HDM aj \_\_\_\_\_

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

1. **Parties.** The parties to this Contract are Wyoming Department of Family Services (Agency), whose address is: 2300 Capitol Avenue, Third Floor, Hathaway Building, Cheyenne, Wyoming 82002, and Natrona County Commissioners (Contractor), whose address is: 200 North Center, Room 115, Casper, Wyoming 82601.
2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the Contractor shall operate the Temporary Assistance For Needy Families Community Partnership Initiative (TANF/CPI), a community plan which will provide a continuum of services to Natrona County families as outlined in Attachment A, attached and incorporated herein by reference.
3. **Term of Contract and Required Approvals.** This Contract is effective when all parties have executed it and all required approvals have been granted (Effective Date). The term of the Contract is from October 1, 2016 through September 30, 2017. All services shall be completed during this term.

By law, contracts for professional or other services must be approved as to form by the Attorney General and approved by A&I Procurement, Wyo. Stat. § 9-1-403(b)(v), and all contracts for services costing over one thousand, five hundred dollars (\$1,500.00) must be approved by the Governor or his designee, Wyo. Stat. § 9-2-1016(b)(iv).

4. **Payment.** The Agency agrees to pay the Contractor for the services described in Section 5 below. Total payment under this Contract shall not exceed Eighty-Nine Thousand One Hundred Seventy-Five Dollars (\$89,175.00). Payment shall be made quarterly after receipt of the required invoice and performance report. Payment shall be made upon submission of invoice pursuant to Wyo. Stat. § 16-6-602. No payment shall be made for work performed before the Effective Date of this Contract. Contractor shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Contract. Should the Contractor fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such time as the Contractor performs its duties and responsibilities to the satisfaction of Agency. The federal source of funding is Temporary Assistance for Needy Families (TANF), CFDA #93.558.
5. **Responsibilities of Contractor.** The Contractor agrees to:
  - A. Carry out the program described in Attachment A;
  - B. Enhance sustainability beyond the funding period;
  - C. Determine TANF eligibility for families participating in the program. A TANF Eligibility Intake Form shall be completed for each family being billed under this Contract;

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

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

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

7. **Special Provisions.**

- A. **Assumption of Risk.** The Contractor shall assume the risk of any loss of state or federal funding either administrative or program dollars, due to the Contractor's failure to comply with state or federal requirements. The Agency shall notify the Contractor of any state or federal determination of noncompliance.

- B. Environmental Policy Acts.** Contractor agrees all activities under this Contract will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- C. Human Trafficking:** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Contract may be terminated without penalty if a private entity that receives funds under this Contract:
- (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
  - (ii) Procures a commercial sex act during the period of time that the award is in effect; or
  - (iii) Uses forced labor in the performance of the award or subawards under the award.
- D. Kickbacks.** Contractor certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If Contractor breaches or violates this warranty, Agency may, at its discretion, terminate this Contract without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
- E. Limitations on Lobbying Activities.** By signing this Contract, Contractor certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Contractor or its subcontractors in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.
- F. Monitoring Activities.** Agency shall have the right to monitor all activities related to this Contract that are performed by Contractor or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Contract; and, to observe personnel in every phase of performance of the related work.
- G. Nondiscrimination.** The Contractor shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans With Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and/or any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Contract.

- H. **No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract, shall be paid by either party.
- I. **Publicity.** Any publicity given to the program or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Contractor and related to the services and work to be performed under this Contract, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- J. **Suspension and Debarment.** By signing this Contract, Contractor certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Contract suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Contractor agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Contract.
- K. **Administration of Federal Funds.** Subrecipient agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200 *et seq.*, and/or additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. **Copyright License and Patent Rights.** Subrecipient acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Contract; and (2) any rights of copyright to which Subrecipient purchases ownership using funds awarded under this Contract. Subrecipient must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Contract.
- M. **Federal Audit Requirements.** Subrecipient agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Subrecipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Grant, Subrecipient shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its

auditor be held until adjusting entries are disclosed and made to Agency's records.

- N. **Non-Supplanting Certification.** Subrecipient hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Subrecipient should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Contract.
- O. **Program Income.** Subrecipient shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Contract must be used to increase the scope of the program or returned to Agency.

8. **General Provisions.**

- A. **Amendments.** Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed and signed by all parties to this Contract.
- B. **Applicable Law/Venue.** The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties, and the venue shall be the First Judicial District, Laramie County, Wyoming.
- C. **Assignment/Contract Not Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Contractor shall not use this Contract, or any portion thereof for collateral for any financial obligation without the prior written permission of the Agency.
- D. **Audit/Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data and records of the Contractor which are pertinent to this Contract.
- E. **Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation. If funds are not allocated and available for continued performance of the Contract, the Contract may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Contractor at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section. This provision shall not be construed to permit the Agency to terminate this Contract to acquire similar services from another party.

- F. Award of Related Contracts.** The Agency may award supplemental or successor contracts for work related to this Contract. The Contractor shall cooperate fully with other contractors and the Agency in all such cases.
- G. Certificate of Good Standing.** Contractor shall provide to Agency a Certificate of Good Standing verifying compliance with the unemployment insurance and workers' compensation programs before and during performing work under this Contract, if applicable.
- H. Compliance with Laws.** The Contractor shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Contract.
- I. Confidentiality of Information.** All documents, data compilations, reports, computer programs, photographs, data and other work provided to or produced by the Contractor in the performance of this Contract shall be kept confidential by the Contractor unless written permission is granted by the Agency for its release. If and when Contractor receives a request for information subject to this Contract, Contractor shall notify Agency within ten (10) days of such request and not release such information to a third party unless directed to do so by Agency.
- J. Entirety of Contract.** This Contract, consisting of ten (10) pages, Attachment A [Program Description], consisting of thirty-five (35) pages, and Attachment B [Quarterly Expenditure and Program Report], consisting of six (6) pages, represent(s) the entire and integrated Contract between the parties and supersede(s) all prior negotiations, representations, and agreements, whether written or oral.
- K. Ethics.** Contractor shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing Contractor's profession.
- L. Extensions/Renewals.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein.
- M. Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays. This provision shall not be effective unless the failure to

perform is beyond the control and without the fault or negligence of the nonperforming party.

- N. Grant Recovery.** The Agency shall be entitled to recover from the Contractor any full or partial payment made under this Contract for: 1) any payments used for purposes not authorized, or performed outside the Contract, 2) any payments for services the Contractor is unable to provide, 3) any payments for services the Contractor did not provide but was required to provide under the terms of this Contract.
- O. Liability.** The Contractor shall be solely liable and responsible for any and all claims, lawsuits, losses and liability arising out of Contractor's failure to perform any of Contractor's duties and obligations hereunder or in connection with the negligent performance of Contractor's duties or obligations.
- P. Independent Contractor.** The Contractor shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Contract, the Contractor shall be free from control or direction over the details of the performance of services under this Contract. The Contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the Contractor in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the Contractor or its agents and/or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on the behalf of the State of Wyoming or the Agency. The Contractor agrees that no health/hospitalization benefits, workers' compensation, unemployment insurance and/or similar benefits available to State of Wyoming employees will inure to the benefit of the Contractor or the Contractor's agents and/or employees as a result of this Contract.
- Q. Notices.** All notices arising out of, or from, the provisions of this Contract shall be in writing either by regular mail or delivery in person at the address(es) provided under this Contract.
- R. Ownership and Destruction of Documents/Information.** Agency owns all documents, data compilations, reports, computer programs, photographs, data and other work provided to or produced by the Contractor in the performance of this Contract. Upon termination of services, for any reason, Contractor agrees to return all such original and derivative information/documents to the Agency in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers. Upon Agency's verified receipt of such information, Contractor agrees to physically and electronically destroy any residual Agency-owned data, regardless of format, and any other storage media or

areas containing such information. Contractor agrees to provide written notice to Agency confirming the destruction of any such residual Agency-owned data.

- S. **Patent or Copyright Protection.** The Contractor recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Contractor or its subcontractors will violate any such restriction. The Contractor shall defend and indemnify the Agency for any violation or alleged violation of such patent, trademark, copyright, license, or other restrictions.
- T. **Prior Approval.** This Contract shall not be binding upon either party, no services shall be performed under the terms of this Contract, and the Wyoming State Auditor shall not draw warrants for payment on this Contract until this Contract has been reduced to writing, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).
- U. **Proof of Insurance.** Contractor is protected by the Wyoming Governmental Claims Act and is a member of a governmental insurance pool, to wit: the Wyoming Association of Risk Managers (WARM), Wyo. Stat. § 1-39-101, *et. seq.* and shall provide a letter verifying its participation in the WARM to the Agency.
- V. **Severability.** Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of the Contract shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- W. **Sovereign Immunity.** The State of Wyoming and Agency do not waive sovereign immunity by entering into this Contract and the Contractor does not waive governmental immunity. All specifically retain all immunities and defenses available to them as sovereign or governmental entities pursuant to Wyo. Stat. § 1-39-104(a) and all other applicable law. Designations of venue, choice of law, enforcement actions, and similar provisions should not be construed as a waiver of immunity. The parties agree that any ambiguity in this Contract shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of sovereign immunity.
- X. **Taxes.** The Contractor shall pay all taxes and other such amounts required by federal, state, and local law, including but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- Y. **Termination of Contract.** This Contract may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Contract may be terminated

by the Agency immediately for cause if the Contractor fails to perform in accordance with the terms of this Contract.

- Z. Third Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties, and obligations contained in this Contract shall operate only between the parties to this Contract and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract.
- AA. Time is of the Essence.** Time is of the essence in all provisions of this Contract.
- BB. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Contract.
- CC. Waiver.** The waiver of any breach of any term or condition in this Contract shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.

**THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.**

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

This Contract is not binding on either party until approved by A&I Procurement and the Governor of the State of Wyoming or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).

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

**AGENCY:**  
Wyoming Department of Family Services

\_\_\_\_\_  
Steve Corsi, Director \_\_\_\_\_  
Date

\_\_\_\_\_  
Roxanne O'Connor, SNAP/TANF Administrator \_\_\_\_\_  
Date

**CONTRACTOR:**  
Natrona County Commissioners

\_\_\_\_\_  
Forrest Chadwick, County Commissioner Chair \_\_\_\_\_  
Date



**ATTEST:**  
Natrona County Clerk

\_\_\_\_\_  
Renea Vitto, County Clerk \_\_\_\_\_  
Date

**ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM**

*Marion Yoder #158784*  
\_\_\_\_\_  
Marion Yoder, Senior Assistant Attorney General

*Sept. 27, 2016*  
\_\_\_\_\_  
Date

# **Community Action Partnership of Natrona County**

**Individual Organization Application  
Natrona County, Wyoming**

**State of Wyoming**

**Department of Family Services**

## **Temporary Assistance For Needy Families Community Partnership Initiative 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>

Attachment A

Contract between Wyoming Department of Family Services  
and Natrona County Commissioners

<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.
- 75% 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:**

- 45 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 **\$44,175** 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
<b>Annual Savings to Wyoming</b>	<b>\$854,367.00</b>

<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: **\$44,175**

	Amount Requested from Community Action Partnership Proposal: \$44,175		Summary and Justification for Budget Expense
	Program Costs	Administration Costs	
Salaries	\$12,600	\$1,260	.35 FTE TANF employee.

Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.			
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$7,056	\$706	Medical Insurance at \$1,200 / months X .35 FTE, Retirement at .16 X salary
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$1,242	\$124	Medicare Salary X .0145. Social Security Salary X .062, Worker's Comp Salary X .0107 and Unemployment Insurance Salary X .0114.
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.	\$400	Click here to enter text.	\$33/ month X 12 months, includes paper, printing, and miscellaneous office supply
Recruiting and Marketing Cannot include promotional items.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Travel Travel necessary to serve participants.	\$518	Click here to enter text.	960 miles/year for trips to and from Edgerton/Midwest at reimbursement of \$0.54/ mile.
Rent and utilities Admin: Rent and utilities for time spent managing the grant. Program: Rent and utilities for space provided to direct services for participants.	\$2,600	\$130	Office space calculated at 5% of total office space. Leasing calculated at \$51,966 X .5%.
Participant Tuition and Class Fees	\$9,190	\$919	CNA Classes – 14 X \$485 Wyoming Contractor's Association – 4 X \$600 (initial fee less \$200 for scholarship and payment plan.
Participant Class Supplies and Materials	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant License and Certification Fees	\$3,264	\$326	CNA Exam \$120, CPR \$98, and Fingerprints \$8 = \$226 X 14 CNA participants CDL exam @ \$25 X 4 participants
Participant Drug and Aptitude Screening Can include other types of assessments.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Work Support Services and Clothing	\$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.

Attachment A

Contract between Wyoming Department of Family Services  
and Natrona County Commissioners

	text.		
Participant Incentives	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other Participant Needs: Description -	\$2,000	Click here to enter text.	80 food cards valued at \$25 each. 2 cards will be allocated for each participant as an incentive and to assist with living costs during training.
<b>Total</b>	\$40,550	\$3,625	<b>Total Administrative Costs cannot exceed 10% of your total Program Costs</b>
<b>TOTAL BUDGET (Program + Admin)</b>	\$44,175		
Number of Participants Planning to Serve	60		
Cost Per Participant	\$736		

# **Greater Wyoming Big Brothers Big Sisters**

**Individual Organization Application  
Natrona County, Wyoming**

**State of Wyoming**

**Department of Family Services**

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

Attachment A  
Contract between Wyoming Department of Family Services  
and Natrona County Commissioners

Page 13 of 35

**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:** 10

**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 on 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.

Henry 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:** \$10,000

Amount Requested from Big  
Brothers Big Sisters Proposal:  
\$10,000

	Program Costs	Administration Costs	<b>Summary and Justification for Budget Expense</b>
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$6,750	\$800	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. Administration- staff to manage grant
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$300	\$55	Benefits for case management staff and administrative staff
Employer Payroll Taxes Admin: Activities spent	\$800	\$95	

managing the grant. Program: Wages for all staff who provide direct client services.			
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Recruiting and Marketing Cannot include promotional items.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Travel Travel necessary to serve participants.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Rent and utilities Admin: Rent and utilities for time spent managing the grant. Program: Rent and utilities for space provided to direct services for participants.	\$1,200	Click here to enter text.	Percentage of rent for case management offices and confidential interview space and storage
Participant Tuition and Class Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Class Supplies and Materials	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant License and Certification Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Drug and Aptitude Screening Can include other types of assessments.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Work Support Services and Clothing	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Wages	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other Participant Needs: Description -	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Total</b>	<b>\$9,050</b>	<b>\$950</b>	<b>Total Administrative Costs cannot exceed 10% of your total Program Costs</b>
<b>TOTAL BUDGET</b>	<b>\$10,000.00</b>		

(Program + Admin)		
Number of Participants Planning to Serve	10	
Cost Per Participant	\$1,000.00	

## **CLIMB Wyoming**

**Individual Organization Application  
Natrona County, Wyoming**

# **State of Wyoming**

## **Department of Family Services**

### **Temporary Assistance For Needy Families**

### **Community Partnership Initiative**

# 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
<b>Annual Savings to Wyoming</b>	<b>\$854,367.00</b>

<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

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

	Program Costs	Administration Costs	Summary and Justification for Budget Expense
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	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.
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	500	400	Retirement benefits, health, dental, vision, and life insurance expenses for CLIMB employees.
Employer Payroll Taxes Admin: Activities spent managing the grant. 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.
Supplies	500	50	General office supplies including postage, ink cartridges, paper.

Attachment A

Contract between Wyoming Department of Family Services  
and Natrona County Commissioners

Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.			
Recruiting and Marketing Cannot include promotional items.	0	0	n/a
Travel Travel necessary to serve participants.	0	0	n/a
Rent and utilities Admin: Rent and utilities for time spent managing the grant. Program: Rent and utilities for space provided to direct services for participants.	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.
Participant Tuition and Class Fees	0	0	n/a
Participant Class Supplies and Materials	100	0	Materials to meet needs of participants during training and group activities.
Participant License and Certification Fees	0	0	n/a
Participant Drug and Aptitude Screening 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: Description -	0	0	n/a
<b>Total</b>	32,000	3,000	<b>Total Administrative Costs cannot exceed 10% of your total Program Costs</b>
<b>TOTAL BUDGET (Program + Admin)</b>	35,000		
Number of Participants Planning to Serve	30		
Cost Per Participant	1,166.67		

Attachment A

Contract between Wyoming Department of Family Services  
and Natrona County Commissioners

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**NATRONA COUNTY OVERALL GRANT REQUEST:**

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

Community Action Partnership	\$44,175
Big Brothers Big Sisters	\$10,000
Climb Wyoming	\$35,000
TOTAL	\$89,175

**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.

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

4-19-2016  
 \_\_\_\_\_  
 Date





Progress Reporting:

Goal 1: CAPNC 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.

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

Performance Measure:

- 1) 60% of EOS program applicants attending orientation will formally enroll in the TANF EOS program.
- 2) 75% of the applicants formally enrolled in TANF EOS will complete the program.
- 3) 75% of the applicants completing EOS will obtain employment.
- 4) 70% of participants obtaining employment will maintain employment for at least 90 days.
- 5) 50% of the Climb Wyoming Partnership clients will be ready to enroll in the next training.

Evaluation: What is the performance outcome of Objective A?

Goal 2: GWBBBS will 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.

Objective A: Pair 25 at-risk youth with community volunteers in mentoring relationships for at least one year.

Performance Measure: GWBBBS will:

- 1) 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; and
- 2) use the Youth Outcomes Survey (YOS), a nationally designed, tested, and implemented BBBS tool to measure the effectiveness of the mentoring services.

Evaluation: What is the performance outcome of Objective A?

Goal 3: GWBBBS will 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.

Objective A: Provide quarterly family engagement activities to increase positive relationships between staff and families and connect families to community resources.

Evaluation: What is the performance outcome of Objective A?

Goal 4: CLIMB will 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.

Objective A: Graduates are trained and placed in high quality jobs.

Performance Measure: 80% of participants who enter a program will successfully complete it and 75% of program graduates will be employed after program completion.

Evaluation: What is the performance outcome of Objective A?

Objective B: Increase their incomes to livable wages.

Performance Measure: The target wage post-program will be a wage that moves participants towards self-sufficiency based on the Wyoming Self Sufficiency Standard.

Evaluation: What is the performance outcome of Objective B?

Objective C: Reduce dependence on government benefits.

Performance Measure: 50% of program graduates who enter the program utilizing food stamps will show a decrease in the dependence on food stamps; and 50% of program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public healthcare.

Evaluation: What is the performance outcome of Objective C?

Objective D: Learn the skills needed for successful relationships at home and at work.

Evaluation: What is the performance outcome of Objective D?

**Successes and Challenges:**

Please share monthly/quarterly successes and challenges.

Monthly/Quarterly Invoice: Natrona County Commissioners

**Submit To:**

Corrine Livers  
Corrine.livers@wyo.gov

**Expenditures for the Month and Year of:** \_\_\_\_\_  
Submitted on \_\_\_\_\_

	Program Costs	Admin. Costs	YTD	Budget
<b>Salaries</b>				
Program: CAPNC				\$12,600.00
Admin: CAPNC				\$1,260.00
Program: GWBBS				\$6,750.00
Admin: GWBBS				\$800.00
Program: CLIMB				\$19,000.00
Admin: CLIMB				\$1,900.00
<b>Employer Paid Benefits</b>				
Program: CAPNC				\$7,056.00
Admin: CAPNC				\$706.00
Program: GWBBS				\$300.00
Admin: GWBBS				\$55.00
Program: CLIMB				\$500.00
Admin: CLIMB				\$400.00
<b>Employer Payroll Taxes</b>				
Program: CAPNC				\$1,242.00
Admin: CAPNC				\$124.00
Program: GWBBS				\$800.00
Admin: GWBBS				\$95.00
Program: CLIMB				\$1,710.00
Admin: CLIMB				\$216.00
<b>Supplies</b>				
Program: CAPNC				\$400.00
Program: CLIMB				\$500.00
Admin: CLIMB				\$50.00
<b>Recruiting and Marketing</b>				
<b>Travel</b>				
Program: CAPNC				\$518.00
<b>Rent and Utilities</b>				
Program: CAPNC				\$2,600.00
Admin: CAPNC				\$130.00
Program: GWBBS				\$1,200.00
Program: CLIMB				\$4,785.00
Admin: CLIMB				\$434.00
<b>Participant Tuition and Class Fees</b>				
Program: CAPNC				\$9,190.00
Admin: CAPNC				\$919.00
<b>Participant Class Supplies and Materials</b>				
Program: CLIMB				\$100.00
<b>Participant License and</b>				

<b>Certification Fees</b>				
	Program: CAPNC			\$3,264.00
	Admin: CAPNC			\$326.00
<b>Participant Drug and Aptitude Screening</b>				
<b>Work Support Services and Clothing</b>				
	Program: CAPNC			\$1,680.00
	Admin: CAPNC			\$160.00
	Program: CLIMB			\$850.00
<b>Participant Wages</b>				
	Program: CLIMB			\$3,555.00
<b>Participant Fringe Benefits</b>				
<b>Participant Incentives &amp; Expenses</b>				
	Program: CAPNC			\$2,000.00
	Program: CLIMB			\$1,000.00
<b>Other Participant Needs</b>				
<b>TOTAL BUDGET</b>				
<b>Program + Admin</b>				<b>\$89,175.00</b>
<b>Number of Participants Served</b>				
<b>Cost Per Participant</b>				

**Contract between Natrona County and Johnson Controls, Inc.  
for HVAC Maintenance and Mechanical Services**

WHEREAS, Natrona County advertised notice that it was requesting proposals for HVAC Maintenance and Mechanical Services; and

WHEREAS, on September 30, 2016, Natrona County opened the sealed proposals it received; and

WHEREAS, Johnson Controls, Inc. was the qualified bidder with the lowest proposal;

WHEREFORE, Natrona County and Johnson Controls, Inc. enter this contract for HVAC Maintenance and Mechanical Services.

1. **Parties.** The parties to this contract are Natrona County ("County") and Johnson Controls, Inc. ("Contractor"). The parties' respective contact information is:

Will Roybal  
Natrona County  
Property Manager/Maintenance  
200 North Center, Rm115  
Casper, Wyoming 82601  
307-262-9441

Johnson Controls, Inc.  
5125 Carroll CT, STE 400  
P.O. Box 280  
Evansville, WY 82636  
866-825-8861

2. **Entire Contract.** The contract between the parties includes this 4 page document titled *Contract between Natrona County and Johnson Controls, Inc. for HVAC Maintenance and Mechanical Services* (the "Master Contract") and its attachments (collectively referred to as "this Contract"). Following are the attachments:

A. Attachment A, *Scope of Services*, 2 pages,

B. Attachment B, *Natrona County Facilities and HVAC Equipment*, 2 pages, and

C. Attachment C, *HVAC Maintenance and Mechanical Services Bid Schedule*, 2 pages.

3. **Master Contract Supersedes.** If there is a conflict or inconsistency between an attachment and the Master Contract, the Master Contract supersedes and shall control; all attachments are subordinate to the Master Contract.

4. **Parties' Responsibilities.** In consideration of the mutual covenants herein, the parties shall:

A. Contractor through its agents (referred to as "Contractor") shall perform the scope of services described in this Contract.

B. County shall pay for Contractor's performance of services in accordance with this Contract.

i. Contractor shall bill in accordance with this Contract.

ii. Contractor shall not bill any additional amount for mobilization.

iii. Contractor shall not bill any additional amount for damages Contractor causes to public and private property.

iv. Contractor shall not bill for any damage to its property.

v. Refrigerant is not included in this Contract, and Contractor will bill County separately for refrigerant approved by Natrona County Property Manager or his designee ("Property Manager").

- vi. If Contractor fails to perform services necessary for the protection of public welfare in accordance with this Contract and County obtains another entity to perform such services, County may charge the costs of such services to Contractor and may deduct such costs from amounts billed by Contractor.

C. Contractor shall maintain insurance for the duration of this Contract as follows:

- i. Contractor shall list County as an additional insured,
- ii. Contractor shall provide a certificate of insurance and endorsement to Property Manager that is satisfactory to Property Manager,
- iii. Contractor shall provide assurance to Property Manager that is satisfactory to Property Manager that County shall receive any and all insurance notifications of termination or reduction of coverage,
- iv. Coverage shall include automobile liability: Insurance Services Office Form Number CA 0001 covering any auto or if Contractor does not own an auto hired and non-owned autos with a limit not less than \$500,000 per accident for bodily injury and property damage,
- v. Coverage shall include commercial general liability ("CGL"): Insurance Services Office Form CG 00 01 covering CGL on an occurrence basis, including products and completed operations, property damage, bodily injury, personal injury, and advertising injury with limits not less than \$250,000 for any claimant for any number of claims arising out of a single occurrence or \$500,000 for all claims arising out of a single occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to locations relevant to this Contract. The CGL coverage shall be endorsed to include Employers Liability / Stop Gap Coverage, and
- vi. Coverage shall include professional liability (errors and omissions, "O&E"): Insurance appropriate to the Contractor's profession with a limit not less than \$250,000 for any claimant for any number of claims arising out of a single occurrence or \$500,000 for all claims arising out of a single occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to locations relevant to this Contract.

D. Contractor shall require its agents who will be onsite to perform under this Contract to attend ten hours of construction safety program(s) approved by the Occupational Safety and Health Administration ("OSHA").

E. Each of Contractor's agents must pass a criminal background check in order to perform services under this Contract.

5. **Effective Date and Term of Contract.** This contract becomes effective upon the date of the last required signature. The term of this Contract is from its effective date through June 30, 2019.

6. **General Provisions.**

- A. **Amendments.** Any changes to this Contract shall be in writing signed and dated by all parties.
- B. **Extension and Renewal.** Neither party has a right of extension or renewal of this Contract.
- C. **Assignment.** No party shall assign or transfer any right or delegate any responsibility of this Contract without prior written consent of the other party/parties.
- D. **Collateral.** No party shall use this Contract or any part of this Contract as collateral without prior written consent of the other party/parties.

- E. **Waiver.** If a party waives a breach by the other party/parties of a term of this Contract, it does not constitute a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- F. **Breach.** If Contractor fails to perform in accordance with this Contract, County may at its discretion:
- i. terminate this Contract, and/or
  - ii. withhold payment until Contractor satisfactorily performs in accordance with this Contract, and/or
  - iii. give written notice and time to cure the breach to Contractor, and/or
  - iv. pursue any other remedy allowed by law.
- G. **Termination.** A party may terminate this Contract without cause upon 90 days written notice. County may terminate this Contract immediately for cause if the Contractor fails to perform in accordance with this Contract.
- H. **Notices.** A party shall give notice to the other party/parties by regular mail, facsimile, or personal delivery at the respective address given in this Contract.
- I. **Availability of Funds.** This Contract is conditioned upon the availability of funds to County for this Contract. If such funds are not available to County, County may terminate this Contract without any penalty. County shall not be liable for any future payment or any alleged damage resulting from the unavailability of funds to County. County shall not claim unavailability of funds for this Contract in order to acquire similar services from a third party.
- J. **Audit / Access to Records.** Contractor shall cooperate with any auditor authorized by County to perform an audit involving this Contract. Contractor shall promptly provide access to County and its auditor and other agents to any book, document, or other record in both tangible and electronic form of Contractor which pertains to this Contract.
- K. **Award of Related Contracts.** County may enter other contracts for services related to this Contract. Contractor shall promptly cooperate with County in awarding such contracts and such other contractors.
- L. **Applicable Law and Venue.** The laws of the State of Wyoming shall govern the interpretation and enforcement of this Contract. The courts in the State of Wyoming shall have jurisdiction over this contract and the parties. A court in Natrona County, Wyoming shall be the proper venue for any legal action involving this Contract.
- M. **Governmental Immunity.** County does not waive and specifically retains all immunity provided by the Wyoming Governmental Claims Act, Wyo. Stat. §§ 1-39-101, et. seq., and all other immunities provided by law.
- N. **Independent Contractor.** Contractor is an independent contractor. Contractor is solely responsible for its debts and other liabilities. Contractor is solely responsible for any taxes resulting from its performance of this Contract including, but not limited to, federal and social security taxes, workers' compensation and unemployment insurance, and sales taxes. Contractor is not entitled to any compensation or other benefit from County except what is contained in this Contract. Contractor shall not incur any obligation or liability on behalf of County.
- O. **Compliance with Laws.** Contractor shall be aware of and comply with all applicable federal, state, and local laws in its performance of this Contract, including, but not limited to:
- i. the Civil Rights Act of 1964,
  - ii. the Fair Labor Standards Act,
  - iii. the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105 et seq.),
  - iv. the Americans with Disabilities Act (ADA) (42 U.S.C. 12101, et seq.),
  - v. the Age Discrimination Act of 1975 (ADEA),

- vi. the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (48 C.F.R. § 324.7000, *et seq.*), and
- vii. the Wyoming Ethics and Disclosure Act (Wyo. Stat. 9-13-101, *et seq.*).

- P. **Nondiscrimination.** Neither party shall discriminate against any individual based on age, gender, gender-preference, pregnancy, color, race, religion, national origin, or a disability that can be reasonably accommodated.
- Q. **Conflict of Interest.** Contractor shall not engage in any activity which could result in a conflict of interest or the appearance of a conflict of interest.
- R. **Certificate of Good Standing.** PRIOR to performing any other term of this Contract, Contractor shall provide a *Certificate of Good Standing* verifying its compliance with the unemployment insurance and workers' compensation programs.
- S. **Third Party Beneficiary.** The parties do not intend this Contract to create any third party beneficiary.
- T. **Indemnification.** Contractor shall indemnify and defend County and its board members, officers, employees, agents, and assignees from any and all claims, lawsuits, losses, and liability arising out of Contractor's failure to perform or negligent performance under this Contract.
- U. **Force Majeure.** The parties shall not be liable for failure to perform in accordance with this Contract if such failure to perform arises out of a cause beyond the party's control and with no fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of a public enemy, fire, flood, epidemic, quarantine restriction, freight embargo, and unusually severe weather. This provision is effective only if the nonperforming party takes reasonable steps to minimize delay and effects of its nonperformance.
- V. **Timeline.** Time is of the essence in performance of this Contract.
- W. **Titles for Reference.** Titles of paragraphs in this Contract are for reference only and shall not be used to construe the language of this Contract.
- X. **Severability.** If any portion of this Contract is determined by a court with jurisdiction to be illegal or unenforceable, the remainder of this Contract shall remain in effect, and either party may renegotiate the term(s) affected by the severance.
- Y. **Signatures.** Each party signing below is authorized to sign this Contract on behalf of its entity.

NATRONA COUNTY

JOHNSON CONTROLS, INC.

\_\_\_\_\_  
Chair, Board of Commissioners

Date

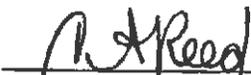
\_\_\_\_\_  
Grant Havens, Service Foreman

Date

ATTEST:

\_\_\_\_\_  
County Clerk

Date

  
\_\_\_\_\_  
Approved as to form

County Legal Department

## ATTACHMENT A

### **Scope of Services**

Contractor shall perform routine and on-call HVAC services as directed by and to the satisfaction of Property Manager. Contractor shall perform all services using skill, workmanship, and applicable trade practices in accordance with the highest industry standards. Contractor shall comply with warranty requirements. Contractor shall perform services in conformance with all applicable laws, codes, and regulations.

HVAC Equipment means heating and cooling equipment and systems in County facilities and includes, but is not limited to, split systems, exhaust fans, gas fired unit heaters, package units and forced air systems from various manufacturers.

Routine maintenance means scheduled inspection and proactive servicing of HVAC Equipment in a manner to keep HVAC Equipment functioning well with minimal downtime.

Contractor shall:

1. Notify Property Manager each time Contractor is on/in a County facility,
2. Document all services performed by Contractor in a journal used only for services provided under this Contract and provide a copy of that journal to Property Manager when requested by Property Manager,
3. Perform all services with a journeyman or equivalent technical level agent and not subcontract any of its performance under this Contract,
4. Perform all services during regular hours which are between 7:00 a.m. and 5:00 p.m., Monday through Friday, excluding County holidays.
  - A. Coordinate the specific time to perform service with Property Manager and
  - B. If approved by Property Manager, perform services outside of regular hours.
5. Prior to performing a repair and/or replacement outside of routine maintenance for no additional cost to County:
  - A. Troubleshoot HVAC Equipment and diagnose the problem(s),
  - B. Provide a quote to Property Manager for the cost of repair and/or replacement,
  - C. Obtain authorization from Property Manager prior to performing repair and/or replacement, and
  - D. If County selects another entity to perform repair and/or replacement, reasonably cooperate with the other entity so that the repair and/or replacement can be performed promptly.
6. At a minimum, Contractor shall perform the following routine maintenance:
  - A. At least four times each year, inspect all HVAC Equipment,

- B. As recommended by the manufacturer of each piece of HVAC Equipment:
    - i. Inspect all moving parts and components including but not limited to belts, bearings, drives, and fans, and
    - ii. Lubricate and adjust all moving parts in accordance with the manufacture's recommendations.
  - C. Perform seasonal startup and run inspections,
  - D. Post service inspection for each piece of HVAC Equipment,
  - E. Provide pleated filters that meet a minimum MERV 7 rating unless specified differently by Property Manager, and
  - F. Change all filters quarterly,
7. Contractor shall provide 24/7 on-call service for emergency calls,
- A. Contractor shall return an emergency call within 30 minutes of the emergency call and
  - B. Contractor shall provide service within two hours for emergency services approved by Property Manager.
8. Monthly, Contractor shall submit to Property Manager itemized worksheets for services it provided within the prior 30 days.
- A. County shall only pay for services that Contractor performed within 30 days of submitting an itemized worksheet.
  - B. Property Manager shall review all itemized worksheets prior to submitting the worksheet to County for payment.

**ATTACHMENT B**

**NATRONA COUNTY FACILITIES and HVAC EQUIPMENT**

Following is a list of Natrona County facilities and a non-inclusive list of HVAC equipment.

<b>Casper-Natrona County Health Department Building</b>	475 S Spruce ST, Casper, WY 82601
1 - Block Hours - Mechanical Heavy 8 - RTU, Cool, Gas Htg, with Econo, 0-15T 1 - RTU, Cool, Gas Htg, with Econo, 0-15T 1 - Water Heater/Gas, 150-300 GAL	
<b>Community Action Partnership of Natrona County Building</b>	800 Werner CT, Casper, WY 82601
(Empty row)	
<b>Natrona County Agriculture Building</b>	2011 Fairgrounds RD, Casper, WY 82604
1 - AHU, Mixed, Const Volume, <10HP 1 - Air Compressor, Commercial, <5HP 1 - Air Compressor, Commercial, <5HP 1 - Block Hours - Pneumatic 1 - Boiler, Gas, HW <120MBH 50HP 1 - Chiller, Air Cooled, Scroll, 61-100 Tons 2 - Fan Coil Unit, Ceiling Mounted, >7.5T 2 - Fan, Exhaust Fan, Ceiling Mounted, 0-5HP 1 - Pump - Circulating, 10-40HP 1 - Pump - Circulating, <10HP 1 - Unit Heater 1 - Water Heater, Gas, <150GAL	
<b>Natrona County Coroner Building</b>	6550 Wildcat RD, Evansville, WY 82636
1 - Furnace, All 1 - Furnace, All 1 - Refrigeration, Freezer Walk-in	
<b>Natrona County Courthouse</b>	200 N Center ST, Casper, WY 82601
6 - AHU, Mixed, Vari Volume, 10-40HP 1 - AHU, Mixed, Vari Volume, 10-40HP 1 - Air Compressor, Commercial, <5HP 1 - Block Hours - Controls 1 - Block Hours - Mechanical Heavy 1 - Block Hours Mechanical Heavey 1 - Block Hours - Pneumatic 3 - Boiler, Gas-Fired, Fire Tube, <50HP 1 - Chiller, Air Cooled, Reciprocating, 100-249 Tons 1 - Comp Room Unit, In Room, 0-15T 1 - Condensing Unit, Air Cooled, (0-10T) 1 - Expansion Tank 7 - Fan, Exhaust Fan, Ceiling Mounted, 0-5HP 1 - Fan, Exhaust Fan, Ceiling Mounted, 6-15HP 2 - Fan, Exhaust Fan, Ceiling Mounted, >15HP	

- 1 - Heat Exchange-All
- 2 - Pump - Circulating, 10-40HP
- 6 - Pump - Circulating, <10HP
- 14 - Unit Heater
- 1 - Water Heater, Gas, <150GAL

<b>Natrona County Hall of Justice</b>	201 N David ST, Casper WY 82601
<ul style="list-style-type: none"> <li>7 - AHU, Mixed, Vari Volume, 10-40HP</li> <li>1 - Air Compressor, Commercial, &gt;20HP</li> <li>1 - Block Hours - Controls</li> <li>1 - Block Hours - Mechanical Heavy</li> <li>1 - Block Hours - Mechanical Heavy</li> <li>1 - Block Hours - Pneumatic</li> <li>1 - Boiler, Gas, HW 120-750MBH 50-300HP</li> <li>2 - Boiler, Gas, HW &lt;120MBH 50HP</li> <li>4 - Builtup Unit, Supply-Return Fan, &lt;10HP</li> <li>1 - Chiller, Air Cooled, Reciprocating, 100-249 Tons</li> <li>2 - Condensing Unit, Air Cooled, (0-10T)</li> <li>5 - Fan, Exhaust Fan, Ceiling Mounted, 0-5HP</li> <li>2 - Fan, Exhaust Fan, Ceiling Mounted, 6-15HP</li> <li>1 - Fan, Exhaust Fan, Ceiling Mounted, &gt;15HP</li> <li>5 - Heat Exchange-All</li> <li>4 - Pump - Circulating, 10-40HP</li> <li>4 - Pump - Circulating, &lt;10HP</li> <li>1 - Refrigerated Air Dryer</li> <li>10 - Unit Heater</li> <li>1 - Water Heater, Gas, &lt;150GAL</li> </ul>	

<b>Natrona County Library Building</b>	307 E 2 <sup>nd</sup> ST, Casper, WY 82601
<ul style="list-style-type: none"> <li>2 - AHU, Mixed, Const Volume, 10-40HP</li> <li>1 - Block Hours - Controls</li> <li>2 - Condensing Unit, Air Cooled, (11-20T)</li> <li>3 - Fan, Exhaust Fan, Ceiling Mounted, 0-5HP</li> <li>1 - Furnace, All</li> <li>3 - RTU, Cool Only, with Econo, 0-15T</li> <li>1 - RTU, Cool Only, with Econo, 0-15T</li> <li>2 - Unit Heater</li> <li>1 - Water Heater, Gas, &lt;150GAL</li> </ul>	

<b>Townsend Justice Center</b>	115 N Center ST, Casper, WY 82601
<ul style="list-style-type: none"> <li>12 - AHU, Mixed, Vari Volume, 10-40HP</li> <li>3 - Boiler, Gas, HW &lt;120MBH 50HP</li> <li>1 - Boiler, Gas, Steam, &lt;120MBH 50HP</li> <li>2 - Chiller, Water Cooled, Screw (Multiple Compressors), 80-120 Tons</li> <li>1 - Comp Room Unit, In Room, 0-15T</li> <li>1 - Controls, Siemens, Fume Hood Controller</li> <li>15 - Fan, Exhaust Fan, Ceiling Mounted, 0-5HP</li> <li>2 - Heat Pump, Water Cooled, 6-10T</li> <li>3 - Operational</li> <li>4 - Pump - Circulating, 10-40HP</li> <li>3 - Pump - Hot Water, 10-40HP</li> <li>6 - Unit Heater</li> </ul>	

**HVAC Maintenance and Mechanical Services  
Bid Schedule**

**Date:** 9/30/16

In accordance with the Request for Proposals for "HVAC Maintenance and Mechanical Services" for Natrona County, subject to conditions and requirements of the contract and scope of work, including Addenda #'s N/A and N/A, hereto attached, which so far as they relate to the bid, are made a part of it, the undersigned will propose the following pricing:

Johnson Controls  
Company Name

**NATRONA COUNTY HVAC MAINTENANCE AND MECHANICAL SERVICES RFP**

**FACILITIES LIST**

FACILITY	COST
Casper/Natrona County Health Department 475 S. Spruce Casper, WY 82601	\$6,800
Natrona County Coroner's Office 6550 Wildcat Road Evansville, WY 82636	\$1,817
Hall of Justice 201 N. David Street Casper, WY 82601	\$33,790
Natrona County Public Library 307 E. 2nd St. Casper, WY 82601	\$8,415

Natrona County Courthouse 200 N. Center Street Casper, WY 82601	\$19,365
Agricultural Extension Building 2011 Fairgrounds Road Casper, WY 82604	\$6,805
Townsend Justice Center 115 N. Center Street Casper, WY 82601	\$19,008

Service, Repair, and Replacement Pricing	Cost
--	------

Certified Technician-Normal Hours	\$110 / hour
Certified Technician-Overtime Hours	\$165 / hour
Certified Technician-Emergency Call Out	\$165 / hour
Certified Technician-Holiday Hours	\$165 / hour
Assistant Technician-Normal Hours	\$110 / hour
Assistant Technician-Overtime Hours	\$165 / hour
Assistant Technician-Emergency Call Out	\$165 / hour
Assistant Technician-Holiday Hours	\$165 / hour
<u>35</u> % mark up on parts	