



NATRONA COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA

Paul Bertoglio, Commissioner
Forrest Chadwick, Commissioner
Rob Hendry, Commissioner
Brook Kaufman, Commissioner
Jim Milne, Commissioner

Tuesday, April 21, 2020 5:30 p.m.
Natrona County Courthouse, 200 North Center, Casper, Wyoming
Large Courtroom, 2nd Floor
Teleconference: 235-9518

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF CONSENT AGENDA

V. PUBLIC HEARING

A. Resolution 12-20 Transfer of Funds- Commissioners/County Attorney/CDC/County Clerk/Drug Court

VI. PUBLIC COMMENTS

Your input is valuable. Please visit www.natrona.net/publiccomment and complete the interactive form with your name, address, phone number and a brief description of the subject matter. Upon submission, the information you provided will be delivered to our office. When the public comment period opens, you will be contacted by phone and placed on speaker to share your thoughts with the Commission. To avoid feedback, please mute your computer speakers. So that we can hear you clearly, please silence any other distractions. Tune into the Natrona County YouTube Channel and watch the meeting live. Please contact the County Commissioners' Office at (307) 235-9202 with any questions or if you do not have internet. Deadline for submission is 5:00 p.m. Monday, April 20th.

VII. COMMISSIONER COMMENTS

VIII. ADJOURNMENT

Agendas are subject to amendments



**NATRONA COUNTY
BOARD OF COUNTY COMMISSIONERS**

Paul Bertoglio, Commissioner
Forrest Chadwick, Commissioner
Rob Hendry, Commissioner
Brook Kaufman, Commissioner
Jim Milne, Commissioner

CONSENT AGENDA

Tuesday, April 21, 2020 5:30 p.m.

Natrona County Courthouse, 200 North Center Street, Casper, Wyoming

Large Courtroom, 2nd Floor

Teleconference: 235-9518

I. APPROVAL OF APRIL 7, 2020 MEETING MINUTES

II. APPROVAL OF BILLS \$3,547,652.61

III. CONTRACTS, AGREEMENTS, RESOLUTIONS:

A. Ratify Acceptance of the 3/30/2020 ArchaSearch Proposal for Online Access to Certain County Clerk Documents

B. Amendment Two to the Agreement between the WY Department of Family Services (DFS), Child Support Program and NC BOCC

C. Amendment to Lease Agreement- The LAMAR companies

D. NC Contract for Services with Worthington, Lenhart & Carpenter, Inc. (WLC) – County Surveyor Services

E. NC Contract for Services with Civil Engineering Professionals, Inc. (CEPI) – County Surveyor Services

F. TANF Grant Application –Community Action Partnership of NC (CAPNC)

G. Resolution 13-20 Requiring Public to Conduct Business via Mail, Email and Telephone Only

IV. STATEMENT OF EARNINGS: Development \$13,919.85; County Clerk \$91,195.50; Lake \$2,615.00

V. LICENSES

A. Roger & Sheryl Garling-Squaw Creek Road/CR #502-Waterline-lic. #2-20-08

B. RMP-Bishop Rd/CR #121-Underground Primary Electrical Cable-lic. #29-20-07

VI. TAXROLL CORRECTION 2018: KELLCH FAMILY LLC \$-1,885.287; KELLCH FAMILY LLC \$-1,219.39;

V. BOARD APPOINTMENTS

A. Tony Kiser-Appointment to the NC Predator Management District Board of Directors (NCPMDBOD) (filling unexpired term ending 12-31-2021)

B. Ben Matilla-Appointment to the Casper Re-Entry Center Community Board (CRCCB) (term ending 6-30-2023)

C. Kristin Stoner-Reappointment to the Casper Re-Entry Center Community Board (CRCCB) (term ending 6-30-2023)

D. Jennifer Miner-Reappointment to the Casper Re-Entry Center Community Board (CRCCB) (term ending 6-30-2023)

E. Judge Daniel Forgey-Reappointment to the Casper Re-Entry Center Community Board (CRCCB) (term ending 6-30-2023)

Agendas are subject to amendments

BOARD OF COUNTY COMMISSIONERS
MINUTES OF PROCEEDINGS
April 7, 2020

The regular meeting of the Board of County Commissioners was brought to order at 5:30 p.m. by Chairman Rob Hendry. Those in attendance were Commissioner Chairman Paul Bertoglio, Commissioner Jim Milne, Commissioner Brook Kaufman, Commissioner Forrest Chadwick, County Attorney Eric Nelson, County Clerk Tracy Good and Commissioners' Assistant Michelle Maines.

Consent Agenda:

Commissioner Chadwick moved for approval of the Consent Agenda. Commissioner Milne seconded the motion. Commissioner Chadwick moved to pull Resolution 11-20 for discussion. Motion carried.

Commissioner Chadwick moved for approval of Resolution 11-20. Commissioner Kaufman seconded the motion. County Attorney Nelson gave a brief report. Motion carried.

Public Comments:

Chairman Hendry opened the floor to Public Comments.

Greg Flesbig (Casper)

Hearing comments the floor was closed.

Commissioner Comments:

Chairman Hendry opened the floor to Commissioner Comments.

Hearing no further comments the floor was closed.

Adjournment:

There being no further business to come before the Board of Commissioners, Chairman Hendry adjourned the meeting at 5:51p.m.

BOARD OF NATRONA COUNTY COMMISSIONERS

Robert L. Hendry, Chairman

ATTEST:

NATRONA COUNTY CLERK

Tracy Good

Newspaper listing for Bills 4/1/2020 through 4/14/2020

116 vendors listed

Total: \$ 3,547,652.61

ABC LEGAL SVCS \$850.00	HIGH PLAINS POWER INC \$891.69
ADBA.COM \$2350.00	HOWARD SUPPLY CO \$280.83
AGRICULTURE DEPARTMENT \$9539.48	INDUSTRIAL DISTRIBUTORS \$200.34
AIRGAS USA \$126.71	INDUSTRIAL ENGINE SVC \$2463.58
ALCOHOL & DRUG TESTING \$14321.95	INFORMATION TECHNOLOGY \$39848.32
ALL AROUND TOWING & RECOVERY \$4200.00	INLAND TRUCK PARTS & SVC \$26.81
ALL OUT FIRE \$120.00	JOHNSON CONTROLS \$2464.61
ALSCO \$547.90	KAUFMAN, JAHNA K \$300.00
AMAZON CAPITAL SVCS \$3524.51	KIM ALDRICH \$105.00
ASSESSOR \$49696.72	KNIFE RIVER \$77109.67
ATLAS OFFICE PROD \$221.36	LINCARE INC \$88.95
AXIS FORENSIC TOXICOLOGY \$1749.00	LOU'S GLOVES \$218.00
B & B RUBBER STAMP SHOP \$30.95	MATCO TOOLS DISTRIBUTOR \$74.77
BARTEN, REBECCA \$103.95	MCMURRY READY MIX \$16527.46
BATTERIES PLUS BULBS OF CASPER \$80.95	MIDWEST HOSE & SPECIALTY INC \$31.05
BENNETT, THOMAS L MD \$1800.00	MTN STATES LITHOGRAPHING \$432.35
BIG D OIL \$47.00	NC CONSERVATION DISTRICT \$85000.00
BIG HORN TIRE/TPI \$8946.00	NC PUBLIC LIBRARY \$724155.00
CAPITAL BUSINESS SYS \$2198.35	NC TREASURER \$8988.92
CAPITAL BUSINESS SYS INC \$401.38	ON THE HOOK \$2800.00
CARPET ONE COMMERCIAL FLOORING \$9286.11	OUTPATIENT RADIOLOGY \$701.26
CASPER- NC HEALTH DEPARTMENT \$25000.00	PACIFIC STEEL & RECYCLING \$41.15
CENTRAL FAIR AND RODEO \$679399.12	PROCESS SVC OF WY INC \$2520.00
CENTURYLINK \$1237.10	PRONGHORN PROPANE \$675.00
CHILD SUPPORT ENFORCEMENT \$53645.88	PV BUSINESS SOLUTIONS INC \$298.50
CITY OF CASPER \$5673.06	RECONNECT \$425.96
CLERK OF COURT/ADMINISTRATION \$43464.25	REED SMITH \$666.58
CLERK/ADMINISTRATION \$62142.04	REED SMITH LLP \$2027.66
CMI-TECO/CASPER MFG TRUCK EQUIPT CO \$412.32	RICOH USA INC \$144.78
COASTAL CHEMICAL CO \$665.28	ROAD & BRIDGE - LAKE \$12575.36
COCA-COLA BOTTLING CO \$335.00	ROAD & BRIDGE/ADMINISTRATION \$69130.35
COMMISSION/ADMINISTRATION \$10416.65	ROAD & BRIDGE/PARKS DEPT \$9812.25
COMMISSION/COUNTY ATTORNEY \$24189.81	ROAD & BRIDGE/VEHICLE SVC \$16626.24
COMMISSION/COUNTY DEVELOPMENT \$37141.88	RT COMMUNICATIONS INC \$39.83
COMMISSIONER/ HR \$7083.34	SHAMROCK FOODS CO \$1100.43
COMMISSIONERS/MAINT. SALARIES \$27091.24	SHERIFF/ADMINISTRATION \$315171.23
COMMUNICATION TECHNOLOGIES INC \$49152.61	SHERIFF/COURTHOUSE SECURITY \$55378.43
CONCORDANCE HEALTHCARE SOLUTIONS \$894.97	SHERIFF/EMERGENCY MANAGEMENT \$10610.00
CONVERGEONE INC \$31960.13	SHERIFF/NEW JAIL \$428276.99
CORNERSTONE PROGRAMS CORP \$293722.00	SINCLAIR CYBERNETICS \$5002.00
CORONER \$18102.42	SINCLAIR FLEET TRACK \$353.98
COWBOY AUTO SPA \$12.86	SOURCE OFFICE & TECHNOLOGY \$178.32
CRUM ELECTRIC SUPPLY CO \$78.04	SPORTSMAN'S WAREHOUSE \$111.97
CST \$287.80	STERLING TALENT \$347.26
DAVE'S AUTOMOTIVE SVC CENTER \$525.00	TLC CLEANING \$800.00
DELL MARKETING LP \$36779.87	TOWN OF MILLS/UTILITY SVC \$335.75
DEWITT WATER SYS \$108.95	TRACKED OUTDOORS \$144.90
DK HAULING DBA VIKING CRANE \$80.00	TREASURER \$47836.49
DRIVEN POWER SPORTS INC \$373.95	TY PICKETT & CO \$6600.00
DRUG COURT \$20936.90	UNITED STATES MARSHALS SVC - JPATS \$6741.00
E & F TOWING TRANS & RECOVERY \$7000.00	VERIZON \$3856.48
EATON SALES & SVC \$16.62	WAL-MART COMMUNITY \$100.30
ENTENMANN-ROVIN CO \$727.95	WHITE'S MARINE CENTER \$95.39
FEDERAL EXPRESS \$10.43	WIND RIVER INVESTIGATIONS INC \$100.00
FIRST INTERSTATE BANK \$23403.92	WY CORONER'S ASSOCIATION \$175.00
FLEETPRIDE \$83.24	WY DEPT OF HEALTH/CHEMICAL TESTING PROGRAM \$5472.00
FLOYD'S TRUCK CENTER \$4107.47	WY ORAL & MAXIOFACIAL SURGERY \$3755.00
GREEN'S SEWER & DRAIN SVC \$188.00	ZERBE-ALME, KELLIE DBA ALL AREA PROCESS SVC \$825.00



Natrona County, WY

**Interim E-Commerce Solution
Valid through June 30, 2020**

Proposal #03302020P1V1

March 30, 2020

Prepared for:

Natrona County
200 N. Center
Room 157
Casper, WY 82601

Tracy Good
County Clerk
307.235.9206
TGood@natronacounty-wy.gov

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GOVERNMENTAL IMMUNITY. Natrona 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 immunity and the right to assert immunities as a defense.

Each party's initials:

 JH
ArcaSearch

Natrona County

INTERIM FEATURES OF E-COMMERCE

Includes:

- Subscriber contact information
- Subscriber Credentials; Username and Password
- Subscription length
- Unlimited views of digital documents

** All communications for subscriber set up needs to be emailed to arcasearch@natrona.wy.gov or arcasearch@natrona.wy.us*

*** New subscribers will be added at 10am and 3pm daily.*

E-COMMERCE FEE

- Fee: \$500

Includes:

- Site set up; add/remove subscribers as required by Natrona County, WY
- Unlimited subscribers of the Natrona County Historical Records Research Site

***This is a temporary solution. We recommend you contact ArcaSearch prior to June 30, 2020 to re-evaluate this proposal.*

With this solution, we do not have the ability to monitor printing or downloading of our public records.

ACCEPTED BY:

Client: Paul Bertoglio Date: 4/9/2020
Client Name - Signature

Client: Paul Bertoglio - Vice Chairman Date: 4/9/2020
Board of Natrona County Commissioners
Client Name - Printed

For ArcaSearch: J Hoekstra Date: 4.9.2020
ArcaSearch

CONTACT INFORMATION:

Chuck Miotke
President
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22517 178th Ave., Suite D
Cold Spring, MN 56320
(989) 430-3877
chuck.miotke@arcasearch.com

Tammy Hoekstra
Customer Service Manager
ArcaSearch Corporation
22517 178th Ave., Suite D
Cold Spring, MN 56320
(800) 846-9433
tammy.hoekstra@arcasearch.com

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APPROVED AS TO FORM FOR NATRONA CO.

Charmaine Reed
Charmaine Reed, WB# 6-3172
Deputy Natrona Co. Attorney

**AMENDMENT TWO TO THE AGREEMENT BETWEEN
THE WYOMING DEPARTMENT OF FAMILY SERVICES, CHILD SUPPORT PROGRAM
AND NATRONA COUNTY BOARD OF COUNTY COMMISSIONERS**

1. **Parties.** This Amendment is made and entered into by and between the Wyoming Department of Family Services, Child Support Program (Agency), whose address is: 2300 Capitol Avenue, 5th Floor, Suite C, Cheyenne, Wyoming 82002 and the Natrona County Board of County Commissioners, Seventh Judicial District Child Support Enforcement, (Natrona County), whose address is: 201 North David Street, 5th Floor, Casper, Wyoming 82601.

2. **Purpose of Amendment.** This Amendment shall constitute the second amendment to the Agreement between the Agency and Natrona County. The purpose of this amendment is to increase the total Agreement amount by one hundred fifty-eight thousand, eight hundred fourteen dollars and twenty-two cents (\$158,814.22) to two million, two hundred seventy-six thousand, six hundred eighteen dollars and eighty-seven cents (\$2,276,618.87).

The original Agreement, dated June 29, 2018, required Natrona County to implement a child support program in full compliance with Title IV-D of the Social Security Act, 42 U.S.C. 561 *et seq.* (Title IV-D) and federal law in order to provide effective and efficient operations of the Title IV-D program which shall include, but are not limited to: child support enforcement services to collect child support and medical support, locating absent parents, establishing paternity, establishing child support orders, modifying existing child support orders for a total payment amount of two million, sixty-two thousand, eight hundred four dollars and sixty-five cents (\$2,062,804.65) with an expiration date of June 30, 2020.

Amendment One, dated August 1, 2019, amended the original Agreement to increase the total Agreement amount by fifty-five thousand dollars (\$55,000.00) to two million, one hundred seventeen thousand, eight hundred four dollars and sixty-five cents (\$2,117,804.65).

3. **Term of the Amendment.** This Amendment shall commence upon the date the last required signature is affixed hereto (Effective Date), and shall remain in full force and effect through the term of the Agreement, as amended, unless terminated at an earlier date pursuant to the provisions of the Agreement, or pursuant to federal or state statute, rule, or regulation.

4. **Amendments.**
 - A. The first sentence of Section 4(A) of the original Agreement is hereby amended to read as follows:

“In no event shall the total amount paid to Natrona County by the Agency under this Agreement exceed two million, two hundred seventy-six thousand, six hundred eighteen dollars and eighty-seven cents (\$2,276,618.87) including

travel based on Natrona County's operating budget which is incorporated herein by reference."

5. **Amended Responsibilities of Natrona County.**

Responsibilities of the Natrona County have not changed.

6. **Amended Responsibilities of Agency.**

Responsibilities of the Agency have not changed.

7. **Special Provisions.**

A. **Same Terms and Conditions.** With the exception of items explicitly delineated in this Amendment, all terms and conditions of the original Agreement, and any previous amendments, between the Agency and the Natrona County, including but not limited to sovereign immunity, shall remain unchanged and in full force and effect.

B. **Counterparts.** This Amendment may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Amendment. Delivery by the Natrona County of an originally signed counterpart of this Amendment by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency. Natrona County's failure to deliver, either personally or via US Mail, postage prepaid, the originally signed counterpart to the Agency within five (5) business days shall be considered a material breach and may result in immediate termination of the original Agreement by the Agency.

8. **General Provisions.**

A. **Entirety of Agreement.** The original Agreement, consisting of twenty-two (22) pages; Attachment A, Statement of Confidentiality, consisting of one (1) page; Attachment B, Non-Disclosure Oath and Certification of Need, consisting of four (4) pages; Attachment C, Conflict of Interest Disclosure, consisting of one (1) page; Attachment D, Electronic Transmission of Federal Tax Information (FTI) Policy, consisting of one (1) page; Attachment E, IRS Video – Statement of Completion, consisting of one (1) page; Amendment One, consisting of three (3) pages; and this Amendment Two, consisting of three (3) pages, represent the entire and integrated agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

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

This Amendment 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).

**AGENCY:
WYOMING DEPARTMENT OF FAMILY SERVICES, CHILD SUPPORT PROGRAM**

Korin A. Schmidt, Director

Date

Kristie Arneson
Economic Security Senior Administrator

Date

**NATRONA COUNTY:
NATRONA COUNTY BOARD OF COUNTY COMMISSIONERS**

Rob Hendry, Chairman

Date

NATRONA COUNTY ATTORNEY



Eric Nelson, Attorney



Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM



Margaret A.R. Schwartz
Assistant Attorney General



Date



WYOMING DEPARTMENT OF FAMILY SERVICES

Safe at home • Supporting the people who support the families • Opportunities for success

March 23, 2020

Natrona County Board of County Commissioners
Seventh Judicial District Child Support Enforcement
201 North David Street, 5th Floor
Casper, WY 82601

Dear Mr. Hendry,

Subject: Contract with the Wyoming Department of Family Services

Enclosed for your signature is the second amendment to the contract for Natrona County to provide a child support program.

After you have executed the contract, please return the original Contract with original signatures. 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 Nina Henry, the contract manager at (307)777-7328 or via email at nina.henry@wyo.gov.

Thank you for your cooperation in this matter

Sincerely,

Dominick Ragan, Office Support Specialist
Department of Family Services- Child Support Program

Enclosure: *Amendment two to contract*



March 27, 2020

SENT VIA US MAIL

County of Natrona
200 North Center Street
Casper, WY 82601

Re: Lamar sign location lease # 238-01114-01

Dear Lessor:

Due to the unprecedented rapid downturn in our economy and the associated sharp decline in advertising revenues, Lamar Advertising has begun the process of re-evaluating the viability of many of our signs throughout Wyoming and Western Nebraska which currently operate under disproportionate lease costs. Although it is not uncommon for advertising demand to fluctuate, historically we have been able to carry those signs that have dropped in value with our higher revenue-producing locations but that is no longer the case. In order for us to continue to operate this sign, it is critical that we immediately bring lease rent into proportion with current and anticipated revenues.

The annual rent in our current lease agreement is **\$1,000** and the twelve (12) months trailing revenue is **\$1,800** which is expected to decline dramatically in the near future. As you can imagine, with the current lease cost as well as our cost of operation, the feasibility of continuing our lease under the current terms has drastically diminished.

Nonetheless, it is our sincere desire to retain our existing inventory, if possible, so that together we can endure this economic hardship and prosper into the future. Accordingly, our preferred course of action is to adjust our rent to an amount that is proportionate to anticipated revenues. **I have included a simple addendum modifying the annual rent effective on your next pay date to an amount that allows both parties to continue to derive positive income from the billboard.** At the end of **two** years, the lease will automatically revert back to the original terms.

Unfortunately, due to the extreme volatility of the economy, we cannot afford to continue the lease under the current terms for another year. Therefore, if we have not received the executed addendum back from you by **April 26, 2020**, your lease will be added to our list of potential removals and should it be selected you will receive a formal notice of termination at that time.

We genuinely regret the inconvenience caused during this tumultuous time and appreciate your consideration in regards to this matter. Should you wish to discuss this further, please contact me at your earliest convenience at **307-635-3613** or jrideoutt@lamar.com. I look forward to speaking with you soon.

Sincerely,



Jamie Rideoutt
Senior Real Estate Manager
Lamar Advertising

JR
Enclosures (2)



5321 Corporate Boulevard
Baton Rouge, Louisiana 70808



Lamar Co. #: 238
City: Casper
Lease #: 1114
Amendment #: 1

AMENDMENT TO LEASE AGREEMENT

The parties to the Lease Agreement dated **April 1, 2012**, and more particularly described above hereby execute this Amendment to Lease Agreement effective **September 1, 2020**. To wit, **COUNTY OF NATRONA** (“Lessor”) and The Lamar Companies (“Lessee”) hereby agree to modify the terms of that existing Lease Agreement in the following respect:

- (i) Annual Rental Amount shall be reduced to **five hundred Dollars (\$500.00)** per year.
- (ii) This amendment shall be effective for a period of **twenty four (24) months**. On **September 1, 2022**, the guaranteed rental amount shall return to the original terms set forth in the Lease Agreement.

All other terms of the Lease Agreement shall remain unchanged.

LESSOR NAME

Signed: _____, Date: _____

Printed: _____
Natrona County Board of County Commissioners Chairman

Phone Number: 307-235-9202
Mailing Address:
200 North Center Street
Casper, WY 82601

THE LAMAR COMPANIES

Signed: _____, Date: _____

Printed: Joe Shreve
VP & General Manager

Phone Number: 307-234-9107
Mailing Address:
2056 North Skyview Drive
Casper, WY 82601

APPROVED AS TO FORM
NATRONA COUNTY ATTORNEY
BY: *Eric K. [Signature]*
DATE: 4-13-2020

THE **LAMAR** COMPANIES

Lamar Co # 238
Wyoming/Western NE

RENEWAL LEASE # 1230

This Instrument Prepared by:
James R. McIlwain
5321 Corporate Boulevard
Baton Rouge, Louisiana 70808

James R. McIlwain

James R. McIlwain

SIGN LOCATION LEASE

THIS LEASE AGREEMENT, made this 11th day of October, 2012, by and between: **Board of County Commissioners of Natrona County**, (hereinafter referred to as "Lessor") and **THE LAMAR COMPANIES** (hereinafter referred to as "Lessee"), provides

WITNESSETH

"LESSOR hereby leases to LESSEE, its successors or assigns, as much of the hereinafter described lease premises as may be necessary for the construction, repair and relocation of an outdoor advertising structure ("sign"), including necessary structures, advertising devices, utility service, power poles, communications devices and connections, with the right of access to and egress from the sign by LESSEE'S employees, contractors, agents and vehicles and the right to survey, post, illuminate and maintain advertisements on the sign, and to modify the sign to have as many advertising faces, including changeable copy faces or electronic faces, as are allowed by local and state law, and to maintain telecommunications devices or other activities necessary or useful in LESSEE'S use of the sign. Any discrepancies or errors in the location and orientation of the sign are deemed waived by LESSOR upon LESSOR'S acceptance of the first rental payment due after the construction of the sign.

The premises are a portion of the property located in the County/Parish of Natrona, State of Wyoming. This lease is for the space necessary for the LESSEE'S existing signs on the LESSOR'S property more particularly described as:

**Physical Description: SW WYOMING BOULEVARD E/L 50" S/O FORT CASPAR RD.
Legal Description: SE SW SECTION 7 T33 R79**

1. This Lease shall be for a term of Twenty (20) years with lease renewal commencing December 1st, 2012. LESSEE may renew this Lease, for an additional term, of equal length, on the same terms and conditions. Said renewal term shall automatically go into effect unless LESSEE shall give to LESSOR written notice of non-renewal at least sixty (60) days prior to the expiration of the original term.

2. LESSEE shall pay to LESSOR an annual rental according to the following schedule:

Lease #1230 - \$1000.00/Year

3. LESSOR agrees not to erect or allow any other off-premise advertising structure(s), other than LESSEE'S, on property owned or controlled by LESSOR within two thousand (2000) feet of LESSEE'S sign. LESSOR further agrees not to erect or allow any other obstruction of highway view or any vegetation that may obstruct the highway view of LESSEE'S sign. LESSEE is hereby authorized to remove any such other advertising structure, obstruction or vegetation at LESSEE'S option.

4. LESSEE may terminate this lease upon giving thirty (30) days written notice in the event that the sign becomes entirely or partially obstructed in any way or in LESSEE'S opinion the location becomes economically or otherwise undesirable. If LESSEE is prevented from constructing or maintaining a sign at the premises by reason of any final governmental law, regulation, subdivision or building restriction, order or other action, LESSEE may elect to terminate this lease. In the event of termination of this Lease prior to expiration, LESSOR will return to LESSEE any unearned rentals on a pro rata basis.

5. All structures, equipment and materials placed upon the premises by the LESSEE or its predecessor shall remain the property of LESSEE and may be removed by LESSEE at any time prior to or within a reasonable time after expiration of the term hereof or any renewal. At the termination of this lease, LESSEE agrees to restore the surface of the premises to its

8. In the event of condemnation of the subject premises or any part thereof by proper authorities, or relocation of the highway, the LESSOR grants to the LESSEE the right to relocate its sign on LESSOR'S remaining property adjoining the condemned property or the relocated highway. Any condemnation award for LESSEE'S property shall accrue to LESSEE.

9. LESSEE agrees to indemnify LESSOR from all claims of injury and damages to LESSOR or third parties caused by the installation, operation, maintenance, or dismantling of LESSEE'S sign during the term of this lease. LESSEE further agrees to repair any damage to the premises or property at the premises resulting from the installation, operation, maintenance, or dismantling of the sign, less ordinary wear and tear.

10. If required by LESSEE, LESSOR will execute and acknowledge a memorandum of lease suitable for recordation. In addition to the foregoing, LESSOR authorizes and appoints LESSEE as LESSOR's agent, representative, and attorney in fact for the limited purpose of executing on behalf of LESSOR such memorandum of lease and any amended memoranda of lease that are necessary or desirable to correct, amend, or supplement any matter set forth in such memorandum. LESSOR further authorizes LESSEE to perform all acts that are incidental to or necessary for the execution and recordation of such memorandum or memoranda.

11. This Lease is NOT BINDING UNTIL ACCEPTED by the General Manager of a Lamar Advertising Company.

IN WITNESS WHEREOF, this instrument is duly executed on the date herein above specified.

EXECUTED BY LESSOR IN THE PRESENCE OF:

[Signature]

Eddie Opella JR.
LESSOR'S PRINTED NAME

[Signature]
LESSOR'S SIGNATURE

TAX PAYER ID #

ACKNOWLEDGEMENT

STATE OF Wyoming
COUNTY/PARISH OF Natrona

The foregoing instrument was acknowledged before me this 11th day of Oct, 2012 by Ed Opella who is personally known to me or who has produced as identification.



Witness my hand and official seal this 11th day of Oct, 2012
Michelle L. Carnes
Notary Public
My Commission Expires: 10/7/2013

EXECUTED BY LESSEE IN THE PRESENCE OF:

THE LAMAR COMPANIES

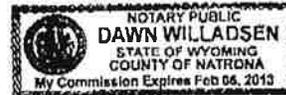
[Signature]
OFFICER'S SIGNATURE
Korbe Palmer GM/VP
OFFICER'S PRINTED NAME & TITLE

ACKNOWLEDGEMENT

STATE OF WYOMING
COUNTY/PARISH OF NATRONA

The foregoing instrument was acknowledged before me this 22nd day of OCTOBER, 2012 by KORBE PALMER who is personally known to me or who has produced N/A as identification.

Witness my hand and official seal, this 22nd day of OCTOBER, 2012
Dawn Willadsen
Notary Public
2.1 2/13



**NATRONA COUNTY CONTRACT FOR SERVICES WITH
WORTHINGTON, LENHART, & CARPENTER, INC.**

1. **PARTIES.** The parties to this contract are NATRONA COUNTY ("County") and Civil Engineering Professionals, Inc. ("Contractor"). The parties' respective contact information is:

NATRONA COUNTY
200 N Center ST, Room 115
Casper, WY 82601

Worthington, Lenhart, & Carpenter, Inc.
200 Pronghorn St.
Casper, WY 82601

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3. **CONTRACTOR'S OBLIGATIONS.**

- A. **SCOPE OF WORK.** See Attachment A, Scope of Work.

B. **GENERAL.**

- i. **Facility, Equipment, and Material.** Contractor will provide a facility and all equipment and materials necessary to perform Work.
- ii. **Compliance with Laws.** Contractor will be aware of and comply with all applicable federal, state, and local laws and regulations in its performance of this Contract.
- iii. **Incorporation.** Contractor will remain active and in good standing with the Wyoming Secretary of State.
- iv. **Indemnification.** Contractor will indemnify County and County's board members, elected officials, employees, and volunteers from all claims, lawsuits, losses, and liability arising out of Contractor's failure to perform or negligent performance of this Contract. Such indemnification will include, but is not limited to, payment of any and all judgments against County and/or its agents, payment of settlement(s) with or without a suit being filed, and legal defense which includes, but is not limited to, payment of legal fees and costs for (1) pre-litigation negotiations and mediation; (2) mediation, litigation, and appeal; and (3) enforcing this indemnification provision.
- v. **Insurance.** Prior to commencing performance of this Contract, Contractor will provide to County proof of its insurance coverage. Throughout the term of this Contract, Contractor will maintain the following insurance and in each policy (1) name County and County's agents as additional insureds; (2) include a provision prohibiting the insurance company from subrogating against County; and (3) require the insurance company to send any and all notices of termination or other limitation of any policy to County in addition to Contractor.
 - a) **General.** Contractor will maintain and provide proof of comprehensive general liability insurance in a minimum amount of \$500,000 per claimant and \$5,000,000 per occurrence from a company authorized to conduct business in Wyoming with a current A.M. Best's rating of no less than A:VII unless County approves a lower rated company in writing.
 - b) **Scope.** Coverage will be at least as broad as *Insurance Work Form CG 00 01* covering CGL on an "occurrence" basis, including property damage, bodily injury, personal & advertising injury, and liquor liability coverage.

- c) Coverage. If Contractor maintains broader coverage and/or higher limits than the contractual minimums, County is entitled to such broader coverage and higher limits. Any excess insurance proceeds will be available to County under the same conditions it is available to Contractor.
 - d) Professional. Contractor will maintain insurance appropriate for Contractor's profession in a minimum amount of \$250,000 per claimant and \$500,000 per occurrence from a company acceptable to County.
 - e) Auto. Contractor will maintain vehicle insurance in a minimum amount of \$250,000 per claimant and \$500,000 per occurrence from a company acceptable to County.
 - f) Primary. Contractor's insurance will be the primary insurance for all incidents related to this Contract. Contractor's insurance provider(s) will not subrogate against County.
 - g) Vendors and Service Providers. Contractor is responsible for all of its vendors and service providers.
- vi. Unemployment and Workers' Compensation. Prior to commencing performance of this Contract, Contractor will provide proof it is in compliance with Wyoming unemployment insurance and workers' compensation laws.
4. COUNTY'S OBLIGATIONS. The County is under no obligation to request any minimum level of services from Contractor. In the event that the County does request services, Contractor will submit invoices monthly to the County for all requested work. The County will pay Contractor pursuant to the *Schedule of Fees* which is attached hereto as Attachment B, which is incorporated herein. The County shall process and pay approved invoices in accordance with County's bill paying process.
5. EFFECTIVE DATE AND TERM OF CONTRACT. This Contract becomes effective upon the date of the last required signature and remains in force through December 31, 2021 at which time it terminates.
6. STANDARD PROVISIONS.
- A. 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 immunity and the right to assert immunities as a defense.
 - B. APPLICABLE LAW AND VENUE. The laws of the State of Wyoming govern the interpretation and enforcement of this Contract. The courts in the State of Wyoming have jurisdiction over this Contract and the parties. A court in Natrona County, Wyoming will be the proper venue for any legal action involving this Contract.
 - C. ASSIGNMENT AND COLLATERAL. The parties will not assign, transfer any right, or delegate any responsibility of this Contract nor use this Contract as collateral without prior written consent of the other party.
 - D. AUDIT. If one party authorizes an audit that includes this Contract, the other party will cooperate with the auditor and provide its records related to this Contract to the auditor as requested.
 - E. AVAILABILITY OF FUNDS. This Contract is conditioned upon the availability of funds to County. If such funds are not available to County, County may terminate this Contract upon reasonable notice and will

not be liable for any alleged damage resulting from such termination. County must not claim unavailability of funds in order to acquire similar services from a third party.

- F. **BREACH.** If Contractor fails to perform in accordance with this Contract, COUNTY may at its discretion:
 - i. withhold payment until Contractor satisfactorily performs in accordance with this Contract,
 - ii. pursue any other remedy allowed by law.
- G. **CONFLICT OF INTEREST.** The parties will not engage in any activity that could result in a conflict of interest or the appearance of a conflict of interest related to this Contract.
- H. **ENTIRE CONTRACT.** This four page document and Attachments A and B constitute the entire agreement and supersede all prior written and oral communications. Any change to this Contract must be in writing signed and dated by both parties.
- I. **FORCE MAJEURE.** A party will not be liable for failure to perform in accordance with this Contract if such failure to perform arises out of a cause beyond the nonperforming party's control and with no fault or negligence of the nonperforming party. Such causes may include, but are not limited to, an act of a public enemy, earthquake, embargo, epidemic disease, fire, flood, quarantine, and unusually severe weather. This provision is effective only if the nonperforming party takes reasonable steps to minimize effects of its nonperformance.
- J. **HEADINGS.** Headings in this Contract are for reference only and are not to be used to construe any part of this Contract.
- Q. **INDEPENDENT CONTRACTOR.** Contractor is an independent contractor. Contractor will determine the means and manner of its performance under this Contract. Contractor is solely responsible for its actions, debts, and other liabilities. Contractor is solely responsible for any taxes and other costs resulting from its performance of this Contract including, but not limited to, federal, social security, and sales taxes and workers' compensation and unemployment insurance. Contractor is not entitled to any compensation or other benefit from County except what is contained in this Contract.
- K. **MATERIAL PREPARED PURSUANT TO CONTRACT.** All finished and unfinished material prepared by Contractor pursuant to this Contract is the property of County. Such material includes, but is not limited to, physical, electronic, and any other form of data, document, application, report, survey, map, specifications, design, model, photograph, film, video, and object. Contractor may retain a copy or other replica of the material for its own use. Contractor will treat the material as confidential and not reveal the material without consent from County.
- L. **NONDISCRIMINATION.** The parties will not discriminate against any individual based on age, gender, gender-preference, pregnancy, color, race, religion, national origin, a disability that can be reasonably accommodated, or any other protected class.
- M. **NOTICE.** A party will give notice to the other party by certified mail sent to the respective address given in this Contract or by an email acknowledged by a director, supervisor, or official of the non-sending party.
- N. **RELATED CONTRACT.** County may enter a separate contract(s) for a service and/or deliverable related to this Contract. Contractor will reasonably cooperate regarding such contract(s).

Approved as to form
County Legal Department

Attachment A
SCOPE OF WORK

Contractor will provide as needed comprehensive surveying services by himself, through his employees, and/or his other agents, including the following services:

- Check subdivision plat for compliance with the Natrona County Subdivision Regulations. Sign subdivision maps and other documents as necessary, as County Surveyor.
- Determine locations of property lines, boundaries, easements and rights-of-way
- Perform research and survey work related to subdivisions, replats and combines
- Prepare and interpret deeds and descriptions
- Develop legal descriptions and plat maps
- Review digital submissions and other CAD related tasks
- Other survey related duties as necessary



ENGINEERING • SURVEYING • PLANNING
WWW.WLCWYO.COM

2020 FEE SCHEDULE

**DEDICATED TO CLIENTS.
DEFINED BY EXCELLENCE.**

Submitted to: Natrona County Development Department

Project: County Surveyor

Submitted by: Ken Moore

Date: 02-20-2020

2020 MASTER FEE SCHEDULE

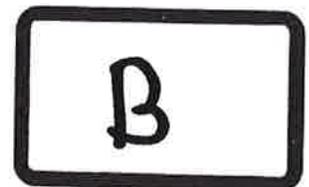
EFFECTIVE DATE: January 1, 2020

LABOR CHARGES

Staff Type	Hourly Rate
Engineer I	\$111.00
Engineer II	\$124.00
Engineer III	\$136.00
Engineer IV	\$148.00
Engineer V	\$158.00
Equipment/Reimbursable	Fee per Unit
Vehicle	\$78.75 per day
Mileage	\$1.05 per mile
Computer Cad/GIS	\$33.50 per hour
3D Laser Scanner - Drone	\$157.50 per hour

Staff Type	Hourly Rate
Drafting Technician IV	\$113.00
Drafting Technician V	\$124.00
GIS Technician III	\$118.00
Surveying Technician I	\$82.00
Surveying Technician II	\$93.00
Surveying Technician III	\$103.00
Surveying Technician IV	\$118.00
Surveying Technician V	\$136.00
Surveyor (L.S.)	\$160.00
Equipment/Reimbursable	Fee per Unit
GPS (RTK – Hourly Charge)	\$80.00 per hour
Digital Level	\$24.50 per hour
UTV	\$152.00 per day
Robotic TS/Pathfinder – Hourly Charge	\$76.25 per hour
Total Station with Data Collector	\$30.00 per hour

- All field charges begin at the time of departure and terminate at the time of return to the point of origin (the home office or place of lodging).
- Final invoiced amounts may vary from cost opinions because of variations in the time of performance, anticipated site conditions or changes in the scope of services.
- Work over forty (40) hours per week, on weekends or holidays, or beyond normal working hours, at the client's request or convenience, will be charged at a rate of 1.5 times the above fees.
- Payment is expected within 30 days after the invoice date. If account is turned over to collection, 40% of the outstanding balance will be added prior to disposal, for the cost of collections.
- Please note our cost opinions are subject to change after 60 days.
- Fees and rates subject to change. Additional (non-current) Governmental taxes, charges and fees will be passed on to the client.
- Unless otherwise specified in the proposal Client safety requirements will be charged at an additional labor rate of 10%.



CASPER

CHEYENNE

RAWLINS

**NATRONA COUNTY CONTRACT FOR SERVICES WITH
CIVIL ENGINEERING PROFESSIONALS, INC.**

1. **PARTIES.** The parties to this contract are NATRONA COUNTY ("County") and Civil Engineering Professionals, Inc. ("Contractor"). The parties' respective contact information is:

NATRONA COUNTY
200 N Center ST, Room 115
Casper, WY 82601

Civil Engineering Professionals, Inc.
6080 Enterprise Drive
Casper, WY 82609

2. **PURPOSE.** The purpose of this Contract is to enter into a contract for the provision of county surveyor services.. In exchange for the provisions herein, the parties enter this Contract.

3. **CONTRACTOR'S OBLIGATIONS.**

A. **SCOPE OF WORK.** See Attachment A, Scope of Work.

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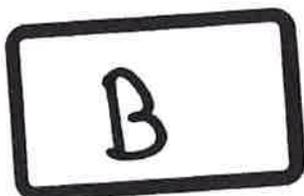
2020 Schedule of Fees

ENGINEERING SERVICES

PRINCIPAL:	\$150.00/hr
SENIOR PROJECT MANAGER:	\$150.00/hr
PROJECT MANAGER:	\$130.00/hr
DESIGN ENGINEER:	\$125.00/hr
SURVEY MANAGER:	\$125.00/hr
SURVEYOR LS:	\$120.00/hr
LANDSCAPE ARCHITECT:	\$125.00/hr
SURVEYING TECHNICIAN:	\$90.00/hr
AUTOCAD TECHNICIAN (Includes Computer Charges):	\$105.00/hr
ENGINEERING TECHNICIAN:	\$90.00/hr
RESIDENT PROJECT REPRESENTATIVE (Construction Monitor):	\$90.00/hr
SURVEY CREW (2 Man with Robotic Equipment/ 1 Man w/GPS):	\$165.00/hr
WORD PROCESSING/OFFICE ADMINISTRATION:	\$55.00/hr
DRONE SURVEY:	\$250.00/hr

EQUIPMENT AND OTHER CHARGES

VEHICLE CHARGES:	\$60.00 per day plus \$0.65 per mile
FOUR-WHEELER	\$120.00 per day
COPIES, PRINTS, ETC.	Invoice Cost
CONSULTANTS:	Invoice Cost
PER DIEM:	\$40.00 per day/per person
TRAVEL EXPENSE:	Invoice Cost



Part 2. APPLICATION

Instructions

Complete all forms accurately. This application will be used to evaluate compliance with the proposal and TANF CPI if funds are granted.

Please use the following grant application format and use only the space provided for responses and submit in MS Word.

Data generated internally must meet the requirements for compliance with research-based, data-driven design. Reports may be attached or grant readers may request additional data or reports to verify information.

PROPOSAL DUE DATE

Applications shall be received on or before **April 24, 2020 at 5:00 p.m.**

Electronic Submission:

An electronic submission of the application is preferred. An electronic submission will be considered "submitted" only after it is successfully downloaded. All signature pages can be scanned and emailed. Submissions shall be in Microsoft Word or Google Doc formats.

Email to: Georgia Auch at georgia.auch1@wyo.gov.
Wyoming TANF Program Manager

Technical Assistance:

For technical assistance or questions regarding this proposal, please contact:
Georgia Auch at georgia.auch1@wyo.gov, 307-675-5440

COVER PAGE

1. County/Tribe: Natrona County
2. Project Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name: Marilyn Dymond Wagner
Title: Executive Director
Organization: Community Action Partnership of Natrona County
Address: 800 Werner Ct., Suite 352 Casper, WY 82601
Phone: 307-232-0124
Email address: mdymondwagner@natronacounty-wy.gov

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

Name: Brittney Fleming
Title: TANF Program Coordinator
Organization: Community Action Partnership of Natrona County
Address: 800 Werner Ct., Suite 352 Casper, WY 82601
Phone: 307-232-0124
Email address: bfleming@natronacounty-wy.gov

4. Program Name: Empowerment Opportunities for Success

5. Requested Amount: \$105,000 (\$55,000 CAPNC, Climb WY \$35,000, BBBS \$15,000)

6. Authorized Representative: Rob Hendry
County Commissioner Chair

Date: 4/20/2020

Phone: 307-235-9202 E-Mail: rhendry@natronacounty-wy.gov

PROPOSAL

Local Community Survey-Transportation and Homelessness

A number of federal studies, as well as state level data, show that the two most common barriers to employment and self-sufficiency for TANF families are transportation and homelessness. The Department of Family Services is interested in learning how local communities assist TANF families in these specific areas and how we might be able to assist in increasing the availability of these services in your area. As part of this year's application, please answer the following questions.

1. What programs are available within your community to address transportation and homelessness?

Transportation: CAPNC provides emergency services, which includes gas vouchers and bus tokens for those in need of assistance with transportation. The TANF program at CAPNC also utilizes gift cards which can be used for gas as well.

Bus tokens can be readily available for qualifying individuals from The Bus/CATC

Homelessness: Self Help provides emergency housing for people who have been involved in domestic violence; Youth Crisis Center provides emergency shelter for youths in crisis who are unable to stay in their own homes; Mimi's House is a new shelter for youth experiencing homelessness; The Unaccompanied Students Initiative also provides housing for youth experiencing homelessness; Seton House provides transitional housing and case management for single parents experiencing homelessness; Wyoming Rescue Mission is a shelter for those experiencing homelessness; CAPNC provides emergency services such as deposit assistance, rent, mortgage payments, hotel stays, and a Housing First program; Casper Housing Authority has Section 8 vouchers as well as VASH vouchers for veterans

2. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention?

There is a significant need within Natrona County for transportation services. Until 2018, The City of Casper was granted the CDBG program grant that furnished over ten agencies bus tokens routinely. In the past, CAPNC provided over 3,000 bus token to residents in Natrona County, as a result of receiving funds from the CDBG grant. Currently, CAPNC is providing specific clients transportation to medical and dental appointments as well as to food pantries.

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

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. An 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 an 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.

*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 be emphasized through best practices. A positive attitude and appropriate social interaction skills in the work place can enhance employment retention.

*Job Search - We take participants through the entire process of employment beginning with interest and skill inventories and culminating in job retention and support. We use a strengths-based approach as we work with our clients to find new/better employment opportunities. We help our clients think through the strengths, skills, passions, and achievements that have made them most proud throughout their lives. Clients are encouraged to use their strengths as they build their resume and undertake job interviews. We believe that by using their strengths our clients will ultimately find a career path that makes them happy and satisfied in the work they do.

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 perform 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 collaborate 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. Additionally we readily provide referrals to numerous community agencies to help participants meet family needs while they are trying to overcome barriers towards education or employment.

In addition to providing financial supports to participants and their families, CAPNC offers tutoring opportunities for participants pursuing a certification in the healthcare industry. CAPNC's Registered Nurse at the 12th Street Clinic routinely provides tutoring for potential CNA students prior to taking their written and skills assessments for certification.

*Educational Services- TANF Program Coordinator provides case management to TANF participants who express the desire to move forward in their career or education. This includes helping participants explore post-secondary education or certificate programs that will aid them in their path towards a career which will sustain them and their families. The TANF program coordinator will assist participants with any internal or external barriers to help alleviate any stress that comes with taking the next step to furthering their careers, and the stress of having to work, go to school, and care for their children. This includes help with college planning, admissions, enrollment, and applying for financial aid. TANF program coordinator will also be able to assist clients with tutoring or making the necessary referrals to the various labs on campus whose aim is to decrease the dropout rate. We also partner with the Adult Learning Center at Casper College to facilitate participants wanting to earn their GED/HiSET, if they do not have a high school diploma.

*Employment Placement Services- CAPNC is partnering with Express Employment Professionals to place TANF participants in employment positions. The professionals as Express Employment Professionals interview participants and gather information about their preferred hours, their strengths, and their needs from their employers. They then take that information and match it to an employer who is seeking long-term employees.

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

3. Area(s) served.

Natrona County

4. 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.

5. Beginning and end date of program.

10/1/2020-9/30/2021

6. Program availability: when is the program offered (i.e. 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.

The EOS program is held weekly and will be facilitated on Tuesday mornings from 9:00-11:00 AM. Additionally, individuals are welcome to set appointments to meet one-on-one at their convenience.

* Step 1: **Orientation and Assessment** - Orientation provides an overview of the program and program expectations. This is also the phase where the participants' needs and barriers are assessed.

*Step 2: 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 divided into two sections and each section is held one day per week. Participants are required to complete homework and three monthly budgets to meet the required 90-day budgets.

Life Skills – Activities are provided based on client need and appropriate referrals are made.

-Job Search – Workshops are held at Community Action for individuals and small groups Monday through Thursday, and include Life Skills. Additional time is allocated to each individual as needed

*Step 3: 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.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

CAPNC completed its Needs Assessment for Natrona County, WY in December 2017; 30 community agencies participated in the assessment and 380 assessments were completed. The assessment gathered data in eight different Poverty Indicators (Health, Employment, Transportation, Education, Use of Income, Housing, Nutrition, and Emergency Situations). Respondents were asked what were key issues for them and their family; the number one key indicator is Use of Income (48.33%), with respondents stating they have a lack of knowledge about money management (i.e, budgeting, credit card debt, checking accounts, etc.). The Health Indicator was the second highest which resulted in 45.31% of the respondents indicating it is a key issue for their family. Respondents replied lack of medical insurance and lack of free or low-cost medical services, are primary reasons why this is an issue for their family. The Employment Indicator, the fourth highest, yielded 32.79% of the respondents indicating this is a key issue for their family. Respondents indicated lack of employment opportunities and lack of good-paying jobs with benefits add to the difficulty of self-sufficiency. Additionally, 45.39% of the respondents feel Natrona County lacks supports in assisting individuals seeking employment.

According to the U.S. Bureau of Labor Statistics (USBLS) Natrona County has a 4.7% unemployment rate while the overall unemployment rate for the state of WY is 3.7%. With the cyclical downturn in the oil and gas industry combined with the job losses in the coal industry, there are limited, above entry level, employment opportunities.

In addition to the federal reporting, CAPNC captured data reflecting that 26% of the individuals seen during our last fiscal year did not have a high school diploma. Therefore, our continued partnership with Casper College and our EOS Program Manager will provide the encouragement and direction to assist clients in obtaining their GED/HiSET Certification; courses are being offered quarterly at Casper College.

2. What is the resource gap(s) that is being addressed by your 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. CAPNC's one-on-one approach, serves to enhance the participants recognition and self awareness of their strengths and skill set. 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, they are able to re-enter the labor force and obtain skilled jobs at or above entry level, due to participation in our program.

3). Describe what research based 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.

*Assessment- TANF program manager completes a comprehensive assessment with participant at the first meeting. The comprehensive assessment covers the areas of: education, employment, income, housing, food, childcare, transportation, and health care. During this assessment, each participant is asked to choose a statement which best reflects their status on each of the areas. Once done, the TANF program manager uses the responses to score the participant's vulnerability in each of the areas. The assessment will be revisited after six and then twelve months, in order to measure the participant's progress.

* Goal Action Plan- After the assessment and scoring is completed, the participant leads TANF program manager in identifying their strengths and areas they would like to work on. The participant will work with the TANF program manager to develop an action plan, using the S.M.A.R.T (Specific, Measurable, Achievable, Relevant and Time-bound) method. This goal action plan will be used to guide the participant to reach their goals, starting with short-term goals, moving to intermediate-term goals, and then addressing long-term goals.

* Case Management- The TANF program manager uses a strengths-based approach to meet with participants, on-on-one, to work on goals and strategies to achieve those goals. During these sessions, participants work on developing budgeting skills, developing resumes, identifying strengths for employment, and applying for jobs.

* Dependable Strengths- Using Bernard Hill's "Dependable Strengths" program, we help our participant's process through the strengths, skills, passions, and achievements that have made them most proud throughout their lives. Participants are encouraged to use their dependable strengths as they build their resume and undertake job interviews. We believe that by using their dependable strengths our participants will ultimately find a career path that makes them happy and satisfied in the work they do.

C. Community Partnerships

1. A 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 community agencies in addressing the needs of the low-income population of our county. These collaborations give CAPNC additional knowledge about community resources and a greater understanding of services available to our participants. This is beneficial to our participants because it provides a solid foundation of communal support to help them achieve their short and long term goals toward education, employment and self- sufficiency. The established collaborations with other community agencies help streamline the referrals and expedite the application process so participants are able to access needed services in a timely manner. CAPNC has strong linkages as a direct service provider and as a funder of 7 local human services agencies in Casper. Local collaborative initiatives in which we participate are:

- Continuum of Care/Central Wyoming Homeless Collaborative (Seton House, Self Help Center, Casper Housing Authority, Central Wyoming Rescue Mission, Salvation Army, Casper College, Employment Resources and others): An MSW from CAPNC is the point of contact for the continuum of care for Central Wyoming. Governor Matthew Mead procured the services of Marbut Consulting to conduct a homelessness services needs assessment and to develop a strategic action plan. CAPNC has taken the lead in helping to create change where needed relating to jobs, legal services, and implementing suggestions made by Dr. Marbut.
- Interagency Coordinating Council
- Community Supervision Council
- Community Relations Board
- Point In Time Homeless Count

- Asset Building Coalition of Natrona County
- Youth Coordinating Council

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Casper College	Referrals, educational resources, and certification training, vocational programs, America's Promise Grant, Single Parent Supportive Services Program
Adult Learning Center at Casper College	GED/HiSET assistance, tutoring, and referrals
Educational Opportunity Center/TRIO at UW and CC	Financial Aid, Scholarships, College Admissions, Career Advising
Oil City C.N.A with Michela Hehr	CNA Training
Department of Workforce Services	WIOA Training, Direct Dial Program
Express Employment Professionals	Employment Placement

3. 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. Additionally, CAPNC was involved in three different fundraising events this year. 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 our other programs and we feel confident that funding will be available to sustain our program.

D. Project Goals and Outcomes

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

- 75% of EOS program applicants attending orientation will formally enroll and actively participate in the TANF EOS program.
- 50% of the applicants actively participating in EOS will obtain employment or increase monthly wage.
- 70% of participants obtaining employment will maintain employment for at least 90 days.

Upon completion of the orientation and individual consultation with CAPNC's Employment Program Manager, appropriate participants can avail themselves of medical and/or therapeutic modalities through our 12th Street Clinic at no cost to them. This would be entirely elective and address their individual needs. A pervasive barrier in the past for participants has been medical needs. Lack of help with their mental health barriers and addressing the bio-psycho-social aspects of participants' needs will serve to help them gain stronger self esteem and self awareness, which will in turn, enrich their family relationships. Collectively addressing all the barriers a participant faces and providing the appropriate referrals, support, and guidance to address them is essential so they are able to reach their educational and employment goals. This will correlate directly with long term self sufficiency and success.

The medical team at our 12th Street Clinic includes a Nurse Practitioner, a Registered Nurse, a Social Worker, and two Certified Medical Assistants. Additionally, our mental health team consists of a Psychiatric Certified Physician Assistant specializing in Medical Management, one Ph.D. students for counseling, and one licensed Social Worker.

Jane enrolled in the TANF/EOS program after coming to Natrona County at the beginning of summer. Jane, her significant other, and her two children were taking a vacation in Casper and had set up camp on the mountain. The family's vehicle broke down, and they spent all their money trying to fix it, but they were unable to return to their home state. This resulted in both Jane and her significant other losing their jobs and becoming stranded in Casper. Jane was referred to Oil City C.N.A.'s training program and to CAPNC's TANF program to help pay for her testing and certification fees, which we were able to provide. Jane passed her test and earned her C.N.A certificate, and she was able to get a job as a C.N.A immediately. CAPNC's TANF program coordinator worked with both Jane and her significant other, providing case management, budgeting assistance, gift cards for gas and food, and financial assistance with testing and certification fees. CAPNC was also able to provide the family with deposit assistance, and after months of living in a tent, the family was able to move into their new home just before the first snowfall in September. Jane's significant other also obtained permanent employment. Six months later, the family is still in their new home, Jane has reached 180 days of employment, and her significant other has had his job for 120 days.

2. **Outcomes:** Using the chart below, please identify the **measurable** outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
75% of EOS program applicants attending orientation will formally enroll and actively participate in the TANF EOS program	55 of 73 CAPNC clients attending orientation will formally enroll in the TANF EOS program	<ul style="list-style-type: none"> Formalize internal referral process to ensure all who qualify for the program have an initial introduction to the program Formalize external referral process to ensure prioritization to TANF program. Opportunity for free medical/mental health assistance 	<ul style="list-style-type: none"> Orientation roster TANF program participant list Through our 12th Street Clinic with 1 Ph.D. candidate and a Psychiatric Physician Assistant
50% of the applicants actively participating in the program will gain employment or increase their monthly wage.	28 of the applicants completing TANF EOS will obtain employment or increase their monthly wage.	<ul style="list-style-type: none"> Engage potential employers through program education at lunch and learns Formalize arrangements with local employers to engage them in hiring program graduates Innovative marketing of potential TANF EOS participants to a targeted group of employers 	<ul style="list-style-type: none"> Phone confirmation with employer. Copy of employment pay stub

70% of participants obtaining employment will maintain employment for at least 90 days	20 participants obtaining employment will maintain employment for at least 90 days	<ul style="list-style-type: none"> • Immediate/ongoing individualized supportive case management • Support through employer onsite visitations • Employer Support 	<ul style="list-style-type: none"> • Employment pay stub
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3. Describe your data collection methods to be used.

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.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

TANF clients that enroll in the program will be given a Family Self-Sufficiency assessment upon enrollment that will establish a baseline of where the family is in terms of housing, employment, education, access to childcare, access to healthcare, access to reliable transportation and food sufficiency. Clients will be given the same formal assessment at 6 and 12 months, and informal assessments at 30, 60, and 90 days from their initial enrollment date to determine their progress.

G. TANF Recruitment

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?

Community Action Partnership of Natrona County adheres to the Federal TANF Guidelines set for eligibility: Participants served shall be families with child(ren) with income below 185% of the Federal Poverty Level (FPL). Many of our clients are referred to the TANF EOS Program by Community Action Partnership's Client Advocates upon assessing the client's needs and eligibility guidelines of the TANF program. Additionally, Community Action Partnership has formed collaborations with other agencies that serve eligible families with the same barriers to self-sustaining employment, such as: Casper College's Single Parent Program, Department of Family Services, Natrona

County Head Start, and Work Force Services. In addition, Community Action Partnership participates in local job fairs as a recruiting opportunity.

2. What is the projected number of TANF eligible individuals that will be served by this program?

Community Action Partnership expects to serve 60 TANF eligible families, and enroll 55 program applicants in the TANF EOS program to reflect TANF's State Program Goal.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

Community Action Partnership will collect client's gross family income for the last thirty days to determine if the family's income is below 185% of the Federal Poverty Level that is required for TANF eligibility. Our intake form is designed to fully document eligibility.

BUDGET

Instructions:

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.
2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
 - a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
 - b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
 - c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
 - d. Administrative expenses shall not exceed 10% of the non-administrative expenses.
3. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.
4. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

CAPNC is awarded funding from the Natrona County Board of Commissioners. These funds are used provide administrative support for all of our programming, including the TANF program. These funds are also used to provide housing services for TANF eligible individuals. (\$162,000) We also receive Community Service Block Grant funds that provide EOS services that support the TANF program. (\$562,000) In addition, CSBG funds are used to support transportation for TANF participants. This is either in the form of bus tokens, if the participant does not have private transportation. If the client has a personal vehicle, we utilize CSBG funds to provide gas vouchers for the purpose of assisting the participant in traveling to an employment interview or traveling to and from work.

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment. CAPNC measures the impact of the program by comparing participants' wages at application and the increased earned 90 days post program.

In order to calculate ROI we calculate the average income of all participants at intake and conduct the same calculation at 90 days to determine the client and community benefit of the EOS program. We also average

SNAP benefits at intake and 90 days. During the last 12 months we had a total of 100 individuals enroll in EOS. Eighty (80) individuals were active participants. Sixty Three (63) individuals had SNAP. The chart below calculates the ROI:

	Intake Monthly	90 Days Monthly	Monthly Benefit from Program	Annual Benefit from Program
Avg. Wage/Participant (100)	\$613	\$1,309	\$696	\$8,356
Avg. SNAP/Participant (63)	\$448	\$343	\$105	<u>\$1,260</u>
TOTAL Benefit/Participant				\$9,616
TANF Cost/Participant (100)				<u>\$550</u>
Return on Investment TANF Funding				\$9,066

Note: CSBG funds cover 30% of the TANF Coordinators work along with the 50% funded by the TANF Grant. If we add those expenses to the ROI Calculation, along with CSBG funds that for transportation costs to support employment and housing support the ROI would be reduced by an average of \$394/participant bringing the Total Program Return on Investment to \$8,672.

Amount Requested from Proposal:

\$55,000

	Program Costs	Admin Costs	Summary and Justification for Budget Expense
Salaries <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	\$19,800	\$1,980	.49 FTE TANF Program Coordinator
Employer Paid Benefits <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	\$11,088	\$1,108	Retirement at 14.5%, Health Insurance 41%
Employer Payroll Taxes <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	\$1,952	\$196	Social Security @ 6.2%, Medicare @ 1.45%, Unemployment @ 1.1%, and Worker's Comp @ 1.1%
Supplies <u>Admin:</u> Supplies and expenses needed to manage the grant. <u>Program:</u> Supplies needed for instructor use.	\$400	\$40	\$33/month X 12 months
Recruiting and Marketing Cannot include promotional items.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Travel Travel necessary to serve participants.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Rent and utilities <u>Admin:</u> Rent and utilities for time spent managing the grant. <u>Program:</u> Rent and utilities for space provided to direct services for participants.	\$3,059	\$273	6% of annual rent for Coordinator Office Space
Participant Tuition and Class Fees	\$7,936	\$793	Cost of CNA @ \$850/participant X 10 participants
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	\$1,250	\$125	\$125/participant X 10 Participants
Participant Drug and Aptitude Screening, CNA Test Can include other types of assessments.	\$1,150	\$115	\$115/Participant X 10 Participants
Work Support Services and Clothing	\$600	\$60	\$60/ participant X 10 Participants
Participant Wages	Click here to	Click here to enter	Click here to enter text.

	enter text.	text.	
Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other Student Needs: Description -	\$3,075	Click here to enter text.	Day Care, Nutrition Support, Books
Sub-Total	\$50,310	\$4,690	Total Administrative Costs cannot exceed 10% of your total <i>Program</i> Costs
TOTAL BUDGET (Program + Admin)	\$55,000		
Number of TANF Participants Planning to Serve	55		
Cost Per TANF Participants	\$1,000		

COVER PAGE

7. County/Tribe: Natrona County

8. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name: Marilyn Dymond Wagner
Title: Executive Director
Organization: Community Action Partnership of Natrona County
Address: 800 Werner Ct., Suite 352 Casper, WY 82601
Phone: 307-232-0124
Email address: mdymondwagner@natronacounty-wy.gov

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

Name: Grace Torres
Title: Program Director
Organization: Climb Wyoming
Address: 951 N. Poplar Street, Suite B, Casper, WY 82601
Phone: 307-237-2855
Email address: grace@climbwyoming.org

10. Program Name: Climb Wyoming in Natrona County

11. Requested Amount: \$35,000

PROPOSAL

Local Community Survey – Transportation and Homelessness

A number of federal studies, as well as state level data, show that the two most common barriers to employment and self-sufficiency for TANF families are transportation and homelessness. The Department of Family Services is interested in learning how local communities assist TANF families in these specific areas and how we might be able to assist in increasing the availability of these services in your area. As part of this year's application, please answer the following questions.

1. What programs are available within your community to address transportation and homelessness?

One of the cornerstones of the Climb Wyoming (Climb) program is the emphasis placed on individualized advocacy services provided to candidates as they prepare for full time career training and employment. Climb's philosophy is to problem solve with candidates as challenges arise, rather than providing the service or funding for their needs. This helps the candidate learn about local resources and allows the candidate and Climb staff to learn together about prioritizing and problem solving. Though this process can be time consuming and challenging, taking time to support the candidate helps them learn to navigate resources in the future when they are employed and working to support their family on their own.

Climb works hard to build relationships in the community to identify these important resources while helping candidates brainstorm personal resources (i.e. friends, family, coworkers or fellow Climb group members). Through this strategy, each participant identifies a personal solution that meets their individual need. By funding Climb through Temporary Assistance for Needy Families (TANF) dollars, you are supporting the process of participants navigating these resources on their own and learning how to problem solve long-term as needs ebb and flow throughout their lives.

In Natrona County, Climb staff help moms navigate public transportation. Beyond providing information on transportation schedules, staff support participants in brainstorming a plan that works for them since public resources are not always an option due to the long traveling time or lack of access. Climb assists participants with transportation by providing attendance incentives that can be used for gas or providing gas reimbursement.

Climb partners with organizations to assist with housing needs such as Casper Housing Authority, Seton House, Wyoming Housing Network, and Habitat for Humanity. Climb also help participants access low-income rentals for income-qualified tenants.

2. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention?

As mentioned above, Climb helps participants navigate transportation, housing and additional resources on an individual basis. It is challenging to find a transportation or housing resources that can solve the challenges of commuting or homelessness systemically. Climb collaborates with community programs that help with these specific needs and services that are critical to our community. We appreciate the awareness and support focused on these resources.

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

Climb's mission is for low-income single mothers to discover self-sufficiency through career training and job placement. Low-income single mothers are first introduced to the program during the recruitment phase. The recruitment phase is a critical phase that helps candidates prepare for enrollment. Following recruitment, candidates are enrolled in the career training and job placement program, which includes the following key components: 1) life skills and tools to manage life outside work, such as parenting, conflict management and budgeting; 2) mental health services including both individual and group counseling with licensed therapists to address barriers to work; 3) job training encompassing industry-specific skills, resume building, mock interviews and workplace professionalism; and 4) job placement that is selected based on each participant's unique strengths and interests and includes continued support and performance evaluations with employers. The final phase of the program includes graduate services and ongoing support through monthly networking and support meetings, resume assistance and advice on workplace issues and wage increases. Climb staff provide hundreds of hours of support to single mothers within each phase of the program helping to achieve Climb's 93% graduation rate, a rate that exceeds outcomes from other programs in Wyoming and across the nation.

During the current COVID-19 crisis, Climb staff continue to help vulnerable families. A top priority is to serve as a resource hub for moms and their children during this critical time of need. Climb's model, developed over the past 34 years, intentionally creates structure, support, and skill-building in times of crisis. We're helping families access the tools to calm chaos and chart a path in unfamiliar territory. Staff are meeting with moms in safe, responsible ways to ensure these families are connected to community resources, while continuing to support them with advocacy, mental health needs, job training, and employment support. Understanding the potential longevity of the crisis and the vulnerability of our moms, Climb will continue to prioritize these efforts.

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

Not applicable

3. Area(s) served.

The Casper Climb Wyoming program serves low-income single mothers from Natrona County.

3. Population served.

Climb works with one of the most vulnerable populations in our state, low-income single mothers. Women ages 18-34 constitute one of the largest demographics of the Wyoming population living in poverty (Data USA, 2018). The average age of Climb participants is 30 and each participant has an average of two children. The women Climb serves are living in crisis: unemployed or working low-wage jobs that don't provide financial stability; dealing with stress that impacts executive functioning; and struggling to cover basic needs like food and housing. Though TANF income eligibility requirements state participants cannot exceed 185% of the Federal Poverty Level, the majority of Climb participants do not come close to that threshold.

Since 2004, the Casper Climb site has served over 510 impoverished single mothers and over 935 of their children. Though TANF income eligibility requirements state participants cannot exceed 185% of the Federal Poverty Level, the majority of Climb participants do not come close to that threshold. Climb's five-year cumulative participant data demonstrates that participants served at the Casper site live at only 28% of the Federal Poverty Level. This equates to a monthly income of just \$498 for a family size of three (Federal Poverty Level monthly income guidelines effective for 2019). The average wage of a Climb mom in the Casper Area at application is \$455 per month, with 62% being unemployed and 38% working low wage jobs. Climb is helping families at a significantly low level of poverty. At program end, these families are doubling and tripling their income which is life changing for these mothers, their families and the community.

During October 1, 2020 through September 30, 2021, Casper Climb will serve low-income single mothers as follows:

- Casper Climb will recruit approximately 130 candidates and work closely with them to increase their stability so that they can successfully complete the career training and job placement phase of the program in the future.
 - Casper Climb will enroll approximately 30 new TANF eligible single mothers and continue services to about 20 mothers already enrolled in the career training and job placement phase program for a total of 50 participants.
 - Casper Climb will also continue to work with approximately 80 graduates. This phase occurs after completion of the program. Graduates receive continued support by staff that is often critical to their long-term job success.
4. Beginning and end date of program.

October 1, 2020 – September 30, 2021

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

Casper Climb expects to offer three programs, one in the fall, winter and spring, each approximately six months long from recruitment through graduation. The exact start times and dates for these programs are determined based on industry needs and the current coronavirus situation. Program research and planning, a critical phase to determine employer needs and training components, happens throughout the year. Recruitment also occurs throughout the year. Once the training focus is determined, information meetings are held advertising the upcoming training. After program participants are determined, the intensive portion of the training lasts on average for three months depending on the job skills training curriculum and certificate type. Beyond job training, this phase includes life and workplace skills and therapeutic support. During this phase, participants often meet each day from 8am – 5pm. The subsidized job placement lasts approximately six to eight weeks. After this time period, the participant is expected to continue in their career and can access graduate support services. Ongoing support is critical for all graduates through planned events and personal graduate interactions as needed.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

3. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

Single mothers and their children experience the highest rates of poverty among families in Wyoming. The rate of women in Wyoming living in poverty is higher than both the rate for men and the overall Wyoming poverty rate¹. According to the 2019 Wyoming Kids Count Profile conducted by the Annie E. Casey Foundation, 37,000 Wyoming children lived in single-parent families and 18,000 Wyoming children lived in poverty². Poverty that is passed down from one generation to the next creates significant barriers to job success, trapping low-income single mothers and their children in a cycle that Climb participants are ready to break. If one spends their entire childhood in poverty, they are five times less likely to graduate from high school (Children's Defense Fund). Children benefit when parents increase their education and income since they have greater access to academic and extracurricular activities, more stable schedules at home and role models for career success. By providing career training and job placement, a supportive and therapeutic environment, and a comprehensive approach, Climb offers a hand up to low-income single mothers to help break the generational cycle of poverty.

¹<https://www.welfareinfo.org/poverty-rate/wyoming/>. Welfare Info, 2017.

²https://www.aecf.org/m/databook/2019KC_profile_WY.pdf. The Annie E. Casey Foundation, 2019 Wyoming Kids Count Profile.

4. What is the resource gap(s) that is being addressed by your program?

Over the past 34 years, Climb has evolved into one of the nation's most successful models for moving families out of poverty. By working intentionally in groups, Climb allows women to build relationships, learn conflict

resolution and self-regulation, accelerate job skills, and find success at work and in life. After just three months, graduates are starting new careers that often double their income and allow them to transition off public assistance and provide financial stability for their children.

Along with increased income and consistent schedules, Climb participants learn about themselves through weekly counseling and parenting classes. They also learn executive functioning and communication skills. Climb has demonstrated that long-term self-sufficiency depends not just on employment but also on the ability to navigate decisions, conflict, challenges and emotions successfully. Life skills training sessions take place weekly to help participants develop skills to succeed in all areas of their lives. Topics include budgeting, healthy relationships, nutrition, childcare, conflict management and negotiation skills.

Since Climb's focus is on mothers, it is important to offer parenting skills training. The more stable a participant is in her parenting life, the more successful she will be in a long-term job opportunity. When parenting skills improve, absenteeism decreases and work focus grows. During parenting classes, participants experience a shift from thinking something is wrong with their child, to recognizing the impact of their approach, understanding their role, and learning the skills to address challenges and build healthy relationships with their children. These resources help them problem solve and communicate with others in their lives to provide a more stable home and rich school environment for their children to thrive.

Climb expects to meet or exceed the following performance measures annually:

- Recruit candidates and help them navigate barriers to employment through collaboration with community partners that provide resources such as food stamps, childcare assistance, housing and transportation.
 - At least 80% of the participants enrolled in the Climb program during the grant period will successfully complete the program.
 - 75% of graduates will be employed in full-time positions at program end.
 - 90% of the participants who complete the program will earn higher wages than when they entered the program.
 - Graduates will show a decrease in dependence on government benefits including food stamps, childcare assistance, Medicaid and other government benefits.
 - Climb will demonstrate a Return on Investment of at least 1.5 to 1.
 - Each Climb participant will receive both group and individual therapeutic support to gain skills with communication, healthy relationships and maintaining stable work and home environments.
 - Each Climb participant will participate in mock interviewing and workplace communication training to improve knowledge of pre-employment skills.
 - Climb staff will continue to collaborate with other organizations for life skills and workplace skills training and refer participants to external resources as needed.
5. Describe what research based programs and strategies will be utilized to make the program successful.

The key strategies of the Climb program model include the following:

Program Research and Planning: Climb staff identify career opportunities in growing fields with livable wages and engage and conduct surveys of businesses and industry groups. Based on this input, Climb works with a community college or private training entity to develop a curriculum for participants. The Climb research and planning phase is critical to determining career paths where long-term job placements are available and provide self-sufficient wages and opportunities for advancement.

Participant Recruitment: Climb staff recruit and receive referrals for low-income single mothers who are most in need, and ready to transition to a new career opportunity. Program staff coach candidates to overcome obstacles such as low self-esteem, childcare, transportation and housing so they can participate. Each Climb program serves on average 10 low-income single mothers who complete the program as a group and evolve into a peer support network.

Comprehensive Training: Job skills trainings for participants develop the skills necessary to seek, obtain, and maintain stable, long-term careers in high-demand occupations. The comprehensive training phase includes industry specific training, work readiness training, life skills training, parenting skills training, mental health services (including both group and individual counseling provided by a Licensed Mental Health Provider) and participant advocacy services.

Job Placement: Participants transition to the workplace through the Climb job placement where they use skills learned during training in a position that is expected to become a long-term job. Staff members work closely with employers to ensure that participants are meeting expectations and offer additional support as needed. Depending on the needs of the situation, the job placement may include reimbursed wages to the employer.

Ongoing Support: Climb staff members meet with graduates after they finish the program to support success in the workplace and family stability. Climb staff also connect graduates to existing services and benefits in the community. Due to the comprehensive nature and intensity of the program model, it is important that Climb helps participants to maintain the success they have gained and meet challenges as they arise.

C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

Since collaboration is a cornerstone of the Climb model, community partners play a critical role in program planning and implementation. Climb involves government agencies such as the Department of Family Services (DFS) to identify and address the needs of the working poor and avoid duplication of services in the community. Local businesses and corporations help Climb plan programs by providing information on the local economy and workforce needs and offering job placement experiences and hiring opportunities for Climb graduates at the end of the program. While Climb staff research programs, local businesses and industry groups help craft the training by explaining their hiring needs, potential wages, current demand, career paths, and traits and skills they are looking for in future employees. Climb staff then partner with community colleges, private training entities and future employers to develop the training curriculum that includes the required knowledge and skills for the training. This thorough research and planning with local businesses ensure that employer needs are met, and participants will be placed into long-term job opportunities with a self-sufficient wage and opportunities for career growth.

Once participants are placed, Climb staff continue to work closely with employers 1) to identify the appropriate match between graduate and employee, 2) to serve as a participant advocate with negotiating details of employment such as wages, work conditions and benefits, and 3) to engage in two work experience performance evaluations to model effective and appropriate communication between the supervisor and employee. The performance evaluations confirm expectations are being met and identify ways the participant can improve if needed. As the participant nears the end of the agreement, Climb staff review the performance evaluations and advocate with the participant to transition into a permanent position. Staff takes both the participant and employer needs into consideration to ensure long-term success for all parties.

During the implementation of the program, Climb partners with dozens of individuals, agencies and organizations to help the participants address barriers to success and help families move out of poverty permanently. To provide increased success with recruitment, Climb has established relationships with specific divisions of DFS and community organizations for referrals. Climb partners with community colleges or private trainers to provide technical expertise during the program. Local citizens at each site volunteer as mock interviewers to help simulate the real-world interview experience for participants. Finally, Climb refers participants to outside agencies for additional mental health support or community support as needed.

3. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Community Action Partnership	Refers potential participants
Shepherd of the Valley	Employer partner
Epsilon Home Health	Employer partner
Prometric	Test provider
Casper College	Training partner
Dale Carnegie	Training provider
Department of Vocational Rehab	Providing services for workplace accommodations
St. Mark's Episcopal Services	Provides resources to participants infants
Natrona County Library	Training resources
Kids Works	Parenting training
Department of Family Services	Refers potential participants
True Care	Refers potential participants
Cedar's Health	Provides testing
Cent\$ible Nutrition	Life skills speaker
Casper Housing Authority	Refers potential participants
Department of Workforce Services	Provides information on employer needs
WCA Regional Training Center	Training partner
Wyoming Medical Center	Employer partner
Primrose Assisted Living Center	Employer partner
Natrona County School District	Meeting host – Transitions

3. Describe how the program will be sustained by the community beyond the funding period.

Climb's program success is built on a partnership between the Climb professional staff and the continued involvement of community members such as government officials, nonprofit organization and agency staff, and business leaders. Climb networks within each community and involves partners in collaborative planning, learning about employment demand and industry needs. Climb staff invites community members and government officials to graduations and other Climb sponsored events. Climb is committed to engaging in conversations about key components of our successful model to support other organizations working to reduce poverty.

Climb recognizes the importance of a diversified funding stream for long-term sustainability and has made significant strides in the private funding arena in the last five years. In order to continue to provide a comprehensive tuition-free program to Wyoming low-income single mothers and their families, Climb relies on critical public funding including the funding received from the Community Partnership Initiative grant. Over the past 34 years, Climb's effective model has worked to move Wyoming families out of poverty and has supported the TANF program's important purposes as described below.

D. Project Goals and Outcomes

5. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

Climb's goals address the following purposes of TANF:

Climb helps end the dependence of needy parents on government benefits by promoting job preparation and work. Data shows that Climb graduates statewide decrease their food stamps usage, childcare assistance, and reliance on public healthcare due to the impact of Climb's career training and job placement program. Data provided by the Wyoming Department of Family Services indicates that Wyoming saves an average of \$871,464 and \$165,204 annually due to Climb participants' decreased food stamps usage and childcare assistance, respectively. Data provided through a partnership with the Wyoming Department of Health shows that as Climb graduates increase their wages and move off public health insurance, there is an estimated savings of \$1,193,544 annually to Wyoming.

Climb will provide assistance to needy families so that children may be cared for in their own homes. Children benefit when parents increase their education and income since they have greater access to academic and extracurricular activities, more stable schedules at home, and role models for career success. Along with increased income and consistent schedules, Climb participants learn about themselves through weekly counseling and parenting classes. They also learn executive functioning and communication skills. These resources help them problem solve and communicate with others in their lives to provide a more stable home and rich school environment for their children to thrive.

Furthermore, the goals of the Climb program align with the primary purposes of the TANF CPI grant as described below:

- Ensure community wide collaboration in planning and implementation efforts;
- Award TANF funding based on data-driven, community based decision making;

Climb strives to provide unique services while not duplicating existing community resources. Building strong relationships with referral agencies and community partners is a priority for site staff throughout the year. Some examples of these agencies and organizations include: DFS, Department of Workforce Services (DWS), County Public Health, Local Mental Health Centers, Emergency Agencies, Domestic Violence Agencies and Shelters, Local Housing Authorities, Community Resource Centers, Treatment Centers and Schools.

In recognition of its strong outcomes and innovative programming using TANF funds, the U.S. Department of Health and Human Services selected Climb for a comprehensive TANF case study along with a select few other employment and training programs in the country serving low-income individuals. This site visit occurred in March 2020. From this study, information regarding successful strategies will be shared with other agencies and policy makers helping groups across the country be more effective at breaking the generational cycle of poverty.

- Implement and evaluate effective, research based programs and strategies;

Climb has the unique flexibility to respond to a sites ever-changing economy and to quickly address critical labor shortages in different industries. Each career training and job placement phase of the program is in a high growth, high demand career which can offer employment opportunities with self-sufficient wages and room for growth. Climb takes pride in its planning phase and realizes workforce research and focus on external factors such as employer demand is a vital component to successful outcomes. From this critical planning phase, Casper Climb was able to recently offer Commercial Driver's License, Certified Nursing Assistant, and Medical Career trainings which had high local demand for employees.

- Provide services that will assist families in moving toward self-sufficiency; and

Though TANF income eligibility requirements state participants cannot exceed 185% of the Federal Poverty Level, the majority of Climb participants do not come close to that threshold. The average statewide participant is living at only 30% of the Federal Poverty Level at enrollment, which is equivalent to just \$533 per month for a family of three. Climb's five-year cumulative outcomes for participants show average monthly wages of \$513 at enrollment; wages that more than triple to \$1,914 three months post program. After just 90 days, Climb graduates are earning self-sufficient wages and benefits that allow them to transition off public assistance and provide financial stability for their children. Total Annual Earnings for 2019 Casper Graduates increased from \$105,417 at application to \$248,248 at program end, a 135% increase.

- Enhance sustainability of community efforts beyond the funding period.

In over 30 years of experience, Climb has demonstrated that long-term, self-sufficiency depends not just on employment but also on the ability to navigate decisions, conflict, challenges and emotions successfully. Life skills training sessions take place weekly to help participants develop skills to succeed in all areas of their lives. Topics include budgeting, healthy relationships, nutrition, childcare, conflict management and negotiation skills. Since

Climb's focus is on mothers, it is important to offer parenting skills training. The more stable a participant is in her parenting life, the more successful she will be in a long-term job opportunity.

6. **Outcomes:** Using the chart below, please identify the **measurable** outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Show progress each quarter toward the final goal of 80% of the individuals enrolled in the program successfully completing the program.	80% of participants who enter the program will successfully complete it.	During recruitment, Climb staff help participants address any barriers including childcare and transportation. During the program Climb advocates for participants and provides mental health counseling to overcome barriers for success.	Climb tracks the participants who graduate in our customized participant database that can demonstrate trends over time.
75% of Climb program graduates will be employed after program completion.	75% of these program graduates will be employed after program completion.	Climb programs include pre-employment skills including job searching techniques, resume writing, interviewing techniques, employee/employer relationships, and job retention. Climb staff work with the participants to ensure a successful interview process and support the participant during job placement as she practices new skills.	Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data. From program end to 12 months, Climb collects this data by Climb staff contacting participants via phone, email or text. From 15-24 months, Climb contracts with the Wyoming Survey and Analysis Center (WYSAC) to conduct the follow-ups via phone survey.
Show progress each quarter toward the final goal of individuals who completed the program earning 90% higher wages than when they entered the program.	75% of program graduates will be employed after program completion and will be earning a 90% higher wage than they were before the program.	Comprehensive training develops the participants' strengths and builds upon them through extensive training in high-demand, high-growth occupations that lead to self-sufficient wages. Climb staff follow up with employers to establish performance evaluations and communication for long-term success.	Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data.

Show progress each quarter toward the final goal of 90% of the individuals who complete the program experiencing a decrease in the dependence on food stamps.	Over time, 90% of program graduates will show a decrease in their dependence on food stamps.	To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability.	In order to assess decreasing dependence on government benefits, Climb collects food stamp and childcare data from the Wyoming Department of Family Services.
50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public health insurance.	Of the graduates who enter the program utilizing public health insurance 50% will end their dependence on public health insurance.	To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability.	In order to assess decreasing dependence on government benefits, Climb collects health insurance data from the participants through the surveys.
Increased knowledge and skills regarding healthy relationships, strong and stable environments, communication and health behaviors.	100% of single mother who enter the Climb program will have received life skills training and mental health counseling.	Climb offers life skills classes as parenting, budgeting, nutrition and more. Climb contracts with a licensed Mental Health Provider at each site and each participant receives individual and group counseling.	Climb staff determine the life skills for each program based on the needs of the participant group. All participants must participate in the mandatory individual and group counseling component of the Climb program.

7. Describe your data collection methods to be used.

Climb formally tracks the progress of program participants for two years after completing the program. Climb staff members use a standardized interview to collect outcome data on each client at the following post program intervals: 3-months, 6-months, 9-months and 12-months after program completion. Climb partners with the Wyoming Survey and Analysis Center (WYSAC) to conduct second year follow-ups. WYSAC staff members use the same standardized interview questions to collect outcome data on each participant at the following intervals: 15-months, 18-months, 21-months and 24-months after program completion.

A customized database tracks program records and ensures accurate, ongoing data collection. Climb utilizes participant self-report forms, staff observations, interviews and records to document each participant's progress and program outcomes. A pre- and post-program mental health assessment identifies mental health symptoms and tracks decreases in symptoms post program.

Data will be provided in quarterly reports to validate outcomes. Quarterly reports will include training completion, hourly wage pre-program and hourly wage post-program. These quantitative goals were selected because they can be consistently tracked and verified using participant or employer interviews and public records.

8. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

Program evaluation is a critical component of every Climb program. Always striving to better understand our impact and continually improve our efforts, Climb evaluates the results of the program quantitatively and qualitatively.

Quantitatively, staff track the number of candidates; participants who enroll in and complete the career training and job placement phase of the program; the number who acquire unsubsidized employment after program completion; changes in hourly wage rate; and childcare assistance, food stamps, and health care status before and after the program to evaluate levels of reliance on state assistance. Climb also tracks the Return on Investment for each participant. Climb tracks graduates through follow-ups at 3-month intervals from program completion to 24 months post program.

Statewide quantitative outcomes over the past five years include the following:

Graduation Rate: 93% of participants who started the Climb program successfully graduated.

Employment Rate and Wage: Though only 43% of participants were employed at application, 78% were employed two years after completing the program. The average wage of participants including the 57% that enter the program unemployed is \$513 per month. Reaching an average wage two years post program of \$1,797 demonstrates a 250% wage progression.

Public Benefits: Almost 60% of Climb participants were on food stamps at intake. Two years post program, 87% have shown a decrease in food stamp usage, with 97% of those with a decrease eliminating benefits altogether. The percentage of participants on public health insurance decreased from 44% at intake to 21% two years post program, demonstrating a 52% decrease in utilization.

Return on Investment: The proposed program provides at least a 1.5 to 1 Return on Investment as demonstrated below.

Qualitatively, the program is evaluated by improved participant mental health and family relationships through licensed providers' assessments and mental health data accumulated pre- and post-program. The pre- and post-program mental health assessment identifies mental health symptoms and tracks symptom reduction post program. Climb staff utilize client self-report forms, staff observations, client interviews and client records to document each participant's progress. Climb collects participant feedback and personal experiences through the interviews at the end of the program. From the analyses, Climb staff determine if program approaches are achieving desired objectives. Results are used to make data driven program adjustments as necessary to enhance participant success.

G. TANF Recruitment

4. Describe your recruitment and enrollment process or TANF eligible individuals/families?

Staff recruit candidates who are most in need and ready for a life change. During the recruitment phase, staff outline the required knowledge, skills, and abilities, and other training and job requirements for the identified occupation and evaluate each candidate's level of competency in the area. Staff also conduct a thorough assessment to determine additional services available in the community which may include food stamps, childcare and housing assistance, or counseling. Accessing these services and experiencing the stability they can provide a family is critical to successfully completing the program and starting a long-term career. Staff connect candidates to these services and support them along the way. Staff remain in contact with candidates for potential admission into a future program as a participant when they are more stable and ready.

Climb staff accept referrals from local agencies and organizations, post ads in local media, send direct mail, distribute posters and flyers, host an information meeting, and make presentations at community events. Climb extensively uses digital media to target and reach potential participants, including ads via Google, YouTube and Facebook.

5. What is the projected number of TANF eligible individuals that will be served by this program?

During October 1, 2020 through September 30, 2021, Casper Climb will serve low-income single mothers as follows:

- Casper Climb will recruit approximately 130 candidates and work closely with them to increase their stability so that they can successfully complete the career training and job placement phase of the program in the future.
 - Casper Climb will enroll approximately 30 new TANF eligible single mothers and continue services to about 20 mothers already enrolled in the career training and job placement phase program for a total of 50 participants.
 - Casper Climb will also continue to work with approximately 80 graduates. This phase occurs after completion of the program. Graduates receive continued support by staff that is often critical to their long-term job success.
6. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

Climb uses a rigorous process to ensure income eligibility for the Climb program. If a potential participant is utilizing food stamps, Climb program staff members verify this information with DFS to confirm TANF eligibility. If the potential participant is not utilizing food stamps, Climb program staff members verify employment and wages by checking pay stubs or verifying income with the applicant's employer to ensure that household income is less than or equal to 185% of the Federal Poverty Level. Other family income documents such as unemployment stubs, tax returns, or income verification from other applicable family members are also collected and included in documentation. Eligibility is documented on a provided TANF Eligibility Intake Form that is maintained in each participant's file and reviewed by a Climb home office employee who is specifically trained in eligibility determination. Any questions about eligibility are directed to the State of Wyoming's DFS TANF Program Manager prior to a participant's acceptance to Climb.

BUDGET

Instructions:

5. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.
6. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
 - a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
 - b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
 - c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
 - d. Administrative expenses shall not exceed 10% of the non-administrative expenses.
7. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.
8. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

Budget:

3. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

Some other major funding sources (over \$1,000) include:
Wyoming Community Foundation - \$15,600 (awarded)
Hughes Foundation - \$25,000 (awarded)
Daniels Fund - \$20,000 (awarded)
U.S. Bank - \$5,000 (will apply)
Newell B. Sargent Foundation - \$15,000 (awarded)
Cross Charitable Foundation - \$5,000 (awarded)
Double 4 Foundation - \$5,000 (awarded)
State Farm - \$2,500 (awarded)
Wells Fargo - \$2,000 (pending)
Wheeler Foundation - \$8,000 (awarded)
Private Donors - \$20,000 (awarded)
4. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

Climb measures the impact on the community by tracking new and continued work with candidates as well as by comparing participants' wages at application and the increased wages the graduates earn 90 days post program.

The following calculation is Casper Climb's projected Return on Investment (ROI) for the proposed program:

- Impact without Program: Climb participants are making an average annual wage of \$5,460 before the program (\$455 per month for 12 months).
- Impact from Program: 90 days post program, graduates are employed making an average annual wage of \$18,312 (\$1,526 per month for 12 months).
- Total increase in wages over first year period = Impact from program \$18,312 - Impact without program \$5,460 = \$12,852.
- Total Cost per Client Served = \$35,000 divided by 180 clients = \$194. Number of clients totals 130 candidates, 30 new participants, and continued services to 20 participants.
- Climb ROI = **66.25 to 1** based on \$12,852 ÷ \$194.
- Climb ROI over the lifetime of a participant = **2,451.15 to 1** based on an average age of participant being 28 and working until age 65 (37 years post program) at an increased wage of \$12,852: 37 years x \$12,852 = \$475,524+ \$194.

Amount Requested from 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	2,100	Program Director (\$63,000 annual salary) is responsible for oversight and/or implementation of all aspects of the Climb program model with a primary focus on program coordination, planning and administration. Assistant Program Director (\$54,400 annual salary) is responsible for assisting the Program Director with implementation of all aspects of the Climb program model with a primary focus on program coordination and planning. Business Liaison (\$50,000 annual salary) is responsible for establishing relationships with businesses and industries; working with training entities to ensure job-skills training meets industry needs; recruiting employers; facilitating participant work placements; coordinating employer work evaluations; preparing case notes; assisting with the coordination of participant services such as vaccinations, drug tests, work clothing purchases, etc.; and addressing participant work needs as they arise. Program Coordinator (\$39,000 annual salary) is responsible for performing tasks required to ensure coordination of the multiple programs happening simultaneously throughout the office. Position is also responsible for efficiency of case management in order to meet the needs of participants, Climb staff members and community agencies. Program Coordinators also develop healthy and effective relationships that support the work of both Climb staff members and Climb participants. Administrative salaries are to support

			Climb's centralized home office that support the entire statewide operations to handle such things as budgeting, grant reporting, financial processing, insurance, auditing, and human resources. The amount reflected on this budget represents an allocation of time spent directly supporting the site as well as this grant.
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	500	500	Retirement, health, dental, vision, and life insurance expenses for those employees that participate in Climb's insurance plan. (Program Director, \$1,890; Assistant Program Director \$1,632; Business Liaison \$6,000 and Program Coordinator \$80)
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	1,710	400	Employer paid payroll taxes are estimated at 10% of the salaries budgeted. (Program Director, \$6,300; Assistant Program Director, \$5,440; Business Liaison \$5,000; Program Coordinator \$3,900)
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.	4,785	N/A	Rent and utilities for office space, classrooms, and group/individual mental health treatment space. Also includes phone, fax, internet services, and cleaning of office space.
Participant Tuition and Class 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	500	N/A	Items needed to successfully complete training and work experience. Includes steel-toed boots, coveralls, gloves, tools, scrubs, professional attire and more.
Participant Wages	3,555	N/A	Employer wage reimbursement for supervised on-the-job training.

Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	1,000	N/A	Incentives earned by participants for completed goals to assist them with living expenses while in training.
Other Student Needs: Mental Health Provider	950	N/A	Amounts paid to contracted mental health provider for group and individual counseling services.
Sub-Total	32,000	3,000	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	35,000		
Number of TANF Participants Planning to Serve	180		
Cost Per TANF Participants	194		

COVER PAGE

12. County/Tribe: Natrona County

13. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name: Marilyn Dymond Wagner
Title: Executive Director
Organization: Community Action Partnership of Natrona County
Address: 800 Wemer Ct., Suite 352 Casper, WY 82601
Phone: 307-232-0124
Email address: mdymondwagner@natronacounty-wy.gov

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

Name: Amanda Lewallen
Title: Branch Manager
Organization: Greater Wyoming Big Brothers Big Sisters
Address: 400 E 1st Street, Suite 310, Casper, Wyoming 82601
Phone: 307-265-2227
Email: amanda@wyobbbs.org

15. Program Name: Greater Wyoming Big Brothers Big Sisters, Natrona County

16. Requested Amount: \$15,000

PROPOSAL

Local Community Survey – Transportation and Homelessness

A number of federal studies, as well as state level data, show that the two most common barriers to employment and self-sufficiency for TANF families are transportation and homelessness. The Department of Family Services is interested in learning how local communities assist TANF families in these specific areas and how we might be able to assist in increasing the availability of these services in your area. As part of this year's application, please answer the following questions.

Commented [GA1]: Add this to the email notice when sending the app

4. What programs are available within your community to address transportation and homelessness?

Transportation:

- Casper Area Transportation Coalition (CATC) <https://catchbus.com/> ,
- BBBS provides transportation as needed for youth and families to appointments (ie: counseling)

Homelessness:

- Wyoming Rescue Mission <https://wyomission.org/> ,
- Seton House <https://www.setonhousecasper.org/>,
- Life Steps
https://casperwy.gov/residents/property_and_housing/housing_and_community_development/lifesteps_campus,
- Mimi's House (unaccompanied teens) <https://www.mimishousewy.org/about>,
- Unaccompanied Students Initiative (unaccompanied teens) <https://usinitiative.org/>

5. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention?

To BBBS's knowledge, there are not any programs actively seeking TANF funds for transportation and homelessness. However, if funds were to become allowable for these services, BBBS would share this information with local partners and collaborators to ensure the opportunity to need those needs.

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

BBBS proposes providing one-to-one and small group mentoring programming for youth ages 5-16 and quarterly family engagement activities to aid at-risk families so that children may be cared for in their own homes. Our agency is grounded in the philosophy that positive outcomes occur from building strong, trusting relationships with families served. Children may be removed from their homes because of parental arrests or criminal charges, mental

health issues, divorce, trauma and crisis, alcohol or drug abuse, domestic violence, or child maltreatment. In 2019, 57% of youth served by BBBS in Natrona County meet or exceed poverty levels and more than half of the youth served live with single parents, grandparents or foster parents. Through the last 49 years that BBBS has provided programming in Wyoming, the agency has encountered and worked closely with families experiencing the above situations.

BBBS proposes providing programming to youth in one-to-one mentoring, including case management for youth and their families. Case management is provided on a monthly basis, and includes an assessment of child development and socio-emotional growth, as well as child safety.

BBBS is in a unique position to be able to connect with families in a trusting, non-intrusive way. Families can feel apprehensive about receiving services due to the perceived stigma or fear of negative consequences. As staff builds trusting relationships with youth and their families, staff are able to assess risk factors and can help families connect to partnering agencies and receive services before situations become so disruptive that a child is removed from their home. BBBS is able to provide referrals to community resources and improve family connections and interactions with school personnel, counselors, and court systems.

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

3. Area(s) served.

Natrona County

6. Population served.

Big Brothers Big Sisters will serve all interested income-eligible youth ages 5-16, as well as their families, who are at-risk for not being able to care for their children in their home or in the home of relatives.

7. Beginning and end date of program.

October 1, 2020 to September 30, 2021

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

Programming is offered year-round. Once screened and enrolled, youth and their mentors meet approximately once a week for about two to three hours at a mutually agreed upon time and location in the community. If youth are involved in site-based mentoring, they meet with their mentor at the same time and same location—often a school—each week. Case managers contact both volunteers and families at least once a month to evaluate relationship development, assess child safety, and document youth development. Family engagement activities are hosted at least

quarterly and provide opportunities for families to increase parental knowledge, grow community and social connections, and strengthen family bonds and resilience. Higher-risk families can be paired with trained care coordinators as times of need emerge to create a system of natural supports through professional networks and systematic case management.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

6. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

2018 Prevention Needs Assessment data for the Natrona County indicates that almost one in five (17.27%) youth indicate they do not have someone they can talk to about their problems, slightly higher than the state average of 16%. Additionally, more than 65% of youth felt so depressed that nothing could cheer them up (ranging from a little of the time to all of the time). Natrona County youth also shared that over the course of a week, 52% of youth had not talked with one of their parents about their thoughts and feelings.

BBBS seeks to provide a positive role model for income eligible youth, especially those with risk factors such as living in a single parent household, poor family management, or other family risk factors. The organization also seeks for form strong, trusting relationships with at-risk families, developed strongly enough that families can reach out to the organization for support and connection to community resources and partner organizations.

Many families would qualify for TANF; data from the school districts indicates that this year 38% of Natrona SD#1 students receive a free or reduced-price lunch. In 2019, 57% of BBBS youth were living at or below poverty thresholds.

7. What is the resource gap(s) that is being addressed by your program?

Almost one in five Natrona County youth reported they did not have an adult they can talk to according to the 2018 PNA Survey results. BBBS would be providing a positive role model for TANF eligible at-risk youth in Natrona County. The program would also be closely working with families, providing monthly case management to assess family strengths and needs, hosting quarterly family engagement activities, connecting families with local resources, and serving as an advocate for families during times of need. Through the strong relationships formed between the agency and family, 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 refer families as needed to services through community partners and organizations in order to increase opportunities for success.

8. Describe what research based programs and strategies will be utilized to make the program successful.

Big Brothers Big Sisters youth mentoring has been endorsed as a Legacy Best Practice prevention program by US Department of Health and Human Services Substance Abuse Mental

Health Services Administration (SAMHSA), an Effective program by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and the US Department of Justice National Institute of Justice (NIJ), and is listed as Promising in the Blueprints for Youth Development 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). Youth in mentoring relationships experience “teachable moments” when mentors expose them to new experiences or challenge youth to expand or refine their already existing skills. Positive attitudes about learning also transcend to academic settings, allowing impacting academic curiosity, motivation, and performance. In a meta-analysis of 73 different evaluations of mentoring programs, mentors can “help shift youth’s conception of both their current and future identity” (DuBois et al., 2011). 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, Higgenbotham, & Ho, 2013; Herrera et al, 2013). Mentoring can change also the perspective of the youth about the usefulness of community’s resources and the importance of community and school to the youth (National Dropout Prevent Center, 2013). Youth in BBBS programs can engage in positive socialization, feel secure, be listened to, and be validated by an adult other than their parents.

Families with risk factors such poverty, functioning with one parent, and coping with other stresses can form a trusting, secure relationship with BBBS that allows for growth and increased family resilience. A 2017 study by Ridings, Beasley, & Silovsky indicates that social support and family resources are “pivotal protective factors in buffering against child maltreatment.” And, a 2019 study found positive youth development to be crucial in family interventions to increase parental supervision and family activities (Mackova et al, 2019).

C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

The Natrona County Branch of BBBS has a community resource committee to advise the organization of community needs and opportunities. Additionally, BBBS works closely with community partners. In the last year, partnerships have allowed for increased community awareness about programming and opportunities, as well as collaboration in recruiting youth, families, and volunteers.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

Community Partner	Resource that will be provided
Natrona County Prosecuting Attorney’s Office	Referrals, coordination of services for at-risk youth
Safe Kids, Safe Communities	Connections to community resources for –at-risk families, CS volunteer opportunities for PY
Natrona County Prevention Coalition	Referrals, connections to community resources for at-risk families, community service volunteer opportunities
Mercer Family Resource Center	Referrals, connections to community resources for at-risk families, coordination of services for at-risk youth

Youth Crisis Center and Group Home	Referrals, coordination of services for at-risk youth
Natrona County School District	Referrals, outreach, site based "lunch buddies" program
Casper Family YMCA	Activities space, positive recreation opportunities
Natrona County Juvenile Services Board	Referrals, coordination of services for at-risk youth
Wyoming Food For Thought Project	Connections to community resources for –at-risk families, CS volunteer opportunities for PY
Joshua's Storehouse	Connections to community resources for –at-risk families, CS volunteer opportunities for PY
Department of Family Services	Referrals, connections to community resources for at-risk families, coordination of services for at-risk youth
St. Stephen's Episcopal Church, VFW, Vibes Performing Arts	Youth and Family Activities

(Additional lines/pages may be added if needed.)

3. 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.

D. Project Goals and Outcomes

9. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

The goals of BBBS will be to provide 15 eligible youth with one to one mentoring (including case management) and host at least one family engagement activity each quarter.

10. **Outcomes:** Using the chart below, please identify the **measurable** outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
<i>For youth in one-to-one mentoring programming</i>			

80% of youth will improve or maintain positive attitudes in relation to educational success, risk attitudes, and/or socio-emotional competency.	Youth Outcomes Survey	<i>One to one mentoring activities—youth and volunteers meet approximately once a week for 6 months (site based mentoring) or 12 months (community based mentoring)</i>	Baseline and follow-up (at 6 months for site based mentoring or at 12 months for community based mentoring)
80% of youth will improve or maintain positive attitudes in relation to parental trust or adult relationships.	Youth Outcomes Survey	<i>Quarterly family engagement activities.</i>	Baseline and follow-up (at 6 months for site based mentoring or at 12 months for community based mentoring)

11. Describe your data collection methods to be used.

BBBS will utilize a nationally developed measuring tool called the Youth Outcomes Survey (YOS) to measure outcomes and program effectiveness. The YOS measures improvements in the following areas: school connectedness, social competence, family connections, special adult, risky behaviors, depressive symptoms, life satisfaction, emotion regulation, and protective behaviors. These measurements are linked to three overall strategic outcomes selected by Big Brothers Big Sisters on a national level: educational success, avoidance/reduction of risky behaviors, and socio-emotional competence. The YOS was developed and tested by top mentoring researchers in 2007 and 2008 and was implemented by BBBS agencies in 2009; a revised version was released in 2019.

Surveys are administered to children upon enrollment in a program and then again after children have been in the program for a year. The first survey gives a baseline for each child and will allow for a comparison with results from the second survey. Staff compliance rates for administering the YOS are closely supervised on a national level by Big Brother Big Sister of America. Staff understand the results are crucial to the agency in order to determine the effectiveness of the programs and in order to be able to provide a deeper level of accountability to funders.

12. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

BBBS will evaluate the effectiveness of the TANF program through the results of the Youth Outcomes Survey. However, since these results are only available 6 to 12 months after the baseline is completed, case managers keep detailed notes during monthly contact with families and volunteers. Case managers also create a youth development plan and can incorporate family goals as well. During the period between the baseline and follow-up

survey, case managers can mark individual and family progress, determine if any goals should be modified or newly set, and provide support and encouragement as families and youth make progress.

G. TANF Recruitment

7. Describe your recruitment and enrollment process or TANF eligible individuals/families?

BBBS works closely with school teachers and staff, community counselors and therapists, and other community organizations to connect with at-risk youth and families. The agency also recruits youth and families at community events.

8. What is the projected number of TANF eligible individuals that will be served by this program?

BBBS anticipates serving 15 youth.

9. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

TANF income information is gathered during the youth and family enrollment process by case managers. Families complete a registration form, which includes income data and the number of adults and children in the household; 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 BBBS secure, online database, where monthly/quarterly reports are generated for accurate reporting. Copies of completed forms are secured in locked filing cabinets.

BUDGET

Budget:

5. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

City of Casper
Natrona County
NCSD Recreation Board
Casper Star Tribune
Rocky Mountain Power
API
Wyoming Community Foundation
Wyoming Episcopal Foundation
Skelton Foundation
Individual Donations
Fundraisers

6. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

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.

- Functional Family Therapy (A short-term family therapy intervention and juvenile diversion program helping at-risk children and delinquent youth to overcome adolescent behavior problems, conduct disorder, substance abuse and delinquency) is estimated at \$2,800 (blueprintsprogram.org).
- 2014 data indicates the Wyoming Girls' School costs \$261 per day based on an operating capacity of 64 girls and the Wyoming Boys' School costs \$222 per day based on an operating capacity of 100 (Justice Policy Institute).
- Wyoming foster care costs for children in the same age groups served by BBBS range from \$859-\$941 per month (Ahn, DePanfilis, Frick, & Barth, 2018).

These costs are significantly higher than the average of \$1,000 per family per year it would cost the BBBS program.

A research brief from Mentor.org indicated that for every dollar invested in effective mentoring programs, there is a return of \$2.72. This positive return on investment reflects projected increases in lifetime earnings, as well as dollars saved through evidence-based mentoring-related outcomes, such as reduced juvenile delinquency and crime, improved

school attendance, higher graduation rates, and lowered risk of youth involvement in costly behaviors such as drug, alcohol, and tobacco use.

Annual Amount Requested from Proposal:
\$15,000

	Program Costs	Admin Costs	Summary and Justification for Budget Expense
Salaries <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	\$8,500	\$1,220	BBBS duties include: family and volunteer recruitment and identification, enrollment and screening, assessment, matching, match supervision and support, case management, planning and coordination of small group mentoring, planning and implementation of family engagement activities, and coordination with community partners
Employer Paid Benefits <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Employer Payroll Taxes <u>Admin:</u> Activities spent managing the grant. <u>Program:</u> Wages for all staff who provide direct client services.	\$1,009	\$144	FICA, Unemployment, & Workers Compensation
Supplies <u>Admin:</u> Supplies and expenses needed to manage the grant. <u>Program:</u> Supplies needed for instructor use.	\$300	Click here to enter text.	Supplies for quarterly youth and family engagement activities.
Recruiting and Marketing Cannot include promotional items.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Travel Travel necessary to serve participants.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Rent and utilities <u>Admin:</u> Rent and utilities for time spent managing the grant. <u>Program:</u> Rent and utilities for space provided to direct services for participants.	\$3,827	Click here to enter text.	Percentage of rent for case management offices and confidential interview space. Utilities including phone and internet necessary for case management.
Participant Tuition and Class Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Class Supplies and Materials	Click here to enter text.	Click here to enter text.	Click here to enter text.

Participant License and Certification Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Drug and Aptitude Screening Can include other types of assessments.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Work Support Services and Clothing	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Wages	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other Student Needs: Description -	Click here to enter text.	Click here to enter text.	Click here to enter text.
Sub-Total	\$13,636	\$1,364	Total Administrative Costs cannot exceed 10% of your total <i>Program</i> Costs
TOTAL BUDGET (Program + Admin)	\$15,000		
Number of TANF Participants Planning to Serve	15		
Cost Per TANF Participants	\$1,000		

ASSURANCE

In compliance with this grant proposal, as published by the Department of Family Service, and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

If successful in securing funds for TANF CPI, applicant agrees to the following:

1. Must abide by all rules (if applicable), state, and federal laws applicable to the grant.
2. Must guarantee compliance to federal, state and local fiscal guidelines and reporting requirements applicable to the grant.

Authorized Representative Signature: _____
(County Commissioner Chair)

Printed Name: Rob Hendry _____

Date: 4/20/2020 _____

Assurances must be signed for grant application to be considered.

NATRONA COUNTY RESOLUTION #13-20

**RESOLUTION REQUIRING THE PUBLIC TO CONDUCT BUSINESS
VIA MAIL, EMAIL, AND TELEPHONE ONLY**

WHEREAS, pursuant to Wyoming Statutes § 18-3-504, the BOCC has authority to manage the business and concerns of Natrona County; and

WHEREAS, Wyoming Statutes § 18-3-103(b) states, "All county officers shall keep their offices open during the usual business hours of each day excluding Saturdays, Sundays, legal holidays and other days as established by the county commissioners through resolution"; and

WHEREAS, *Resolution 09-20* recognizes the COVID-19 pandemic and its potential impact and provides reasons for this Resolution; and

WHEREAS, it is essential that Natrona County continues to provide services to the public during the COVID-19 pandemic for as long as possible; and

WHEREAS, *Resolution 10-20* closed County buildings to the public but provided some exceptions to do business by appointment and curbside; and

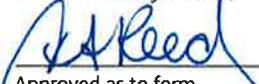
WHEREAS, eliminating the exceptions will further minimize the spread of COVID-19; and

WHEREFORE, the Board of Natrona County Commissioners RESOLVES as follows:

1. Conducting Business. County will conduct all business via mail, email, and telephone only; there is no exception for appointment or curbside service.
2. Repeal. This Resolution repeals any Resolution provision in conflict herewith to the extent of the conflict only.
3. Effective Date. This Resolution becomes effective immediately after it is signed and filed as required by law.

ADOPTED: April 21, 2020

Attest: _____
Tracy Good, County Clerk


Approved as to form
Natrona County Legal Department

Robert Hendry, Chair
Board of Natrona County Commissioners



Natrona County Commissioners

200 North Center, Room 115
Casper, WY 82601
Phone (307) 235-9202
Fax (307) 235-9486

Paul Bertoglio
Forrest Chadwick
Robert Hendry
Brook Kaufman
Jim Milne

April 21, 2020

Tony Kiser
PO Box 147
Mills, WY 82644

RE: NC PREDATOR MANAGEMENT DISTRICT BOARD OF DIRECTORS

Dear Tony,

On behalf of the Natrona County Commissioners, thank you for your interest in serving on the NC Predator Management District Board of Directors. The Commissioners have appointed you to serve on this Board filling the term ending December 31, 2023. We appreciate your dedication and willingness to volunteer your valuable time and services to our community.

Thank you again for representing Natrona County.

Sincerely,

Robert L. Hendry, Chairman
Board of Natrona County Commissioners

RLH/mlm

cc: Laurie Marcovitz



Natrona County Commissioners

200 North Center, Room 115
Casper, WY 82601
Phone (307) 235-9202
Fax (307) 235-9486

Paul Bertoglio
Forrest Chadwick
Robert Hendry
Brook Kaufman
Jim Milne

April 21, 2020

Ben Matilla
Casper Police Department
201 N. David
Casper, WY 82601

RE: CASPER RE-ENTRY CENTER COMMUNITY BOARD

Dear Ben,

On behalf of the Natrona County Commissioners, thank you for your interest in serving on the Casper Re-Entry Center Community Board. The Commissioners have appointed you to serve on this Board filling the term ending June 30, 2023. We appreciate your dedication and willingness to volunteer your valuable time and services to our community.

Thank you again for representing Natrona County.

Sincerely,

Robert L. Hendry, Chairman
Board of Natrona County Commissioners

RLH/mlm

cc: Kristin Stoner



Natrona County Commissioners

200 North Center, Room 115
Casper, WY 82601
Phone (307) 235-9202
Fax (307) 235-9486

Paul Bertoglio
Forrest Chadwick
Robert Hendry
Brook Kaufman
Jim Milne

April 21, 2020

Ms. Kristin Stoner
PO Box 460
Casper, WY 82602

RE: CASPER RE-ENTRY CENTER COMMUNITY BOARD

Dear Kristin,

On behalf of the Natrona County Commissioners, thank you for your interest in serving on the Casper Re-Entry Center Community Board. The Commissioners have reappointed you to serve on this Board to fill the term ending on June 30, 2023. We appreciate your dedication and willingness to volunteer your valuable time and services to our community.

Thank you again for representing Natrona County.

Sincerely,

Robert L. Hendry, Chairman
Board of Natrona County Commissioners

RLH/mlm

cc:



Natrona County Commissioners

200 North Center, Room 115
Casper, WY 82601
Phone (307) 235-9202
Fax (307) 235-9486

Paul Bertoglio
Forrest Chadwick
Robert Hendry
Brook Kaufman
Jim Milne

April 21, 2020

Ms. Jennifer Miner
201 North David Street
Casper, WY 82601

RE: CASPER RE-ENTRY CENTER COMMUNITY BOARD

Dear Jennifer,

On behalf of the Natrona County Commissioners, thank you for your interest in serving on the Casper Re-Entry Center Community Board. The Commissioners have reappointed you to serve on this Board to fill the term ending on June 30, 2023. We appreciate your dedication and willingness to volunteer your valuable time and services to our community.

Thank you again for representing Natrona County.

Sincerely,

Robert L. Hendry, Chairman
Board of Natrona County Commissioners

RLH/mlm

cc: Kristin Stoner



Natrona County Commissioners

200 North Center, Room 115
Casper, WY 82601
Phone (307) 235-9202
Fax (307) 235-9486

Paul Bertoglio
Forrest Chadwick
Robert Hendry
Brook Kaufman
Jim Milne

April 21, 2020

Judge Daniel Forgey
NC Townsend Justice Center
115 North Center Street
Casper, WY 82601

RE: CASPER RE-ENTRY CENTER COMMUNITY BOARD

Dear Judge Forgey,

On behalf of the Natrona County Commissioners, thank you for your interest in serving on the Casper Re-Entry Center Community Board. The Commissioners have reappointed you to serve on this Board to fill the term ending on June 30, 2023. We appreciate your dedication and willingness to volunteer your valuable time and services to our community.

Thank you again for representing Natrona County.

Sincerely,

Robert L. Hendry, Chairman
Board of Natrona County Commissioners

RLH/mlm

cc: Kristin Stoner

LICENSE

Date April 7, 2020 Road SQUAW CREEK ROAD #502

The BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF NATRONA, STATE OF WYOMING, (hereinafter called the "Board", hereby grants a license to ROGER AND SHERYL GARLING 4495 SQUAW CREEK ROAD CASPER, WY 82404

(hereinafter called the "Licensee"), to construct, maintain, use and operate PRIVATE HOME WATELLING (hereinafter called the "Facility"), located in Section 25 Township 33 - 80 N, Range W, upon the property of the County of Natrona, acquired for and utilized in the operation and maintenance of a county road in the locations and positions and in strict accordance with the specifications shown on the print dated _____, attached hereto, marked Exhibit "A", and by this reference specifically made a part hereof.

This license is granted upon such express terms and conditions as are inserted below, and should the Licensee at any time violate any of the said terms or conditions herein contained or use or attempt to use said facility for any other or different purpose than that above specified, or refuse or fail to comply with any rule or direction of the County Road and Bridge Superintendent, made by said Superintendent under his general supervisory powers of control and supervision of county roads for the use and safety of the general public, then the Board may, at its option, immediately revoke this license.

This license is subject to the following conditions:

FIRST. The work of constructing, altering and maintaining of the Facilities shall be prosecuted and completed in a good and workmanlike manner at the sole expense of the Licensee and under supervision of, and to satisfactorily meet the specifications of the County Road and Bridge Superintendent. Such work of construction, alteration and maintenance of the Facility shall be done in such a manner as to in no way interfere with the use, operation and maintenance by the County of Natrona of a county road for county road purposes, and in such manner as to in no way endanger the general public in use of said county road right-of-ways.

SECOND. The said Licensee shall give to the Board, through the County Road & Bridge Superintendent, at least ten days notice, in writing, before entering upon the county road right-of-way for the purpose of construction or alteration of the Facility or to make necessary repairs, except in case of genuine emergency requiring immediate repair, then in that event, the Licensee shall notify the Board, through the County Road & Bridge Superintendent, or local maintenance authority immediately enter upon the county road right-of-way and make necessary repairs. Licensee shall be responsible for any repairs necessary to road or right-of-way for 180 days after completion of construction.

THIRD. The said Licensee agrees to forever indemnify and defend the Board, their agents or employees, against and save them harmless from all liability for damage to property or injury to or death of persons, including all costs and expenses incident hereto, arising wholly or in part from or in connection with the existence of, construction, alteration, maintenance, repair, renewal, reconstruction, operation, use or removal of the said Facility as it pertains to county road property.

FOURTH. The Board reserves the right to use, occupy and enjoy its right-of-way for a county road and for county road purposes, in such manner and at such times as it shall desire, the same as if the instrument had not been executed by it. If any such use shall at any time necessitate any change in the location or manner of use of said Facility, or any part thereof, such change or alteration shall be made by the Licensee, at the sole expense of said Licensee, upon the demand of the Board, through the County Road & Bridge Superintendent, and neither the Board nor the County of Natrona shall be liable to the said Licensee on account thereof, or on account of any damage growing out of any use which the County of Natrona or the Board, or either of them, may make of its said right-of-way.

FIFTH. The Board shall have the right at any time to revoke this license by the giving of thirty (30) days notice in writing to the said Licensee, and at the expiration of the time limited by said notice, or upon the express revocation of this license for any of the causes enumerated herein, the Licensee shall promptly and in the manner directed by the Board, through the County Road & Bridge Superintendent, remove said Facility and each and every part thereof, hereby authorized, from the premises of the county road right-of-way and leave said premises in the same condition in which they were before the installation of said Facility. Upon the refusal or failure of the Licensee so to do, the Board may remove the Facility and each and every part thereof and restore the county road right-of-way to the same condition as before the granting of this license, and the Licensee hereby agrees promptly to pay to the County of Natrona the cost of said removal of the Facilities, and each and every part thereof.

SIXTH. The County of Natrona and the Board, for the purpose of this licensee, hereby disclaims any representation or implication that it retains any title in any county road right-of-way other than a perpetual easement for road purposes for so much land as described by the instrument conveying such easement. The Licensee by these present accepts notice and agrees that any expenses or damages incurred by said Licensee as a result of this disclaimer shall be borne by said Licensee at no expense whatsoever to the Board or the County of Natrona. It shall be also understood that on Access Facility Highways, ingress and egress shall be limited to those locations as designated by the Board, or their Designated Representative, and shown on plans on file in the office of the County Road Department and County Surveyor

SEVENTH. The waiver of any breach of any of the terms or conditions of this Licensee shall be limited to the act or acts constituting such breach, and shall never be construed as being a continuing or permanent waiver of any such term or condition, all of which shall be and remain in full force and effect, as to the future acts or happenings, notwithstanding any such individual waiver or any breach thereof.

EIGHTH. The said Licensee agrees to locate underground facilities when needed by the County or other users for future construction and maintenance activities. This location information will include the marking of the facility on the ground, as specified by W.S. §37-12-301 et seq., with the appropriate color and including the nature and elevation of the utility and shall be tied both horizontally and vertically, by coordinates, by a licensed land surveyor to a public land survey corner. This information shall be shown on plans created by the utility company or facility owner and a copy will be sent to the Natrona County Surveyor's Office in Casper, Wyoming. Costs for identifying and locating the facility will be the responsibility of the utility company or facility owner on County right-of-ways.

No official or employee of the County of Natrona, other than the Board of County Commissioners, shall have authority to waive any term or condition herein contained. Any amendments to this license agreement shall be in writing, signed by the licensee and designated representative of the county commissioners.

Date of Commencement Upon Approval From County & City
(Five (5) day notice must be given County Road & Bridge Superintendent before start of construction)

Date of Completion Jan 1 2021 (DEPENDENT UPON NATRONA COUNTY & CITY OF CASPER)
(County Road & Bridge Superintendent must be notified within five (5) days after construction)

IN WITNESS WHEREOF, The Board of County Commissioners, has caused this license to be executed on the _____ day of _____, A.D., 19 _____.

COUNTY OF NATRONA
By Michael [Signature] 4/14/2020
Road & Bridge Superintendent

ATTEST:

County Clerk

By _____
County Surveyor

By _____
Chairman of the Board of County Commissioners.

The undersigned, the Licensee mentioned in the forgoing License, hereby accepts the same, subject to the terms and conditions contained therein.

ATTEST:

Secretary

Sheryl Garling
President. X

COUNTY OF NATRONA

APPLICATION FOR WATER LINE EASEMENT ALONG SQUAW CREEK ROAD

Applicant: ROGER & SHERYL GARLING

Address: 4495 SQUAW CREEK ROAD CASPER, WY 82604 Phone: 307 277 3861

Furnish the Following Information:

- 1) Location: Section _____, Township _____ North, Range _____ West.
- 2) County Road Designation SQUAW CREEK ROAD
- 3) Surface of County Road PAVED
- 4) Soils Type where applicable PRIVATE HOUSE WATER LINE FROM CITY OF CASPER LOOKSIDE CITY WATER SERVICE
- 5) Reason for Application

6) Specifications: (Attach 3 copies where applicable)

1800' water line on the East/SE side of Squaw Creek Road. within the 60 ROW. Line will be 6' Deep



4495 Squaw Creek

Approved: [Signature] 4/14/2020 Road and Bridge Superintendent

[Signature] 4/7/2020 Applicant or Agent Date

County Engineer

Wyo. Reg. P.E. Date

County Commissioner

Approval Date:

Completion Date:

LICENSE

4-3-20 Co. Rd. 121 (Bishop Rd)

The BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF NATRONA, STATE OF WYOMING, (hereinafter called the "Board",

hereby grants a license to Rocky Mountain Power

(hereinafter called the "Licensee"), to construct, maintain, use and operate Underground primary electrical cable (hereinafter called the "Facility"), located in Section 31 Township 35 80 N, Range W, upon the property of the County of Natrona, acquired for and utilized in the operation and maintenance of a county road in the locations and positions and in strict accordance with the specifications shown on the print dated 4-2-20, attached hereto, marked Exhibit "A", and by this reference specifically made a part hereof.

This license is granted upon such express terms and conditions as are inserted below, and should the Licensee at any time violate any of the said terms or conditions herein contained or use or attempt to use said facility for any other or different purpose than that above specified, or refuse or fail to comply with any rule or direction of the County Road and Bridge Superintendent, made by said Superintendent under his general supervisory powers of control and supervision of county roads for the use and safety of the general public, then the Board may, at its option, immediately revoke this license.

This license is subject to the following conditions:

FIRST. The work of constructing, altering and maintaining of the Facilities shall be prosecuted and completed in a good and workmanlike manner at the sole expense of the Licensee and under supervision of, and to satisfactorily meet the specifications of the County Road and Bridge Superintendent. Such work of construction, alteration and maintenance of the Facility shall be done in such a manner as to in no way interfere with the use, operation and maintenance by the County of Natrona of a county road for county road purposes, and in such manner as to in no way endanger the general public in use of said county road right-of-ways.

SECOND. The said Licensee shall give to the Board, through the County Road & Bridge Superintendent, at least ten days notice, in writing, before entering upon the county road right-of-way for the purpose of construction or alteration of the Facility or to make necessary repairs, except in case of genuine emergency requiring immediate repair, then in that event, the Licensee shall notify the Board, through the County Road & Bridge Superintendent, or local maintenance authority immediately enter upon the county road right-of-way and make necessary repairs. Licensee shall be responsible for any repairs necessary to road or right-of-way for 180 days after completion of construction.

THIRD. The said Licensee agrees to forever indemnify and defend the Board, their agents or employees, against and save them harmless from all liability for damage to property or injury to or death of persons, including all costs and expenses incident hereto, arising wholly or in part from or in connection with the existence of, construction, alteration, maintenance, repair, renewal, reconstruction, operation, use or removal of the said Facility as it pertains to county road property.

FOURTH. The Board reserves the right to use, occupy and enjoy its right-of-way for a county road and for county road purposes, in such manner and at such times as it shall desire, the same as if the instrument had not been executed by it. If any such use shall at any time necessitate any change in the location or manner of use of said Facility, or any part thereof, such change or alteration shall be made by the Licensee, at the sole expense of said Licensee, upon the demand of the Board, through the County Road & Bridge Superintendent, and neither the Board nor the County of Natrona shall be liable to the said Licensee on account thereof, or on account of any damage growing out of any use which the County of Natrona or the Board, or either of them, may make of its said right-of-way.

FIFTH. The Board shall have the right at any time to revoke this license by the giving of thirty (30) days notice in writing to the said Licensee, and at the expiration of the time limited by said notice, or upon the express revocation of this license for any of the causes enumerated herein, the Licensee shall promptly and in the manner directed by the Board, through the County Road & Bridge Superintendent, remove said Facility and each and every part thereof, hereby authorized, from the premises of the county road right-of-way and leave said premises in the same condition in which they were before the installation of said Facility. Upon the refusal or failure of the Licensee so to do, the Board may remove the Facility and each and every part thereof and restore the county road right-of-way to the same condition as before the granting of this license, and the Licensee hereby agrees promptly to pay to the County of Natrona the cost of said removal of the Facilities, and each and every part thereof.

SIXTH. The County of Natrona and the Board, for the purpose of this licensee, hereby disclaims any representation or implication that it retains any title in any county road right-of-way other than a perpetual easement for road purposes for so much land as described by the instrument conveying such easement. The Licensee by these present accepts notice and agrees that any expenses or damages incurred by said Licensee as a result of this disclaimer shall be borne by said Licensee at no expense whatsoever to the Board or the County of Natrona. It shall be also understood that on Access Facility Highways, ingress and egress shall be limited to those locations as designated by the Board, or their Designated Representative, and shown on plans on file in the office of the County Road Department and County Surveyor

SEVENTH. The waiver of any breach of any of the terms or conditions of this Licensee shall be limited to the act or acts constituting such breach, and shall never be construed as being a continuing or permanent waiver of any such term or condition, all of which shall be and remain in full force and effect, as to the future acts or happenings, notwithstanding any such individual waiver or any breach thereof.

EIGHTH. The said Licensee agrees to locate underground facilities when needed by the County or other users for future construction and maintenance activities. This location information will include the marking of the facility on the ground, as specified by W.S. §37-12-301 et seq., with the appropriate color and including the nature and elevation of the utility and shall be tied both horizontally and vertically, by coordinates, by a licensed land surveyor to a public land survey corner. This information shall be shown on plans created by the utility company or facility owner and a copy will be sent to the Natrona County Surveyor's Office in Casper, Wyoming. Costs for identifying and locating the facility will be the responsibility of the utility company or facility owner on County right-of-ways.

No official or employee of the County of Natrona, other than the Board of County Commissioners, shall have authority to waive any term or condition herein contained. Any amendments to this license agreement shall be in writing, signed by the licensee and designated representative of the county commissioners.

Date of Commencement May 30 2020
(Five (5) day notice must be given County Road & Bridge Superintendent before start of construction)

Date of Completion _____
(County Road & Bridge Superintendent must be notified within five (5) days after construction)

IN WITNESS WHEREOF, The Board of County Commissioners, has caused this license to be executed on the _____ day of _____, A.D., 19 _____

COUNTY OF NATRONA
By Michael D. Dwyer 4/7/2020
Road & Bridge Superintendent
County Surveyor
By _____
Chairman of the Board of County Commissioners

ATTEST:

County Clerk

The undersigned, the Licensee mentioned in the forgoing License, hereby accepts the same, subject to the terms and conditions contained therein.
ATTEST:

Secretary
Jeri Leach
President

COUNTY OF NATRONA

APPLICATION FOR Primary Underground cable ^{in conduit} crossing Bishop Rd (Co. Rd. 121) Casper WY.

Applicant: Rocky Mountain Power

Address: 2840 E Yellowstone Hwy Casper WY. Phone: 307-261-7010

Furnish the Following Information:

- 1) Location: Section 31, Township 35 North, Range 80 West.
- 2) County Road Designation _____
- 3) Surface of County Road Gravel
- 4) Soils Type where applicable _____
- 5) Reason for Application To provide electrical service for customer's new home / barn.
- 6) Specifications: (Attach 3 copies where applicable)
See Exhibit A (Plan & Profile)
- 7) Plan: (Attach 3 copies where applicable)

SKETCH

Approved:

Michael [Signature]
Road and Bridge Superintendent 4/7/2020

Jeri Leach
Applicant or Agent 4-7-20 Date

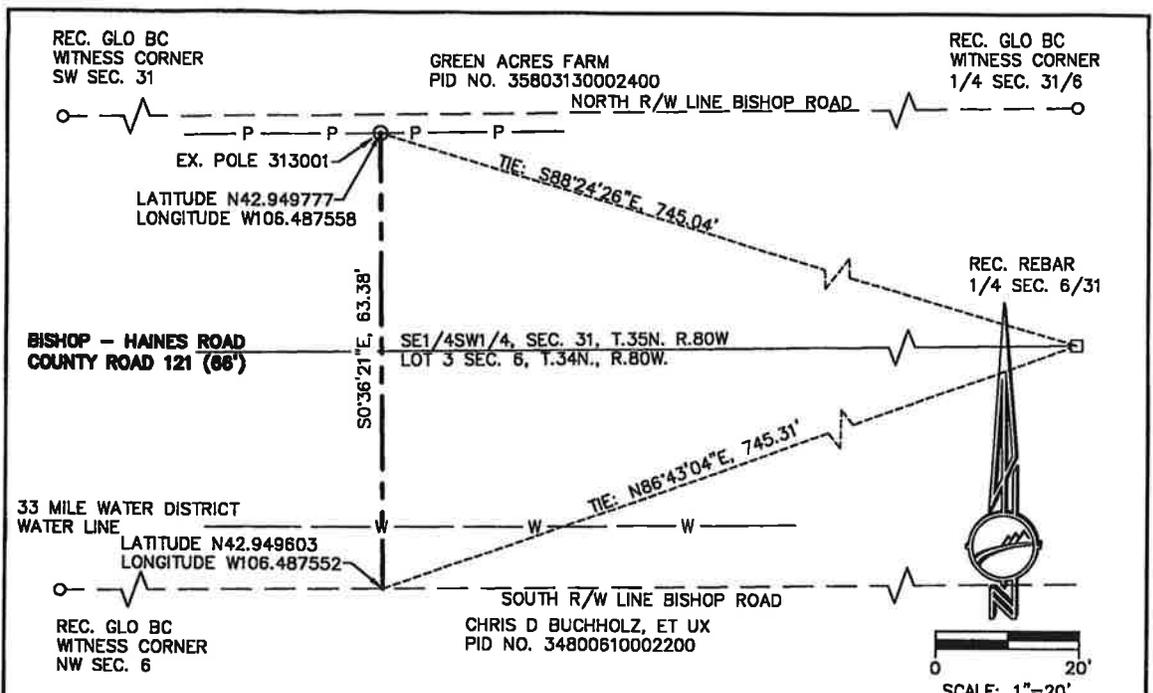
County Engineer _____

Wyo. Reg. P.E. _____ Date

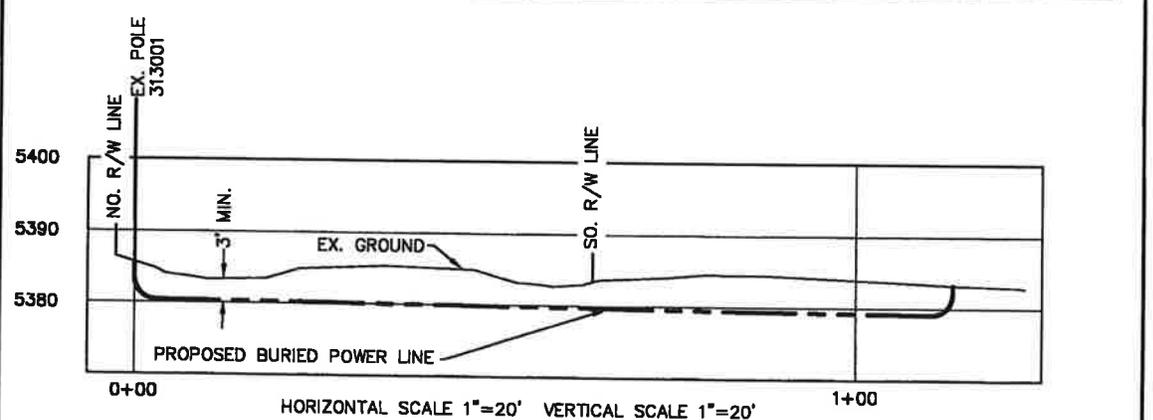
County Commissioner _____

Approval Date: _____

Completion Date: _____



**POWER LINE CROSSING PLAN OF BISHOP-HAINES ROAD - NATRONA COUNTY ROAD 121
LOCATED IN LOT 3, SECTION 6, T.34N., R.80W., AND THE SE1/4SW1/4, SECTION 31, T.35N., R.80W.,
6TH P.M., NATRONA COUNTY, WYOMING**



**POWER LINE CROSSING PROFILE OF BISHOP-HAINES ROAD - NATRONA COUNTY ROAD 121
LOCATED IN LOT 3, SECTION 6, T.34N., R.80W., AND THE SE1/4SW1/4, SECTION 31, T.35N., R.80W.,
6TH P.M., NATRONA COUNTY, WYOMING**

NOTES:
BEARINGS AND DISTANCES ARE BASED ON UTM
COORDINATES, NAD83/2011, ZONE 13 NORTH, US
SURVEY FOOT, GRID DISTANCES

CERTIFICATE OF SURVEYOR
STATE OF WYOMING }
COUNTY OF NATRONA } ss

PAUL R. SVENSON HEREBY STATES THAT HE IS BY OCCUPATION A PROFESSIONAL
LAND SURVEYOR, EMPLOYED BY BUCHHOLZ LAND & CATTLE TO MAKE THE SURVEY
OF A PROPOSED POWER LINE EASEMENT DESCRIBED AND SHOWN ON THIS MAP;
THAT THE SURVEY OF SAID WORKS WAS MADE UNDER HIS SUPERVISION DURING THE
MONTH OF MARCH, 2020; AND THAT SUCH SURVEY IS ACCURATELY REPRESENTED ON
THIS MAP.



WO#17012

EXHIBIT "A"

REV	DATE	DESC.	BY	CHK	APP
0	4-2-20	BUCHHOLZ POWER SERVICE.DWG	JLS	PRS	

	UNDERGROUND POWER LINE CROSSING OF BISHOP-HAINES ROAD NATRONA COUNTY ROAD 121 LOCATED IN THE SE1/4SW1/4, SECTION 31, T.35N., R.80W., AND LOT 3, SECTION 6, T.34N., R.80W., 6TH PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING	
	SHEET 1 OF 1 BISHOP RD CROSSING	



CASPER
200 PRONGHORN
CASPER, WY 82601
P: 307-266-2524

EXHIBIT "B"

Page 1 of 1

April 2, 2020

Buchholz Land & Cattle
Marcie Buchholz
250 Aster
Casper, WY 82604

W.O. No.: 17012

Description: Underground Power Line Crossing of Bishop-Haines Road – County Road 121

A crossing located in the SE1/4SW1/4, Section 31, T.35N., R.80W., and Lot 3, Section 6, T.34N., R.80W., 6th Principal Meridian, Natrona County, Wyoming being more particularly described by metes and bounds as follows:

Beginning at the north end of the crossing being described and an existing power pole (No. 313001) and a point in said SE1/4SW1/4, Section 31 and from which point the N1/4 corner of said Section 6 bears S.88°24'26"E., 745.04 feet; thence into said Lot 3, Section 6 S.0°36'21"E., 63.38 feet to a point in and intersection with the south right-of-way line of Bishop-Haines Road – County Road 121 and point of Terminus and from which point the N1/4 corner of said Section 6 bears N.86°43'04"E., 745.31 feet, as set forth by the "Exhibit A" attached and made a part hereof.



NOTICE OF HEARING

Notice is hereby given of a public hearing on the proposed transfer of funds to supplement the following funds in the amount shown:

FROM:	Unanticipated Revenue	\$110,586.95
TO:	Commissioners/County Attorney Involuntary Commitment Expense 7901-005-25	\$52,430.05
	Clerk of District Court/District Court Court Commissioner 7942-004-12	\$10,590.05
	Clerk of District Court/District Court Court Appointed Attorney 7944-004-12	\$36,000.00
	County Clerk/Administration Stationery/Printed Materials 7406-003-01	\$1,566.85
	Drug Court Drug Testing 8122-600-66	\$10,000.00

The said hearing will be held at the County Commissioners meeting room, Natrona County Courthouse 200 North Center, Casper, Wyoming on the 21st day of April 2020 at 5:30 p.m. at which time any and all persons interested may appear and be heard respecting such transfer of funds. Dated at Casper, Wyoming, this 14th day of April 2020.

BOARD OF COUNTY COMMISSIONERS
NATRONA COUNTY, WYOMING
Rob Hendry, Chairman

ATTEST:

Tracy Good, County Clerk
Publish: April 20, 2020

RESOLUTION NO. 12-20

WHEREAS, certain offices and departments of Natrona County have received unanticipated revenue or need to transfer funds from one line item to the other in the fiscal year ending June 30, 2020; and

WHEREAS, it is proposed to make transfers of funds to supplement the following funds; and

WHEREAS, no protests were received regarding such transfer.

NOW THEREFORE, in consideration of the premises, be it resolved that the transfer be approved as follows:

FROM:	Unanticipated Revenue	\$110,586.95
TO:	Commissioners/County Attorney Involuntary Commitment Expense 7901-005-25	\$52,430.05
	Clerk of District Court/District Court Court Commissioner 7942-004-12	\$10,590.05
	Clerk of District Court/District Court Court Appointed Attorney 7944-004-12	\$36,000.00
	County Clerk/Administration Stationery/Printed Materials 7406-003-01	\$1,566.85
	Drug Court Drug Testing 8122-600-66	\$10,000.00

DATED this 21st day of April 2020

**BOARD OF COUNTY COMMISSIONERS
NATRONA COUNTY, WYOMING**

Rob Hendry, Chairman

ATTEST:

Tracy Good, County Clerk

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONER
FROM: ERIC K. NELSON. – COUNTY LEGAL 
SUBJECT: TRANSFER OF FUNDS
DATE: FEBRUARY 24, 2020 #1

Monies received from Out of County Involuntary Commitments.
 Fiscal Years to Date – July, 2019 through February, 2020
 Please transfer the following funds from Unanticipated Revenue to:

Natrona County

	<u>Clerk of District Court</u>		<u>Legal Department</u>
	Court Commissioner #7942-004-12	Court Appointed Attorney #7944-004-12	#7901-005-25
Carbon	\$ 100.00	\$ 500.00	\$ 500.00
Converse	\$ 612.50	\$ 3,500.00	\$ 4,212.50
Crook	\$ 112.50	\$ 500.00	\$ 512.50
Fremont	\$ 530.00	\$ 2,250.00	\$ 2,730.00
Hot Springs	\$ 57.50	\$ 250.00	\$ 257.50
Laramie	\$ 45.00	\$ 250.00	\$ 245.00
Park	\$ 467.50	\$ 1,000.00	\$ 1,867.50
Out of County	\$ 512.50	\$ 1,500.00	\$ 2,512.50
	\$ 2,437.50	\$ 9,750.00	\$ 12,837.50

xc: Anne Volin, Clerk of District Court
 Tom Doyle, County Treasurer

CARBON COUNTY
415 W. PINE ST
P.O. BOX 6
RAWLINS, WY 82301

No. 150702

EXPENSE
1691

DATE
01/21/2020
CHECK AMOUNT
\$1,100.00

PAY ***One Thousand One Hundred and 00/100 Dollars***

TO NATRONA COUNTY LEGAL
THE 200 N CENTER SUITE 300
ORDER CASPER, WY 82601
OF

Handwritten signature: Patricia A. Blodgett

THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT.

⑈ 150702 ⑈ ⑆ 102303171⑆ 12 077 4 ⑈

CARBON COUNTY

RAWLINS, WY 82301

2985	NATRONA COUNTY LEGAL	1691	01/21/2020		150702
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount	Description
0	12/23/2019	1,100.00	ADMIN EMERGENCY DETENTION

7901-005-25

TOTAL:

\$1,100.00

COUNTY COMMISSIONER'S OFFICE
DOUGLAS, WYOMING 82633

PAYABLE AT
CONVERSE COUNTY BANK
DOUGLAS, WYOMING
99-154/1023

056778

EXPENSE
1076

DATE
01/31/2020
CHECK AMOUNT
\$8,325.00

PAY ***Eight Thousand Three Hundred Twenty Five and 00/100 Dollars***

TO Natrona County Attorney
THE 200 N CENTER
ORDER SUITE 300
OF CASPER, WY 82601

SEAL

Karen Romine Clerk
[Signature] Treasurer
[Signature] Commissioner

COUNTY OF CONVERSE
STATE OF WYOMING

⑈056778⑈ ⑆102301542⑆ 3031515⑈

CONVERSE COUNTY & COUNTY COMMISSIONER

DETACH AND RETAIN FOR YOUR RECORDS

DOUGLAS, WYOMING 82633

1557	Natrona County Attorney	1076	01/31/2020		56778
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount	Description
0	12232019	8,325.00	7/1-9/30/19 INVOLUNTARY HOSPI

acct # 7901-005-25

TOTAL:

\$8,325.00

CROOK COUNTY
 COUNTY WARRANT
 THE TREASURER OF CROOK COUNTY
 SUNDANCE, WY 82729-0037

SUNDANCE STATE BANK
 SUNDANCE, WY 82729

No. 041273

EXPENSE	DATE
1019	12/31/2019
	CHECK AMOUNT
	\$1,125.00

PAY ***One Thousand One Hundred Twenty Five and 00/100 Dollars***

TO NATRONA COUNTY LEGAL DEPARTMENT
 THE 200 NORTH CENTER STREET, SUITE 300
 ORDER CASPER, WY 82601
 OF

I hereby certify that this warrant is issued pursuant to law and is within the legal limit.

Kelly S. Dennis
 Chairman of Board of County Commissioners

Mary Kuhl
 County Clerk

THIS DOCUMENT HAS A TRUE WATERMARK IN THE PAPER • HOLD TO LIGHT TO VIEW.

⑈041273⑈ ⑆102300970⑆ 118567⑈ 54

CROOK COUNTY

SUNDANCE, WY 82729-0037

7504	NATRONA COUNTY LEGAL DEPARTMENT	1019	12/31/2019		41273
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount	Description
0	DEC19	1,125.00	INVOLUNTARY HOSPITALIZATION

deposit to acct. 7901-005-25



TOTAL:

\$1,125.00

COUNTY WARRANT
THE TREASURER OF FREMONT COUNTY
LANDER, WYOMING

BANK OF THE WEST
LANDER OFFICE
LANDER, WY. 82520
99-1500 6 MONTHS AFTER ISSUE DATE

168593

Five Thousand Five Hundred Ten and 00/100 Dollars

DATE 02/04/2020 AMOUNT \$**5,510.00**

PAY TO THE ORDER OF
NATRONA COUNTY ATTORNEY
200 NORTH CENTER STREET, SUITE 300
CASPER, WY 82601

I HEREBY CERTIFY THAT THIS WARRANT IS
WITHIN THE LEGAL DEBT LIMIT AND IS
ISSUED ACCORDING TO LAW

Quinn Starnes



ORIGINAL DOCUMENT HAS RED KEYHOLE ICON THAT DISAPPEARS WITH HEAT

⑈ 168593 ⑈ ⑆ 107000152⑆ ⑈ 14002473⑈

COUNTY WARRANT
Vendor: NATRONA COUNTY ATTORNEY (180,778)

Check Date: 02/04/2020
Check No: 168593

168593

INVOICE #	INV DATE	DESCRIPTION	INV AMOUNT
21JAN2020/T2	01/21/2020	TITLE 25 SERVICES	5,510.00

acct # 1901 - 005 - 25

TOTAL AMOUNT 5,510.00

COUNTY OF NATRONA
200 N. Center
Casper, WY 82601
3072359470

0102125-CA

2/10/2020

SDK

HOT SPRING COUNTY

CASH

NO TERMS

6291	INVOL HOSPITALIZATION REIMB	1.000	565.000	565.00
------	-----------------------------	-------	---------	--------

Net Invoice:	<u>565.00</u>
Freight:	0.00
Sales Tax:	0.00
	<u>565.00</u>

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
02/03/2020	184/020320	INVOLUNTARY HOSPITALIZATIONS OCT 2019-DEC 2019	\$540.00

VENDOR NUMBER	VENDOR NAME	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
184	Natrona Cnty Legal Dept	369620	02/13/2020	\$540.00

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND • PADLOCK ICON DISAPPEARS WITH HEAT • FLOURESCENT FIBERS AND OTHER SECURITY FEATURES



Laramie County, Wyoming

P.O. Box 608
309 West 20th Street
Cheyenne, WY 82003-0608
307-633-4415

Bank of the West
Cheyenne, WY 82001
RG-7B/1211

Vendor Number	Check Number	Check Date
184	369620	02/13/2020

VOID 60 DAYS FROM DATE OF ISSUE

Pay ***Five Hundred Forty Dollars and 00 Cents***

\$540.00

To the Order Of Natrona Cnty Legal Dept
200 N Center St, # 300
Casper, WY 82601-0000

Debra K. Lee
Clerk of Laramie County

Linda M Heath
Chair Laramie County Commissioners

Shirley K. Casade
Laramie County Treasurer

MP
MP
MP



⑈00369620⑈ ⑆107000152⑆ 805003373⑈

PARK COUNTY TREASURER
1002 Sheridan Avenue
CODY, WYOMING 82414
307-527-8600

WELLS FARGO BANK, N.A.
WYOMING

No. CHECK No 147369

1113

\$3,335.00

DATE
02/18/2020

Three Thousand Three Hundred Thirty Five and 00/100 Dollars

NATRONA COUNTY LEGAL DEPARTMENT
200 NORTH CENTER ST, SUITE 300
CASPER, WY 82601

Colleen Penny
Barb Kelly
Janet S. White

⑈ 147369 ⑈ ⑆ 102301092⑆ 0000600032⑈

1205	NATRONA COUNTY LEGAL DEPARTMENT	1113	02/18/2020		147369
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount	Description
0	INV HOSP	470.00	INVOL HOSP COST REIMB
0	invol 1-20	2,865.00	July 1, 2019 - September 30, 2019

TOTAL:

\$3,335.00



NATRONA COUNTY LEGAL DEPARTMENT
 200 N. CENTER, SUITE 300
 CASPER, WY 82601
 307-235-9460

STATEMENT

paid 2-5-2020
Warrant # 5TH 026320000000072
\$4,525.00

September 17, 2019

April 1, 2019 - June 30, 2019
 Involuntary Hospitalization Costs for Reimbursement

Bill To: WYOMING STATE HOSPITAL
 DEPARTMENT OF HEALTH
 STATE OF WYOMING
 ATTN: LISA ETARDI / PAUL MULLENEX
 PO BOX 177
 EVANSTON WY 82931

DOCKET #	CASE#	NAME	HEARING DATE (S)	OUT-OF-STATE	COURT COMMISSIONER	DETAINEE ATTORNEY	COUNTY ATTORNEY	DOCUMENT PREPARATION FILING
106487	11357	[REDACTED]	5/28/19 - Served / Not Heard	Out-of-State (CO)	\$10.00	\$-	\$10.00	\$200.00
106388	11312	[REDACTED]	5/3/19 - Cont. Deten. / 2nd Hrg. 5/13/19 - 10 Day Ext.	Out-of-State (LA - Homeless)	\$95.00	\$250.00	\$95.00	\$400.00
106219	11249	[REDACTED]	4/2/19 - Cont. Deten.	Out-of-State (NE)	\$47.50	\$250.00	\$47.50	\$200.00
106421	11326	[REDACTED]	5/14/19 - Hrg. Held / Rel.	Out-of-State (OK - Converse)	\$55.00	\$250.00	\$55.00	\$200.00
106505	11365	[REDACTED]	5/30/19 - Cont. Deten. / 2nd Hrg. 6/7/19 - 10-Day Ext.	Out-of-State (SD)	\$102.50	\$250.00	\$102.50	\$400.00
106559	11391	[REDACTED]	6/7/19 - Cont. Det. / 2nd Hrg. 6/17/19 - WSH	Out of State	\$115.00	\$250.00	\$115.00	\$400.00
106275	11265	[REDACTED]	4/12/19 - Cont. Deten.	Out-of-State (UT - Converse)	\$87.50	\$250.00	\$87.50	\$200.00
				SUBTOTALS	512.50	1,500.00	512.50	2,000.00
				BALANCE DUE	<u>\$4,525.00</u>			

Make all checks payable to Natrona County Legal Department
 PLEASE SUBMIT PAYMENT WITHIN 30 DAYS

past due

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONER
FROM: ERIC K. NELSON. – COUNTY LEGAL 
SUBJECT: TRANSFER OF FUNDS
DATE: FEBRUARY 24, 2020 #2

Monies received from Out of County Involuntary Commitments.
Fiscal Years to Date – July, 2019 through February, 2020
Please transfer the following funds from Unanticipated Revenue to:

Natrona County

	<u>Clerk of District Court</u>		<u>Legal Department</u>
	Court Commissioner #7942-004-12	Court Appointed Attorney #7944-004-12	#7901-005-25
Big Horn	\$ 127.50	\$ 250.00	\$ 527.50
Carbon	\$ 337.50	\$ 750.00	\$ 1,537.50
Converse	\$ 2,475.05	\$ 7,500.00	\$ 11,475.05
Crook	\$ 237.50	\$ 500.00	\$ 1,237.50
Fremont	\$ 2,482.50	\$ 7,750.00	\$ 11,882.50
Johnson	\$ 1,000.00	\$ 4,000.00	\$ 4,600.00
Laramie	\$ 105.00	\$ 1,000.00	\$ 1,305.00
Park	\$ 935.00	\$ 3,000.00	\$ 4,775.00
Weston	\$ 452.50	\$ 1,500.00	\$ 2,252.50
	\$ 8,152.55	\$ 26,250.00	\$ 39,592.55

xc: Anne Volin, Clerk of District Court
Tom Doyle, County Treasurer



Big Horn County, Wyoming
 Big Horn County Treasurer
 P.O. Box 430
 Basin, WY 82410
 (307) 568-2578

PAYABLE AT
 SECURITY STATE BANK
 BASIN, WY 82410

99-191-1023

Date 06/03/2019 145486

SUBMIT FOR PAYMENT WITHIN 60 DAYS OF ISSUE DATE

P
 A Nine Hundred Five Dollars and 00/100
 Y

Amount
\$905.00

TO THE ORDER OF
 NATRONA COUNTY LEGAL DEPT
 200 N. CENTER
 Suite 300
 Casper, WY 82601

I HEREBY CERTIFY THAT THIS WARRANT IS WITHIN THE LEGAL DEBT LIMIT AND IS ISSUED ACCORDING TO LAW



Felix Amador
Becky A. Bond

⑈0000145486⑈ ⑆102301911⑆ 13 666 2⑈

Date	Invoice #	Customer #	Amount	Date	Invoice #	Customer #	Amount
04/24/19	104922	Acct# 10674 TW	905.00				

CARBON COUNTY
 415 W. PINE ST
 P.O. BOX 6
 RAWLINS, WY 82301

No. 149022

EXPENSE
 2082

DATE
05/15/2019
CHECK AMOUNT
\$2,625.00

PAY ***Two Thousand Six Hundred Twenty Five and 00/100 Dollars***

TO NATRONA COUNTY LEGAL
 THE 200 N CENTER SUITE 300
 ORDER CASPER, WY 82601
 OF

Patricia Roberts
Dawn Blackatt


THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT.

⑈ 149022⑈ ⑆ 102303171⑆ 12 077 4⑈

CARBON COUNTY

RAWLINS, WY 82301

2985	NATRONA COUNTY LEGAL	2082	05/15/2019		149022
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount	Description
0	105021/105119	785.00	ADMIN EMERGENCY DETENTION ✓
0	105479	935.00	ADMIN EMERGENCY DETENTION ✓
0	105852	905.00	ADMIN EMERGENCY DETENTION ✓

TOTAL: \$2,625.00

COUNTY COMMISSIONER'S OFFICE
DOUGLAS, WYOMING 82633

PAYABLE AT
CONVERSE COUNTY BANK
DOUGLAS, WYOMING
89-154/1023

056112

EXPENSE

1042

DATE

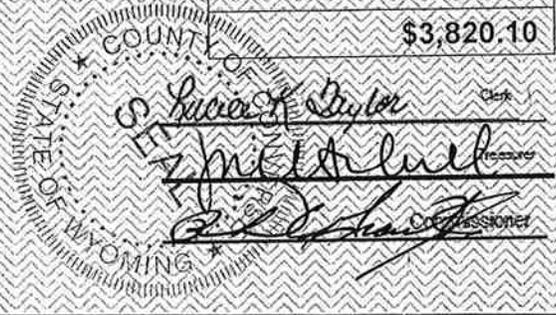
10/31/2019

CHECK AMOUNT

\$3,820.10

PAY ***Three Thousand Eight Hundred Twenty and 10/100 Dollars***

TO Natrona County Attorney
THE 200 N CENTER
ORDER SUITE 300
OF CASPER, WY 82601



⑈056112⑈ ⑆102301542⑆ 3031515⑈

CONVERSE COUNTY & COUNTY COMMISSIONER

DETACH AND RETAIN FOR YOUR RECORDS

DOUGLAS, WYOMING 82633

1557	Natrona County Attorney	1042	10/31/2019		56112
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount	Description
0	09172019	3,820.10	4/1-6/30/19 INVOL HOSP COSTS

7901-005-26



TOTAL:

\$3,820.10

COUNTY COMMISSIONER'S OFFICE
DOUGLAS, WYOMING 82633

PAYABLE AT
CONVERSE COUNTY BANK
DOUGLAS, WYOMING
99-154/1023

EXPENSE
1132

DATE
05/31/2019
CHECK AMOUNT
\$17,630.00

PAY ***Seventeen Thousand Six Hundred Thirty and 00/100 Dollars***

TO Natrona County Attorney
THE 200 N CENTER
ORDER SUITE 300
OF CASPER, WY 82601



⑈05494⑈ ⑈10230⑈ ⑈542⑈ 3031515⑈

CONVERSE COUNTY & COUNTY COMMISSIONER

DETACH AND RETAIN FOR YOUR RECORDS

DOUGLAS, WYOMING 82633

1557	Natrona County Attorney	1132	05/31/2019		54941
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount	Description
0	04242019	5,125.00	1/1-3/31/19 INVOLUNTARY
0	04242019	4,525.00	10/1-12/31/18 INVOLUNTARY
0	04242019	7,980.00	7/1-9/30/18 INVOLUNTARY

TOTAL:

\$17,630.00

CROOK COUNTY
 COUNTY WARRANT
 THE TREASURER OF CROOK COUNTY
 SUNDANCE, WY 82729-0037

SUNDANCE STATE BANK
 SUNDANCE, WY 82729

No.

040104

EXPENSE
 1027

DATE
05/31/2019
CHECK AMOUNT
\$1,975.00

PAY ***One Thousand Nine Hundred Seventy Five and 00/100 Dollars***

TO NATRONA COUNTY LEGAL DEPARTMENT
 THE 200 NORTH CENTER STREET, SUITE 300
 ORDER CASPER, WY 82601
 OF

I hereby certify that this warrant is issued pursuant to law and is within the debt limit.

Kelli S. Dennis
 Chairman of Board of County Commissioners

 County Clerk
Mary Kuhl
 County Treasurer
 MP

THIS DOCUMENT HAS A TRUE WATERMARK IN THE PAPER • HOLD TO LIGHT TO VIEW.

⑈040104⑈ ⑆102300970⑆ 118567⑈ 54

CROOK COUNTY

SUNDANCE, WY 82729-0037

7504	NATRONA COUNTY LEGAL DEPARTMENT	1027	05/31/2019		40104
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount	Description
0	MAY19	1,975.00	INVOLUNTARY HOSPITALIZATION

~~2018 1.4
 575.00
 2018 2.4
 590.00~~

TOTAL:

\$1,975.00

COUNTY WARRANT
THE TREASURER OF FREMONT COUNTY
LANDER, WYOMING

BANK OF THE WEST
LANDER OFFICE
LANDER, WY 82520
99-15-1070

CHECK # : 167654

167654

Nine Thousand Sixty and 00/100 Dollars

DATE 10/08/2019 AMOUNT \$**9,060.00**

PAY TO THE ORDER OF

NATRONA COUNTY ATTORNEY
200 NORTH CENTER STREET, SUITE 300
CASPER WY 82601

I HEREBY CERTIFY THAT THIS WARRANT IS WITHIN THE LEGAL DEBT LIMIT AND IS ISSUED ACCORDING TO LAW

James Baker
James Baker



⑈ 167654 ⑈ ⑆ 107000152⑆ 814002473⑈

COUNTY WARRANT

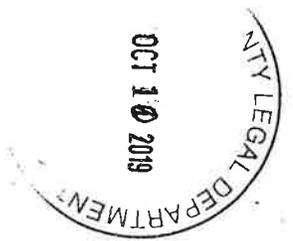
Vendor: NATRONA COUNTY ATTORNEY (180,778)

Check Date: 10/08/2019
Check No: 167654

167654

INVOICE #	INV DATE	DESCRIPTION	INV AMOUNT
17SEP19/T25	09/01/2019	TITLE 25 SERVICES	9,060.00

TOTAL AMOUNT 9,060.00



COUNTY WARRANT
THE TREASURER OF FREMONT COUNTY
LANDER, WYOMING

BANK OF THE WEST
LANDER OFFICE
LANDER, WY 82520
99-15-1070

166585

CHECK #: 166585

VOID 6 MONTHS AFTER ISSUE DATE

Thirteen Thousand Fifty-Five and 00/100 Dollars

DATE: 06/04/2019
AMOUNT: \$**13,055.00**

PAY
TO THE
ORDER
OF

NATRONA COUNTY ATTORNEY
200 NORTH CENTER STREET, SUITE 300
CASPER WY 82601

I HEREBY CERTIFY THAT THIS WARRANT IS
WITHIN THE LEGAL DEBT LIMIT AND IS
ISSUED ACCORDING TO LAW.

Frank Beck
Quinn Strees
Thom



⑈ 166585 ⑈ ⑆ 107000152⑆ 814002473 ⑈

COUNTY WARRANT

Vendor: NATRONA COUNTY ATTORNEY (180,778)

Check Date: 06/04/2019
Check No: 166585

166585

<u>INVOICE #</u>	<u>INV DATE</u>	<u>DESCRIPTION</u>	<u>INV AMOUNT</u>
21MAY19/T25	05/21/2019	TITLE 25 SERVICES	13,055.00

TOTAL AMOUNT 13,055.00



COUNTY WARRANT
 THE TREASURER OF JOHNSON COUNTY
 BUFFALO, WYOMING

FIRST NATIONAL BANK
 BUFFALO, WY 82834

92522

GENERAL FUND

1026

\$4,570.00

DATE
10/31/2019

Four Thousand Five Hundred Seventy and 00/100 Dollars

NATRONA COUNTY ATTORNEY'S OFFICE
 200 NORTH CENTER ST
 SUITE 115
 CASPER, WY 82601

Carla Bushop
Wesley Edelman



THE BACK OF THIS DOCUMENT CONTAINS CHECK SECURITY WATERMARK AND COIN REACTIVE INK

⑈092522⑈ ⑆102300459⑆ 10807976⑈

DETACH BEFORE DEPOSITING

1121	NATRONA COUNTY ATTORNEY'S OFFICE	1026	10/31/2019		92522
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount	Description
0	09172019	4,570.00	TITLE/25JDH,KM,CDW,SK,KDP,BDD



TOTAL:

\$4,570.00

COUNTY WARRANT
 THE TREASURER OF JOHNSON COUNTY
 BUFFALO, WYOMING

First National Bank
 BUFFALO, WY 82834

91801

GENERAL FUND

1049

\$5,030.00

DATE
05/31/2019

Five Thousand Thirty and 00/100 Dollars

NATRONA COUNTY ATTORNEY'S OFFICE
 200 NORTH CENTER ST
 SUITE 115
 CASPER, WY 82601

Handwritten signature: Carla Bishop
Handwritten signature: Vicki Zaelman



THE BACK OF THIS DOCUMENT CONTAINS CHECK SECURITY WATERMARK AND COIN REACTIVE INK

⑈091801⑈ ⑆102300459⑆ 10807976⑈

DETACH BEFORE DEPOSITING

1121	NATRONA COUNTY ATTORNEY'S OFFICE	1049	05/31/2019		91801
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount	Description
0	052019	5,030.00	TITLE/25

2018 - 3rd quarter \$1050.00 ✓
 2018 - 4th quarter \$2875.00 ✓
 2019 - 1st quarter \$1105.00 ✓

 \$ 5030.00

TOTAL: \$5,030.00 ✓

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
04/24/2019	184/042419	INVOLUNTARY HOSPITALIZATION JUL - SEPT 2018	\$200.00 ✓
04/24/2019	184/042419A	INVOLUNTARY HOSPITALIZATION OCT-DEC 2018	\$1,270.00 ✓
04/24/2019	184/042419B	INVOLUNTARY HOSPITALIZATION JAN-MAR 2019	\$940.00 ✓

VENDOR NUMBER	VENDOR NAME	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
184	Natrona Cnty Legal Dept	365477	05/09/2019	\$2,410.00

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND • PADLOCK ICON DISAPPEARS WITH HEAT • FLOURESCENT FIBERS AND OTHER SECURITY FEATURES



Laramie County, Wyoming

P.O. Box 608
 309 West 20th Street
 Cheyenne, WY 82003-0608
 307-633-4415

Bank of the West
 Cheyenne, WY 82001
 80-781211

Vendor Number	Check Number	Check Date
184	365477	05/09/2019

VOID 60 DAYS FROM DATE OF ISSUE

Pay ***Two Thousand Four Hundred Ten Dollars and 00 Cents***

\$2,410.00

To the Order Of Natrona Cnty Legal Dept
 200 N Center St, # 300
 Casper, WY 82601-0000

Debra K. Lee
 Clerk of Laramie County MP
Linda M. Heath
 Chair Laramie County Commissioners MP
Shirley K. Conde
 Laramie County Treasurer MP

⑈00365477⑈ ⑆107000152⑆ 805003373⑈

DISAPPEARS WITH HEAT

PARK COUNTY TREASURER
1002 Sheridan Avenue
CODY, WYOMING 82414
307-527-8600

WELLS FARGO BANK, N.A.
WYOMING

No. CHECK No 146377

DATE

1051

\$3,955.00

10/15/2019

Three Thousand Nine Hundred Fifty Five and 00/100 Dollars

NATRONA COUNTY LEGAL DEPARTMENT
200 NORTH CENTER ST, SUITE 300
CASPER, WY 82601

J. Paul Kelley
Celler Remy

⑈ 146377 ⑈ ⑆ 102301092⑆ 0000600032⑈

1205	NATRONA COUNTY LEGAL DEPARTMENT	1051	10/15/2019		146377
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount	Description
0	INVOL 2019	3,955.00	4/1 - 06/30 2019 INVOL COMM

7901-005-25
Involuntary Hospitalizations

TOTAL:

\$3,955.00

PARK COUNTY TREASURER
1002 Sheridan Avenue
CODY, WYOMING 82414
307-527-8600

WELLS FARGO BANK, N.A.
WYOMING

No. CHECK No 145373

1182

\$4,755.00

DATE
06/18/2019

Four Thousand Seven Hundred Fifty Five and 00/100 Dollars

NATRONA COUNTY LEGAL DEPARTMENT
200 NORTH CENTER ST, SUITE 300
CASPER, WY 82601

J. C. Smith
J. Barb. Polley
Colleen Remy

⑈ 145373 ⑈ ⑆ 10230109 2⑆ 000060003 2⑈

1205	NATRONA COUNTY LEGAL DEPARTMENT	1182	06/18/2019		145373
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount	Description
0	INVOL	4,755.00	JUL 18 - MAR 19

1/4 2019 2475.00
~~2/4 2019 2610.00~~
4/4 2018 2240.00
+ 40.00 adj amt.

TOTAL:

\$4,755.00

COUNTY OF WESTON
 1 WEST MAIN
 NEWCASTLE, WY 82701

FIRST STATE BANK
 NEWCASTLE, WYOMING
 93-177
 1023

No. 64922

EXPENSE
 1035

DATE
05/31/2019
CHECK AMOUNT
\$4,205.00

PAY ***Four Thousand Two Hundred Five and 00/100 Dollars***

TO NATRONA COUNTY LEGAL DEPT
 THE 200 N CENTER, SUITE 300
 ORDER CASPER, WY 82601
 OF

I hereby certify that this warrant is issued pursuant to law, and is within the debt limit.

[Signature]
 Chairman of Board of County Commissioners
[Signature]
 Susan Overman
 County Treasurer

⑆ 102301775⑆ ⑆ 100⑆00⑆1⑆ 64922

COUNTY OF WESTON

NEWCASTLE, WY 82701

1312	NATRONA COUNTY LEGAL DEPT	1035	05/31/2019		64922
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount	Description
0	104941-10680	630.00	GEN MISC CO WARD-INVOLUNTA
0	104966-10685	470.00	GEN MISC CO WARD-INVOLUNTA
0	104982-10691	660.00	GEN MISC CO WARD-INVOLUNTA
0	105542-10927	1,135.00	GEN MISC CO WARD-INVOLUNTA
0	105610-10958	470.00	GEN MISC CO WARD-INVOLUNTA
0	105964-11145	840.00	GEN MISC CO WARD-INVOLUNTA

Handwritten notes:
 { 3rd / 25 / 2019 ✓
 { 4th / 25 / 2019 ✓
 - 1st / 25 / 2019 ✓

Tracy Good

From: jvolk@natronacountydrugcourt.com
Sent: Tuesday, March 24, 2020 1:15 PM
To: Tracy Good
Subject: Moving Funds

CAUTION: Please be cautious. This email originated from outside the County.
Use your Phish Alert button to report suspicious email or call your IT support team. Do not forward suspicious emails.

Tracy,

I am hoping to move \$10,000 dollars from account 6253-600-66 (which should be our client fees) into line item 8122-600-66 (Drug Testing). Thank you.

Jeremiah Volk MSW, LCSW, LAT
Natrona County Adult Drug Court Program Coordinator
307-235-2000

~~CONFIDENTIALITY NOTICE: This email and any files/documents transmitted with it are confidential and are intended solely for the use of the individual or entity to which they are addressed. This communication may contain material protected by HIPAA legislation (45CFR, Parts 160 & 164) or by 42 CFR part 2. If you are not the intended recipient, be advised that you could have received this email in error and that any use, dissemination, forwarding, printing or copying of this email is strictly prohibited. If you have received this email in error, please notify the sender by reply email and destroy all copies of the original message.~~

Memorandum

To: County Commissioner's, Tom Doyle, Treasurer

From: Tracy Good/ County Clerk

Good

Date: 4/14/2020

Re: Transfer of Funds

Please do the following transfers:

FROM:	Unanticipated Revenue	\$1,566.85
TO:	County Clerk/Administration Stationery/Printed Materials 7406-003-01	\$1,566.85

This is for a duplicate payment for account payable checks.

Thank you.