

INFORMATION PACKET

Table of Contents

Friday, August 24, 2018



	Pages
Table of Contents	1
The Grid – Council Meetings Schedule	2-4
Building Inspection Log Audit	5-11
Central WY Regional Water System Minutes 07.17.18	12-16
Civil Service Packet 08.22.18	17-20
Community Action Partnership packet 08.22.18	21-98
CPU Advisory Board Agenda Minutes 07.17.18	99-103
Invitation Chamber of Commerce Gubernatorial Forum Luncheon	104
Invitation Food for Thought Secret Garden Tour	105
Natrona Country Travel and Tourism Packet 08.28.18	106-119
Roof Inspection Code Requirements	120-126
Solvay Response to Misapplied Tax Payments	127
Survey Engineered Compaction Testing Ordinance	128
Thank You Note Casper Amateur Hockey	129
WAM Info Municipal Training Videos	130
WAM Info Word from WAM	131-136

A.C.E.S.

Accountable

Communicate

Effective & Efficient

Stewards

The Grid
A working draft of Council Meeting Agendas

August 28, 2018**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
One Cent Funding Application Interviews	Information Only	3 hours	4:30
Agenda Review		10 min	7:30
Legislative Update		5 min	7:40
Council Around the Table		10 min	7:45
Executive Session - Personnel			7:55

September 4, 2018**Councilmembers Absent:**

Special Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
One Cent Survey Results & Suggested Projects	Direction Requested	80 min	4:30
Agenda Review		10 min	5:50
Approximate Ending Time			6:00

September 4, 2018**Councilmembers Absent:**

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Executive Session Minutes - August 21 & 28 Personnel					
Bright Spot - Proclamations for Star Spangled Banner Day & Constitution Week					
Approve August 21 Meeting Minutes, August 21 Executive Session Minutes, and August 28 Executive Session Minutes					
Establish September 18, 2018 as the Public Hearing Date for Consideration of Fiscal Year 2017-2018 Community Development Block Grant Consolidated Annual Performance and Evaluation Report.	C				
Establish September 18, 2018 as the Public Hearing Date for Consideration of Hotel Guest Registration Ordinance.	C				
Zone Change of Lots 1-8 Inclusive, Block 1, North Burlington Addition, Located at 143, 145, 159, 169 West K Street, from R-3 (One to Four Unit Residential) to R-5 (Mixed Residential).				C	
Amendment to Agreement with First Interstate Bank Regarding Lockbox Services.				C	
Authorizing the Sole Source purchase of three (3) Control Panel Enclosure Air Conditioning Units from Andritz Separation Inc., in the Amount of \$28,474.53, for use at the Wastewater Treatment Plant.				C	
Authorizing a Contract for Outside-City Water Service with C.E. Swinney, LLC.				C	
Authorizing the Execution of an M-54 Utility License with the Wyoming Department of Transportation for the Installation of a 3-inch HDPE Casing and 1.5-inch Water Service Line to Provide Water Service to 7475 Highway 220.				C	
Accepting a Drainage Easement from 5725 Highland Drive, Inc., for Maintenance of a Storm Sewer Main that Serves Highland Drive and Surrounding Properties.				C	

The Grid

A working draft of Council Meeting Agendas

Accepting a Storm Sewer Pipe Easement from Stella Johnston for Maintenance of a Storm Sewer Main.				C	
Authorizing an Underground Right-of-Way Easement with Rocky Mountain Power to Install Electrical Service Underground to the Permitted Verizon Wireless Cell Tower at 795 College Drive.				C	
Authorizing Acceptance of a Grant Award from the Wyoming Office of the Attorney General, Division of Victim Services, in the Amount of \$132,764, to be Used for Existing Salaries, Training, Operating Expenses, Emergency Assistance, Advertising, and other Services Covered by the Grant				C	
Restorative Justice				C	
Authorizing the Discharge of \$34,573.19 of Uncollectible Accounts Receivable Balances, Aged Between the Date of April 1, 2013 and June 30, 2013, Including More Recent Estate Liquidations and Bankruptcies.					C

September 11, 2018**Councilmembers Absent:****Meeting to be held at the Life Steps Campus at 4:00 p.m.**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
LifeSteps Campus Tour	Information Only	30 min	4:00
Dan Noble	Information Only	40 min	4:30
Accepting Natrona County Hazard Mitigation Plan & Emergency Response Plan	Move Forward for Approval	20 min	5:10
Health Fund Update	Information Only	20 min	5:30
Abandoned Vehicle Ordinance	Move Forward for Approval	30 min	5:50
Smart Water Meters	Direction Requested	40 min	6:20
Agenda Review		10 min	7:00
Legislative Update		10 min	7:10
Council Around the Table		20 min	7:20
Approximate Ending Time			7:40

September 18, 2018**Councilmembers Absent:**

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Accepting Natrona County Hazard Mitigation Plan & Emergency Response Plan (tentative)					
Hotel Guest Registration Ordinance. First Reading/Public Hearing		N			
Fiscal Year 2017-2018 Community Development Block Grant Consolidated Annual Performance and Evaluation Report.		C			

The Grid

A working draft of Council Meeting Agendas

September 25, 2018**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Casper Area Convention & Visitors Bureau Update (Brook Kaufman)		20 min	4:30
Non-Motorized Transportation Plan (Bike/Pedestrian Plan Update)		20 min	4:50
Summer Pool Usage Discussion		20 min	5:10
Soil Compaction in Residential Areas - Draft Ordinance		40 min	5:30
Agenda Review		20 min	6:10
Legislative Update		10 min	6:30
Council Around the Table		20 min	6:40
Approximate Ending Time			7:00

October 2, 2018**Councilmembers Absent:**

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Hotel Guest Registration Ordinance. Second Reading			N		

October 9, 2018**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

Upcoming Work Session Agenda Items
Hogadon & Golf Debrief
Casper Mountain Biathlon Club-Crushing Operations
Spay & Neuter Code Discussion - Review of Needs
Pre-Annexation & Island Annexation
City of Casper App/Citizen Engagement
Liquor Ordinance, Part II
Demerit Point Revisions (Chief McPheeters) Alcohol Demerit Structure: What is the public position? Do you want us to be proactive like we are going or are we ok with the current state?
Dog Attacks/Bites - Penalties for Impound
Downtown Parking Study Implementation
Goodstein Lot Lease (Long Term Plan)
6th Cent Funding Study
Wyoming Business Council Grant for Midwest
Property Code Revisions
Event Guide
Bar Hours on Sunday



COMMUNITY DEVELOPMENT
DEPARTMENT

CITY OF CASPER

200 North David Street
Casper, WY 82601-1862
Phone: (307) 235-8241
Fax: (307) 235-8362
www.casperwy.gov

Inspection Log Audit

August 10, 2018

TO: J. Carter Napier, City Manager *JCN*
FROM: Dan Elston, Chief Building Official *DE*
RE: Inspection Duration Table

Please see attached inspection log for the month of May 2018. This log was derived from the hand written inspections receipts that are given to the inspectors when the inspection is called in. This is being done manually until software is available for a computer generated report.

The log provides the inspection address, time it was called in, time it was entered into the computer by the inspection officer, type of inspection, and the duration of time from when it was called in, to the time it was entered into the computer system.

You will notice the entries into the system are 1:00 o'clock or 4:00 o'clock. The reason for this is that the inspectors enter the inspection either when they come back to the office after lunch, or more frequently at the end of the day. Please notice that the inspection time is after the inspector is back in the office. The inspection occurred prior to that time, but the City of Casper does not have the software for inspections to be entered in the field at the actual inspection time. Henceforth, the duration time is actually shorter than what is shown for duration.

Per the inspection log, there are 5 inspections that do not have inspection times entered. This does not mean that the inspection did not occur, only that the inspector failed to enter it in the system. There may be inspection times entered prior to the inspection being called in. This happens when a contractor will call the inspector in the field, the inspection will be completed prior the contractor calling into the office.

Out of 215 inspections audited, 7 did not occur on the same day requested. Typically there is a valid reason for the delay, such as the contractor not ready or it is not required for work to continue. The "as requested" in the time or duration column is when a contractor selects a date and time for the inspection.

The duration is figured from work hours (e.g., if the inspection is called in @ 4:00 on 5-10 and the inspection is completed @ 1:00 on 5-11, that equals a 6 hour duration time).

The City of Casper Building Division takes great pride in being able to provide same day inspections, which is not common with most jurisdictions.

Inspection Log

<u>Address of Inspection</u>	<u>Date and Time Called In</u>	<u>Inspection Entered into Computer</u>	<u>Type of Inspection</u>	<u>Duration Time</u>
3182 Lost Springs	5-01 @ 11:00	5-2 as requested	framing	As Requested
111 S. Durbin	5-02 @ 8:55	5-3 as requested	Final Building	As Requested
111 S. Durbin	5-02 @ 8:55	5-3 as requested	Final Electrical	As Requested
828 S. Spruce	5-02 @ 8:55	5-3 @ 1:00	insulation	13 hrs
4010 Plaza Dr.	5-03 @ 10:41	5-4 as requested	drywall	As Requested
6110 Rivers Gate	5-03 @ 2:25	5-4 as requested	framing	5-4 as requested
702 S. Melrose	5-03 @ 9:23	5-3 @ 4:00	Final Building	6.5 hrs.
4010 Plaza Dr.	5-04 @ 11:21	5-4 @ 4:00	drywall	4 hrs
952 S. Jackson	5-04 @ 11:38	5-4 @ 4:00	Electrical	4.5 Hrs.
3157 Indian Scout	5-04 @ 11:40	5-4 Not entered	Gas	same day
2029 Oakcrest	5-04 @ 11:49	5-7 as requested	Gas	As Requested
1650 S. Washington	5-04 @ 2:33	5-7 as requested	Final Building	As Requested
5951 Ridge Lane	5-04 @ 3:01	5-7 as requested	Plumbing	As Requested
211 W. Collins	5-04 @ 3:50	5-4 @ 4:00	Electrical	0.6 hrs = 10 minutes
1022 Dundee	5-04 @ 4:09	5-7 as requested	Framing	As Requested
6121 Rivers Gate	5-04 @ 8:31	5-4 @ 4:00	rebar	7.5 Hrs
76 Valley Dr	5-04 @ 8:54	5-10 as requested	Electrical	As Requested
355 W. Yellowstone	5-04 @ 8:54	5-7 as requested	Electrical	As Requested
828 S. Spruce	5-04 @ 9:36	5-4 @ 1:00	Insulation	3.5 hrs.
4010 Plaza Dr.	5-07 @ 10:38	5-7 @ 4:00	framing	5.5 hrs.
2300 E 15th St.	5-07 @ 11:15	5-7 @ 4:00	HVAC	5 hrs.
1544 S. Wolcott	5-07 @ 11:50	As requested	Plumbing	As Requested
2840 Croydon	5-07 @ 2:25	5-7 @ 4:00	Plumbing	2 hrs.
4140 Centennial Hills	5-07 @ 2:28	5-8 as requested	insulation	As Requested
4010 Plaza Dr.	5-07 @ 2:55	5-8 as requested	Electrical	As Requested
6732 Rogue River	5-07 @ 3:15	5-8 @ 4:00	Final Building	As Requested
6732 Rogue River	5-07 @ 3:15	5-8 @ 4:00	Final electrical	As Requested
6732 Rogue River	5-07 @ 3:15	5-8 @ 4:00	Final Plumbing	As Requested
1018 Townsend	5-07 @ 3:34	5-8 @ as requested	Plumbing	As Requested
776 Badger	5-07 @ 5:00	5-8 @ 1:00	Framing	5 hrs.
6621 S. Poplar	5-07 @ 9:25	5-7 @ 4:00	Electrical	6.5 hrs.
6443 Little Moon trail	5-07 @ 9:36	5-7 @ 4:00	drywall	6.5 hrs.
222 E. 2nd St.	5-08 @ 1:47	5-8 @ 4:00	Final Building	2 hrs.
4010 Plaza Dr.	5-08 @ 10:32	Already completed	Framing	N/A

<u>Address of Inspection</u>	<u>Date and Time Called In</u>	<u>Inspection Entered into Computer</u>	<u>Type of Inspection</u>	<u>Duration Time</u>
5951 Rogue River	5-08 @ 12:10	5-9 as requested	Framing	5-9 As Requested
307 N. Iowa	5-08 @ 12:17	5-8 @ 4:00	Electrical	4 hrs.
4100 Casper Mtn. Road	5-08 @ 3:39	5-10 as requested	Consult Building	As Requested
230 N. Park	5-08 @ 9:45	5-8 @ 4:00	Framing	6 hrs.
4801 E. 2nd St.	5-08 @ 9:45	5-8 @ 1:00	Electrical	3 hrs.
1025 S. Center	5-09 @ 1:43	5-9 @ 4:00	Gas Line	2 hrs.
828 S. Spruce	5-09 @ 2:00	5-9 @ 4:00	drywall	2 hrs.
3711 Dancing Wolf	5-09 @ 2:00	5-10 as requested	Electrical	As Requested
76 Valley Dr.	5-10 @ 9:54	5-10 @ 4:00	Electrical	6 hrs.
4793 Tranquility	5-11 @ 12:13	5-14 as requested	framing	As Requested
6621 S. Poplar	5-11 @ 4:45	5-14 @ 1:00	insulation	5 hrs.
6121 Rivers Gate	5-11 @ 8:07	5-14 as requested	rebar	As Requested
157 Forget Me Not	5-11 @ 9:11	5-11 @ 4:00	drywall	7 hrs.
4510 Puma	5-14 @ 10:15	5-14 @ 4:00	Gas Line	6 hrs.
1850 CY Ave.	5-14 @ 2:53	5-15 as requested	Electrical	As Requested
2502 Shumway	5-14 @ 3:35	5-15 as requested	Final Plumbing	As Requested
2502 Shumway	5-14 @ 3:45	5-15 as requested	Final Building	As Requested
2502 Shumway	5-14 @ 3:45	5-15 as requested	Final Electrical	As Requested
6120 Rivers Gate	5-15 @ 1:25	5-15 @ 4:00	Plumbing	2.5 hrs.
1725 Brookveiw	5-16 @ 10:05	5-16 @ 1:00	Electrical	3 hrs.
910 Devonshire	5-16 @ 12:07	5-17 as requested	Electrical	As Requested
939 E. 2nd St.	5-16 @ 8:14	5-16 Not entered	Framing	?
1544 S. Wolcott	5-16 @ 9:25	5-16 @ 4:00	Electrical	6.5 Hrs.
1431 S. Nebraska	5-17 @ 3:35	Re-inspection=not entered	Electrical	N/A
333 S. Socony	5-17 @ 8:35	5-17 @ 4:00	Electrical	7 hrs.
1121 Glenarm	5-18 @ 8:11	5-23 @ ??	Electrical	3 days
1111 CY Ave.	5-21 @ ??	5-22 as requested	Plumbing	As Requested
1728 Fairdale	5-21 @ 1:14	5-21 @ 1:00	Electrical	2.5 Hrs.
605 S. David	5-21 @ 1:33	5-24 as requested	Electrical	As Requested
133 W. 6th St.	5-21 @ 1:33	5-25 as requested	A/C Electrical	As Requested
3640 Eagle Dr.	5-21 @ 1:36	5-21 @ 4:00	Plumbing	2.5 Hrs.
1261 S. Forest	5-21 @ 3:58	5-22 as requested	Electrical	As Requested
3640 Eagle Dr.	5-21 @ 4:20	5-22 as requested	Framing	As Requested
4140 Centennial Hills	5-21 @ 8:14	5-21 @ 1:00	drywall	4.5 hrs
141 W. 10th St.	5-22 @ 11:05	5-22 @ 4:00	Plumbing	5 hrs.
3074 Indian Scout	5-22 @ 11:10	5-22 @ 4:00	HVAC	5 hrs.

<u>Address of Inspection</u>	<u>Date and Time Called In</u>	<u>Inspection Entered into Computer</u>	<u>Type of Inspection</u>	<u>Duration Time</u>
268 N. Pennsylvania	5-22 @ 11:24	5-22 @ 4:00	Rebar	4.5 Hrs.
2130 W. Coffman	5-22 @ 11:54	5-22 @ 4:00	Sewer repair	4 Hrs.
2035 Lennox	5-22 @ 2:01	5-22 @ 4:00	Gas Line	2 hrs.
1221 Morado	5-22 @ 2:13	5-23 As requested	Electrical	As Requested
3641 Carmel	5-22 @ 2:15	5-23 @ 4:00	water heater	9 hrs.
1861 Lennox	5-22 @ 2:19	5-23 As requested	Building	As Requested
2541 & 2551 S. Jefferson	5-22 @ 3:21	5-30 @ 4:00	Roofs	8 Days
2530 S. Jefferson	5-22 @ 3:21	5-30 @ 4:00	Roof	8 Days
157 Forget Me Not	5-22 @ 3:38	5-22 @ 4:00	Gas Line	0.3
15 Begonia	5-22 @ 9:22	5-22 @ 4:00	Electrical	6.5 hrs.
147 Dahlia	5-23 @ 1:01	5-23 @ 4:00	Electical	3 hrs.
4140 Centennial Hills	5-23 @ 1:35	5-23 @ 4:00	Plumbing	2.5 Hrs.
4793 Tranquility	5-23 @ 10:15	5-24 As requested	insulation	As Requested
230 N. Park	5-23 @ 10:50	5-24 @ 4:00 as requested	Sheathing	As Requested
148 Socony Pl.	5-23 @ 10:59	5-23 @ 4:00	Roof/Framing	5 hrs.
1111 CY Ave.	5-23 @ 10:59	5-24 as requested	drywall	As Requested
268 N. Pennsylvania	5-23 @ 11:10	5-23 @ 4:00	Rebar	5 hrs.
141 W. 10th	5-23 @ 11:22	5-23 @ 4:00	gasline	4.5 hr.
2888 Croydon	5-23 @ 11:28	5-23 @ 4:00	Framing	4.5 hr.
4140 Centennial Hills	5-23 @ 11:55	5-23 @ 4:00	Electrical	4 hrs.
1831 S. Walnut	5-23 @ 12:10	5-23 @ 4:00	Sewer repair	4 hrs. Requested Late Insp.
2140 Hyveiw	5-23 @ 12:51	5-23 @ 4:00	A/C Electric	3 hr.
1446 Fetterman	5-23 @ 12:51	5-23 @ 4:00	A/C Electric	3 hr.
1446 Fetterman	5-23 @ 3:05	5-24 @ 4:00 as requested	A/C/ Plumbing	As Requested
2840 Croydon	5-23 @ 3:30	5-24 as requested	HVAC	As Requested
400 Country Club	5-23 @ 8:19	5-25 as requested	Electrical	As Requested
1301 Wilkins Circle	5-23 @ 8:31	5-23 @ 4:00	Rebar	6.5 Hrs.
3241 Sun Dr.	5-23 @ 8:48	Not Entered-Address invalid	sewer repair	?
2888 Croydon	5-23 @ 9:43	5-24 @ 4:00 requested late insp.	Electrical	13 hrs. As Requested
515 S Nebraska	<u>5-23 @ 11:07</u>	5-23 @ 4:00	A/C Plumbing	5 hrs.
340 S. Washington	5-24 @ ??	5-25 as requested	Electrical	As Requested
2819 E. 19th	5-24 @ 1:08	5-24 @ 4:00	Roof	3 hrs.
1500 SW Wyoming Blvd.	5-24 @ 1:39	5-24 @ 4:00	Electrical	2.5 hrs.
2840 Croydon	5-24 @ 10:31	5-24 @ 4:00	Electrical	5.5 hrs.
1030 Morado	5-24 @ 11:03	5-24 @ 4:00	Electrical	5 hrs.
5801 S. Cedar	5-24 @ 11:05	5-24 @ 4:00	Plumbing	5 hrs.

<u>Address of Inspection</u>	<u>Date and Time Called In</u>	<u>Inspection Entered into Computer</u>	<u>Type of Inspection</u>	<u>Duration Time</u>
1018 Townsend	5-24 @ 11:24	5-24 @ 4:00	drywall	5.5 Hrs.
1834 Wolwick Ct.	5-24 @ 11:30	5-24 @ 4:00	waterline repair	4.5 hr.
555 Landmark	5-24 @ 11:45	not inspected by City	masonry rebar	3rd party inspection
6724 Rogue River	5-24 @ 12:40	5-24 @ 4:00	HVAC	3.5 hrs.
230 N. Park	5-24 @ 2:28	5-24 @ 4:00	waterline repair	1.5 hrs.
815 E. 5th	5-24 @ 2:31	5-22 @ 4:00	Electrical	1.5 hrs.
1101 W. 29th	5-24 @ 8:31	5-25 as requested	drywall	As Requested
4500 S. Poplar	5-24 @ 8:34	5-24 @ 1:00	Electrical	4.5 hrs.
5801 S. Cedar	5-24 @ 8:38	5-24 @ 4:00	framing	7.5 hrs
5801 S. Cedar	5-24 @ 8:42	5-24 @ 4:00	Electrical	7.5 hr.
124 E. 2nd St.	5-24 @ 8:52	5-24 @ 4:00	Electrical	7 hrs.
520 S. Wolcott	5-24 @ 9:30	5-25 as requested	Final Building	As Requested
400 Country Club	5-24 @ 9:40	5-25 as requested	framing	As Requested
2786 Croydon	5-24 @ 9:32	5-24 @ 4:00	rebar	6.5 hrs.
200 S. David	5-25 @ ??	5-29 as requested	Final	5-29 As Requested
1850 CY Ave.	5-25 @ ??	5-29 as requested	rebar	As Requested
133 W. 6th	5-25 @ 1:10	5-25 @ 4:00	Electrical	3.5 hr.
133 W. 6th	5-25 @ 1:10	5-25 @ 4:00	Final	3.5 hr.
6724 Rogue River	5-25 @ 1:51	5-25 @ 4:00	Framing	2 hrs.
2733 Player	5-25 @ 10:25	5-25 @ 4:00	drywall	5.5 hrs.
5841 S. Chestnut	5-25 @ 12:43	Canceled	n/a	n/a
2070 Greenspire	5-25 @ 2:35	5-25 @ 4:00	drywall	1.5 hrs.
2083 Greenspire	5-25 @ 2:35	5-25 @ 4:00	drywall	1.5 hrs.
7251 Trevett	5-25 @ 4:19	5-30 as requested	Consult Plumbing	As Requested
7251 Trevett	5-25 @ 4:20	5-30 as requested	Consult Building	As Requested
7251 Trevett	5-25 @ 4:20	5-30 as requested	Consult Electrical	As Requested
776 Badger	5-25 @ 8:02	5-25 @ 4:00	insulation	7 hrs.
5252 Henning Loop	5-25 @ 8:09	5-25 @ 4:00	rebar	8 hrs.
200 S. David	5-25 @ 8:47	5-29 as requested	Final	5-29 As Requested
200 S. David	5-25 @ 8:47	5-29 as requested	Final	5-29 As Requested
3696 Dancing Wolf	5-29 @ ??	5-30 as requested	Final Plumbing	As Requested
3696 Dancing Wolf	5-29 @ ??	5-30 as requested	Final Electrical	As Requested
1110 N. Lincoln	5-29 @ 10:05	5-30 as requested	Final bld.	As Requested
1110 Lincoln	5-29 @ 10:05	5-30 as requested	Final Electrical	As Requested
1110 N. Lincoln	5-29 @ 10:05	5-30 as requested	Fianl plumbing	As Requested
3054 N. Sinclair pl.	5-29 @ 10:05	5-30 as requested	Plumbing	As Requested

<u>Address of Inspection</u>	<u>Date and Time Called In</u>	<u>Inspection Entered into Computer</u>	<u>Type of Inspection</u>	<u>Duration Time</u>
Indian Paintbrush	5-29 @ 11:12	5-30 as requested	rebar	As Requested
3018 E. 10th	5-29 @ 11:12	5-29 @ 4:00	Electrical	5 hrs.
650 Lion Ct.	5-29 @ 11:21	5-30 as requested	Electrical	As Requested
845 E. 21st St.	5-29 @ 12:10	5-29 @ 4:00	Electrical	4 hrs.
1633 Kelly Dr.	5-29 @ 12:14	5-29 @ 4:00	A/C	4 hrs.
1343 Fremont	5-29 @ 3:24	5-30 as requested	framing	As Requested
1759 Shumway	5-29 @ 4:20	5-30 @ 1:00	framing	5.5 hrs.
6621 S. Poplar	5-29 @ 4:22	6-15 @ ??	drywall	2 weeks
344 Aster	5-29 @ 4:45	5-30 @ 4:00	gas inserts	8 hrs.
1325 Pine St.	5-29 @ 8:33	5-25 @4:00	gas line	7.5 hrs.
3696 Dancing Wolf	5-29 @ 8:33	5-30 as requested	Final Building	As Requested
1327 S Boxelder	5-29 @ 8:34	5-29 @ 4:00	Electrical	6.5 Hrs.
344 Aster	5-30 @ 10:10	5-30 @ 4:00	Gas Line	6 hrs.
252 E. K St.	5-30 @ 10:29	5-30 @ 4:00	Electrical	5.5 hrs.
6062 River Park	5-30 @ 10:40	5-30 @ 4:00	drywall	5.5 hrs.
1704 S. Conwell	5-30 @ 11:20	5-30 @ 4:00	Furnace	4.5 hrs.
520 S. Walnut	5-30 @ 12:08	5-30 @ 4:00	Electrical	4 hrs
3130 E. 5th St.	5-30 @ 12:19	5-31 as requested	rebar	As Requested
128 E. 17th	5-30 @ 3:12	???	sewer/water	no address in veiw permit
2247 Crescent	5-30 @ 3:15	5-30 @ 4:00	A/C Electrical	1 hr.
795 College Dr.	5-30 @ 3:16	5-31 as requested	rebar	As Requested
850 Bon	5-30 @ 3:26	5-30 @ 4:00	Sewer repair	.5 hr.
2460 W. 42nd St.	5-30 @ 3:30	5-31 @ 4:00	water heater	8.5 hrs.
230 N. Park	5-30 @ 4:07	5-31 @ 4:00	rebar	5-31 as requested
2888 Croydon	5-30 @ 4:15	5-31 as requested	framing	5-31 as requested
2840 Croydon	5-30 @ 4:15	5-31 as requested	framing	5-31 as requested
4500 S. Poplar	5-30 @ 8:10	5-30 @ 1:00	Electrical	5 hrs.
1434 S. Maple	5-30 @ 8:16	5-30 @c 4:00	Plumbing	7 hr.
1400 C St.	5-30 @ 8:16	5-30 @ 4:00	Code Compliance	7 Hrs.
845 E. 21 st. St.	5-30 @ 8:31	5-30 @ 4:00	Electrical	7.5 hrs.
2089 Greenspire	5-30 @ 9:54	6-6 @ 4:00	Final electrical	6 days G.C. not ready
2095 Greenspire	5-30 @ 9:54	6-6 @ 4:00	Final electical	6 days G.C. not ready
3379 Linden Way	5-30 @ 9:54	Not shown in system	Final Electrical	???
5801 S. Cedar	5-30 @??	5-30 @ 4:00	drywall	6 hrs.
832 Bon	5-30 @12:09	5-30 @ 4:00	water heater	4 hrs.
230 N. Park	5-31 @ 1:16	6-1 as requested	Electrical	5 As Requested

<u>Address of Inspection</u>	<u>Date and Time Called In</u>	<u>Inspection Entered into Computer</u>	<u>Type of Inspection</u>	<u>Duration Time</u>
1534 W 13th	5-31 @ 1:28	not entered	sewer repair	?????
1512 S. Ash	5-31 @ 1:57	5-31 @ 4:00	Electrical	2 hrs.
1769 S. Spruce	5-31 @ 10:41	Not Entered = Not Home	A/C Plumbing	?
149 Socony	5-31 @ 10:53	5-31 @ 4:00	Electrical	5 hr.
4793 Tranquility	5-31 @ 10:57	6-1 as requested	R/C Channel	As Requested
264 E F St.	5-31 @ 11:05	6-1 as requested	Final bld.	As Requested
264 E. F St	5-31 @ 11:05	6-1 as requested	Final Electrical	As Requested
264 E. F St	5-31 @ 11:05	6-1 as requested	Final Plumbing	As Requested
1634 S. Glendale	5-31 @ 11:06	5-31 @ 4:00	Electrical	5 hrs.
520 S. Walnut	5-31 @ 11:19	6-1 as requested	Final bld.	As Requested
520 S Walnut	5-31 @ 11:19	not entered	electrical final	????
5414 Vista Way	5-31 @ 11:20	6-1 @ 4:00	sewer/water	13.5 hrs.
230 N. Park	5-31 @ 11:20	6-1 @ 1:00	Above Ceiling	5 hrs.
555 Landmark	5-31 @ 11:31	5-31 @ 4:00	rebar	4.5 hr.
1111 CY Ave.	5-31 @ 11:40	6-1 as requested	drywall	As Requested
1121 N. Glenarm	5-31 @ 11:50	5-31 @ 4:00	Electrical	4 hr.
319 W. 11th	5-31 @ 12:10	5-31 @ 4:00	Electrical	4 hrs.
6121 Rivers Gate	5-31 @ 12:18	5-31 @ 12:13	Plumbing	4 hrs
261 E. K St.	5-31 @ 12:27	5-31 @ 4:00	water line repair	3.5 hr.
2171 W. 40th	5-31 @ 2:00	5-31 @ 4:00	Electrical	2 hrs.
4801 E. 2nd St.	5-31 @ 2:04	6-4 as requested	Final Building	As Requested
4801 E. 2nd St.	5-31 @ 2:04	6-4 as requested	Final Electrical	As Requested
737 E. 2nd St.	5-31 @ 2:07	5-31 @ 4:00	Above Ceiling	2 hrs.
5841 S. Chestnut	5-31 @ 2:19	6-1 as requested	rebar	As Requested
100 E. 2nd St.	5-31 @ 2:31	5-31 @ 4:00	Final Bld.	1.5
1301 Wilkins Circle	5-31 @ 3:33	6-1 as requested	Plumbing	As Requested
3074 indian Scout	5-31 @ 4:17	6-1 as requested	insulation	As Requested
1544 S. Wolcott	5-31 @ 4:25	not entered	electrical	??
3561 E. 15th	5-31 @ 8:01	Not entered = Not Home	A/C Plumbing	??
6724 Rogue River	5-31 @ 8:20	5-31 @ 1:00	Electrical	4.5 Hrs.
800 S. Oak	5-31 @ 8:22	5-31 @ 1:00	Electrical	4.5 Hrs.
1018 Townsend	5-31 @ 8:59	5-31 @ 4:00	Electrical	6 hr.
1766 S. Elm	5-31 @ 9:05	5-31 @ 4:00	Plumbing	7 hr.
200 S. David	5-31 @ 9:08	5-31 @ 1:00	Electrical	4 Hrs.
200 S. David	5-31 @ 9:08	5-31 @ 1:00	Building	4 hrs.
Average Time - from Call In to Inspection Time				7.36

***CENTRAL WYOMING REGIONAL WATER SYSTEM
JOINT POWERS BOARD***

MEETING PROCEEDINGS

July 17, 2018

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, July 17, 2018 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

Board Members Present - Vice-Chairman Keffer, Treasurer Lawson, and Board Members Humphrey (by phone), Tasler, and Walsh. Chairman King, Secretary Powell, and Board Member Johnson were absent.

City of Casper – Humphrey, Walsh, Andrew Beamer, Bruce Martin, Brian Schroeder, Clint Conner, Janette Brown, Scott Baxter, Alex Sveda, Terry Cottenoir

Natrona County – Lawson

Salt Creek Joint Powers Board –

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District – Tasler

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

Others — Charlie Chapin – Williams, Porter, Day & Neville, P.C.;

The Board meeting was called to order at 11:30 a.m. Vice-Chairman Keffer asked for a roll call to establish a quorum. Board Members present included: Vice-Chairman Keffer, Treasurer Lawson, Board Member Walsh, Board Member Tasler, and Board Member Humphrey (by phone). A quorum was established

1. In Announcements, Mr. Martin stated that Ms. Linda Tasler has the proxy for Board Member Waters today.
2. Vice-Chairman Keffer asked for a motion to approve the minutes from the June 19, 2018 meeting. A motion was made by Treasurer Lawson and seconded by Board Member Walsh to approve the minutes from the June 19, 2018 meeting. Motion put and carried.
3. Mr. Martin asked the Board to reference the updated voucher listing dated today and shown on the screen. Mr. Martin stated that three additional vouchers were added to the listing; voucher 7886 for DXP Enterprises, Inc. in the amount of \$53,049.43 for Raw Water Pump #5; voucher 7887 for COP Wyoming, LLC in the amount of \$79,584.75 for the Alternate Backwash Supply Project; and voucher 7888 for COP Wyoming c/o First Interstate Bank in the amount of \$649.50 for retainage for the Alternate Backwash Supply Project. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Vice-Chairman Keffer asked for a motion to approve the July 2018 vouchers. A motion was made by Board Member Walsh and seconded by Board Member Tasler to approve the July 2018 voucher list to include voucher numbers 7874 through 7888 in the amount of \$850,951.65. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for June 2018 was 467 MG. Mr. Martin stated that the five year average is 489 MG. Mr. Martin stated that year to date production is 3.57 BG and the five year average is 3.72 BG.

Mr. Martin asked the Board to reference the Water Rates Billed spreadsheet. Mr. Martin stated that billed water for June was \$802,704.70. Mr. Martin stated that year to date, \$6,132,089.36 has been billed.

Mr. Martin stated that monthly compilation is not available as it is the end of the fiscal year and the Finance Department is getting ready for the annual audit.

Vice-Chairman Keffer asked for a motion to approve the June 2018 Financial Report as presented. A motion was made by Treasurer Lawson and seconded by Board member Walsh to approve the June 2018 Financial Report as presented. Motion put and carried.

5. Vice-Chairman Keffer turned the time over to Mr. Schroeder for the Operations Update.

Mr. Schroeder stated that water production has been down this month due to the rain. Mr. Schroeder stated that water production has been averaging 15 MGD, but today production is 29 MGD.

Mr. Schroeder stated that lightning damaged some equipment. Mr. Schroeder stated that a variable frequency drive (VFD) that was only three years old was destroyed and had to be replaced. Mr. Schroeder stated that the VFD was replaced and is in operation. Mr. Schroeder stated that the motor for the VFD is being rebuilt. Mr. Schroeder stated that he

is looking into lightning protection for the WTP. Mr. Schroeder stated that other than the lightning strike, things are going quite well.

The time was turned over to Mr. Conner for the Transmission System Update.

Mr. Conner stated that staff has been cleaning the sludge out the Actiflo basins. Mr. Conner stated that it has been a challenge with the rain as the sludge will be almost dry and it rains again getting the sludge wet and it has to dry out again.

Mr. Conner stated that mowing has been done at the RWS booster stations.

Mr. Conner stated that valves are being exercised on the Salt Creek waterline, and anode testing is being done on the Cross-Town Pipeline.

6. There was no Public Comment.

7. In Old Business:

a. Project Updates:

- i. Mr. Martin turned the time over to Mr. Scott Baxter with the City of Casper Engineering Department for an update on the Alternate Backwash Water Supply Tank Project and the Airport Elevated Water Storage Tank Project.

Mr. Baxter stated that the Airport Elevated Tank was hoisted to the top of the pillar, but there were some hoisting issues when the tank was halfway up. Mr. Baxter stated that the contractor was able to fix the issues and get the tank raised in about four hours. Mr. Baxter stated that the roof is welded and waiting to be painted. Mr. Baxter stated that this is downtime for the contractor as they are waiting on the paint crew to coat the inside and roof of the tank. Mr. Baxter stated that the SCADA still needs installed, and then the project can be finalized.

Mr. Baxter stated that the contact person from the Wyoming Water Development Commission visited the project site yesterday and was very pleased with the project. Mr. Conner stated that he has been impressed with the contractor for this project.

Mr. Chapin asked how long it will take to fill the tank once it is finished. Mr. Conner stated that it should take 12 to 18 hours to fill the tank.

Board Member Walsh asked when the tank will be in service. Mr. Baxter stated that it should be in service at the end of October.

- ii. Mr. Baxter stated that the Alternate Backwash Water Supply Tank should be ready to fill in the next week or so and then a walk-thru can be done to

close out the project. Mr. Baxter stated that there will be a change order in the near future for this project.

- iii. Mr. Martin turned the time over to Mr. Alex Sveda with the City Engineering Department for an update on the WTP Emergency Power Project.

Mr. Sveda stated that the Emergency Power Project is essentially complete, with some minor punchlist items, and one major punchlist item. Mr. Sveda stated that a switch for the surge arrestors was installed and everything was tied in, and then it was discovered that the switch was not working. Mr. Sveda stated that in order to replace the switch, the WTP must be completely shut down. Mr. Sveda stated that staff is in discussions with the contractor to work out the earliest date that the WTP can be shut down for the replacement. Mr. Sveda stated that with the WTP in summertime production, it will have to wait until the surface water plant is not in service.

Board Member Walsh asked if this switch was a mistake made by the contractor. Mr. Sveda stated that it is and it is a punchlist item, but it is faulty equipment. Board Member Walsh asked if the contractor is going to charge extra for their mistake. Mr. Sveda stated that the contractor will not charge extra; they were informed if there is a power outage and the generator is not working, they will be assessed damages.

Vice-Chairman Keffer asked if the contractor has the new equipment. Mr. Sveda stated that the contractor is still in conversations with their supplier about the faulty switch; the contractor is looking at the end of August to replace the faulty switch.

- b. There was no Other Old Business.

8. In New Business:

- a. Mr. Martin turned the time back over to Mr. Terry Cottenoir with the City Engineering Department to discuss Amendment No. 1 to the design contract with Lower & Co., P.C. for the WTP Bulk Sand Crane System Project.

Mr. Cottenoir stated that the design for this project is approximately 80% complete, but during the initial design review, it was discovered that Lower did not include electrical engineering design services in their price proposal. Mr. Cottenoir stated that Amendment No. 1 to the contract includes Lower's proposal for providing additional electrical engineering design services in the amount of \$1,300.

Treasurer Lawson stated that the total contract price on the Amendment is \$3,400, but in the memo it is listed as \$4,400, and asked which is correct. Mr. Cottenoir

stated that the price listed on the Amendment is correct, he made a typing error on the memo.

A motion was made by Treasurer Lawson and seconded by Board Member Walsh to approve Amendment No. 1 to the design contract with Lower & Co., P.C. for the WTP Bulk Sand Crane System, Project No. 18-033 in the amount of \$1,300. Motion put and carried.

- b. Mr. Martin turned the time over to Mr. Baxter to discuss Change Order No. 8 with COP Wyoming, LLC for the WTP Alternate Backwash Water Supply Tank Project.

Mr. Baxter stated that when the contractor attempted to install the level indicator for the Backwash Tank that it was not compatible with the existing equipment at the WTP. Mr. Baxter stated that the new level indicator was ordered in late June and it was not expected until after July 23rd, but it did arrive just the other day.

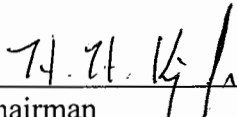
Mr. Baxter stated that there is no financial change with the change order, it is for a 31 day time extension only.

A motion was made by Board Member Walsh and seconded by Board Member Tasler to approve Change Order No. 8 with COP Wyoming, LLC for the WTP Alternate Backwash Water Supply Tank Project for a 31 day time extension. Motion put and carried.


- c. Board Member Johnson was not in attendance at the meeting and was unable to sign his annual banking letter.
 - d. There was no Other New Business.
9. In the Chairman's Report, Vice-Chairman Keffer stated that the next regular meeting will be held on August 21, 2018.

Mr. Martin announced that a tour of the WTP will be given to any interested Board Member after the meeting.

A motion was made by Board Member Tasler and seconded by Board Member Walsh to adjourn the meeting at 11:56 a.m. Motion put and carried.



Chairman



Secretary

DATE: AUGUST 22, 2018
TO: CIVIL SERVICE COMMISSION
FROM: HEIDI ROOD, HUMAN RESOURCES TECHNICIAN
SUBJECT: CIVIL SERVICE COMMISSION MEETING

CIVIL SERVICE COMMISSION MEETING

WEDNESDAY, AUGUST 22, 2018

1:00 P.M.

DOWNSTAIRS MEETING ROOM (CITY HALL)

AGENDA

1. Notice of Intended Action – Civil Service Rule Change, Section 11, subparagraph c.

Chief Solberg & Chief McPheeters

2. Certify Entry-Level Police Testing – Sgt. Nunn
3. Other Business
4. Set Next Meeting Date

September 12th

October 5th – Friday (45-days from Notice of Intended Action)

November 7th

5. Adjourn

NOTICE OF INTENDED ACTION

Notice is hereby given that the Civil Service Commission of Casper, Wyoming is intending to amend its Rules and Regulations dated January 7, 2015 by adopting the amendments thereto as set forth and specified in Exhibit "A" attached hereto.

The amendments set forth on Exhibit "A" will be considered by the Civil Service Commission for final adoption at its regular meeting to be held on _____ at 1:00 p.m. in the Downstairs Meeting Room (Room Number 101) located in the Casper City Hall, 200 N. David, Casper, Wyoming 82601, at which time and place interested persons may present their views on the intended action.

The terms and substance of the proposed amendments, as well as the citation to the rules being amended are as stated in Exhibit "A" attached hereto.

Additional copies of this Notice of Intended Action and Exhibit "A" may be obtained from the Human Resources Department, Casper City Hall, 200 N. David, Casper, Wyoming 82601 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, excepting for legal holidays.

Dated this ____ day of _____, 2018.

**CIVIL SERVICE COMMISSION FOR
THE CITY OF CASPER, WYOMING:**

By _____

Chairman

NOTICE OF PROPOSED RULE CHANGE TO THE RULES AND REGULATIONS OF THE CIVIL SERVICE COMMISSION OF THE CITY OF CASPER, WYOMING

Noticed is hereby given that the City of Casper, Wyoming has requested a proposed rule change to the Rules and Regulations of the Civil Service Commission of the City of Casper, Wyoming.

The rule change requested is in Section 11 subparagraph c.

The current provision for 11c is:

c. Education Requirements. Educational Requirements for specific promotions are as follows. Degrees must be from an accredited college and are required at the time of the promotion. (Effective July 1, 2018)

i. Fire-EMS Department:

Promotion from Grade 2 to Grade 3A requires an Associate's Degree.

Promotion from Grade 3A to Grade 3B requires a Bachelor's Degree.

Promotion from Grade 3A or 3B to Grade 4 requires a Bachelor's Degree.

Promotion from Grade 4 to Grade 5 requires a Bachelor's Degree.

Promotion from Grade 4 to Grade 6 requires a Bachelor's Degree.

ii. Police Department:

Promotion from Grade 1B to Grade 2 requires an Associate's Degree.

Promotion from Grade 2 to Grade 3 requires an Associate's Degree.

Promotion from Grade 3 to Grade 4 requires an Associate's Degree.

Promotion from Grade 4 to Grade 5 requires a Bachelor's Degree.

The proposed rule is:

11c. Education Requirements. The Fire-EMS Department and Police Department of the City of Casper, Wyoming, seek to have candidates who will become professionals within their respective departments. Education is important to both departments and the testing requirements for promotions will, within the scoring matrix, include scoring criteria based upon educational advancement.

Educational levels for specific promotions are as follows: Credits or Degrees must be from an accredited college and may be required at the time of the promotion.

i. Fire-EMS Department:

Promotion from Grade 2 to Grade 3A may require an Associate's Degree or equivalent college credits.

Promotion from Grade 3A to Grade 3B may require a Bachelor's Degree or equivalent college credits.

Promotion from Grade 3A or 3B to Grade 4 may require a Bachelor's Degree or equivalent college credits.

Promotion from Grade 4 to Grade 5 may require a Bachelor's Degree or equivalent college credits.

Promotion from Grade 4 to Grade 6 may require a Bachelor's Degree or equivalent college credits.

ii. Police Department:

Promotion from Grade 1B to Grade 2 may require an Associate's Degree or equivalent college credits.

Promotion from Grade 2 to Grade 3 may require an Associate's Degree or equivalent college credits.

Promotion from Grade 3 to Grade 4 may require an Associate's Degree or equivalent college credits

Promotion from Grade 4 to Grade 5 may require a Bachelor's Degree or equivalent college credits.

Dated this ____ day of _____, 2018.

CIVIL SERVICE COMMISSION FOR
THE CITY OF CASPER, WYOMING:

By _____

Chairman

Advocacy & Self-Sufficiency
Aspen Creek Office Building
800 Werner Court, Suite 201
Casper, Wyoming 82601
PHONE: 307-232-0124
FAX: 307-232-0145
E-Mail: cap@natronacounty-wy.gov
<http://www.capnc.org>



12th Street HCH Clinic
1514 East 12th Street, Suite 201
Casper, Wyoming 82601
PHONE: 307-235-6116
FAX: 307-235-0249
E-Mail: hch@natronacounty-wy.gov
<http://www.capnc.org/services/Clinic.html>

COMMUNITY ACTION PARTNERSHIP OF NATRONA COUNTY AGENDA
Board of Directors Meeting
Wednesday, August 22, 2018
4:00 pm
800 Werner Ct., Suite 201, CAPNC Conference Room
Casper, WY 82601

- I. INTRODUCTIONS
- II. ELECTION OF POTENTIAL CAPNC BOARD MEMBERS
 - a. Kristy Oster
 - b. Tracy Higgins
 - c. Lonna Jones
- III. RE-APPOINTMENT OF CAPNC BOARD MEMBER
 - a. Erin O'Brien – Re-appointment
- IV. MINUTES
 - a. Approval of Minutes of July 25, 2018, Board Meeting
- V. BUSINESS
 - a. Organizational Standards Report
 - Please see attached
 - b. ESG Contract
 - Ratify ESG Contract 2015, 2016 and 2017 = \$148,164.07
 - c. Strategic Plan
 - Need a firm date in October from Board Members
 - d. Board Training
 - Need a firm date for late October or November from Board Members
- VI. FISCAL
 - a. Financials



- VII. COMMITTEE REPORTS
 - a. Finance Committee
 - b. Personnel and Governance Committee
 - Hired Gina DeBoer as a Client Advocate
 - c. Program Planning and Development Committee
- VIII. HCH REPORT
 - Community Awareness Event
 - Monthly Reports
- IV. EXECUTIVE DIRECTOR'S REPORT
- V. ADJOURNMENT

Next Board Meeting – Wednesday, September 26, 2018

Name	Appointment Date	Expiration Date	Reappointment Date	Expiration Date	Reappointment Date	Expiration Date	Appointment Entity
Erin O'Brien	4/1/2018	6/30/2018	7/1/2018	6/30/2022			Board
Kristy Oster	8/22/2018	6/30/2019					County
Groenenberg, Wyoma	7/1/2013	6/30/2017	7/1/2017	6/30/2021			County
Tracy Higgins	08/22/18	7/1/2020					Election
Klinger, Ryan	11/15/2011	6/30/2015	07/01/15	06/30/19			County
Laura Kaehn	7/1/2018	6/30/2022					Election
Jaramillo, Micki	7/1/2017	6/30/2020					Election
Phillips, Peggy	7/1/2010	6/30/2012	7/1/2012	6/30/2016	07/01/16	06/30/20	Board
Disburg, Tyler	1/1/2017	6/30/2018					Board
Lonna Jones	8/22/2018	6/30/2022					Board
Vacant		6/30/2022					Election

MINUTES
Community Action Partnership of Natrona County
Board Meeting
July 25, 2018

Vice Chairman Erin O'Brien called the board meeting to order at 4:05 pm on July 25, 2018, in the CAPNC Conference Room.

MEMBERS PRESENT: Peggy Phillips
Micki Jaramillo
Laura Kaehn
Erin O'Brien
Ryan Klinger
Wyoma Groenenberg (holds proxy for Tyler Disburg)

MEMBERS ABSENT: Tyler Disburg

OTHERS PRESENT: Marilyn Dymond Wagner – Interim Executive Director
Tracy Higgins, prospective board member
Lonna Jones, prospective board member

INTRODUCTIONS:

Tracy and Lonna introduced themselves and shared why they want to be on the board and experiences that have helped them understand CAP's purpose.

MINUTES:

The minutes of the June 28, 2018, board meeting were presented. After corrections were made, Peggy Phillips made a motion that was seconded by Micki Jaramillo. The motion was unanimously carried.

BUSINESS:

- The HRSA Organizational Standards Report noted 18 standards that need to be met before August 15, 2018. Interim Executive Director Marilyn Dymond Wagner and the CAP and Clinic staffs have been working to meet those standards.
- The board discussed three grant applications for: \$557,111 to Community Service Block Grant; \$234,000 for two years for the Projects for Assistance in Transition from Homelessness (PATH); and \$64,766 for a Continuum of Care (CoC) grant. Wyoma Groenenberg made a motion to approve the grant applications; seconded by Laura Kaehn. The motion passed unanimously. The Emergency Solutions Grant (ESG) was received for 2015, 2016, and 2017 in the amount of \$148,164.07. (This will be mentioned in the next board meeting, Wyoma!)
- Board members were asked to send emails to Marilyn for available dates in October and November for a strategic plan meeting and for CSBG training to discuss implementing ROMA among other topics.

FISCAL REPORT:

No discrepancies were found in the financial report as stated by the Finance Committee. Ryan Klinger made a motion to approve the June 2018 Fiscal Report. It was seconded by Micki Jaramillo. Motion was unanimously carried.

COMMITTEE REPORTS:

Finance Committee – Noted above.

Personnel and Governance -- Committee reviewed the 12th Street Clinic bylaw changes that address the language in the co-application agreement documents.

Program Planning and Development Committee – Marilyn Dymond Wagner explained that CAPNC is still working on a date, possibly May 3 or 5, 2019, for the fundraiser, which may be renamed.

12th STREET CLINIC:

The clinic's bylaws needed to be changed as per HRSA to address the language in the co-application agreement. Laura Kaehn made a motion, which was seconded by Wyoma Groenenberg, to approve the change. Motion carried. The clinic's HIPAA policies regarding: emergency operations plan, breach notification, unique user ID, annual review, information system activity review and audit controls, document retention, contingency, disaster recover, testing and data backup plan, and security management process needed approval. Peggy Phillips made a motion; Laura Kaehn seconded. Motion carried.

EXECUTIVE DIRECTOR'S REPORT:

Marilyn Dymond Wagner, Interim Executive Director, reviewed the following items:

- Day of Encouragement is scheduled July 27 at Conwell Park. The event promotes visibility for CAP and is open to the public.
- A staff training, followed by a day of fun, is scheduled Aug. 24.
- Marilyn, Lily and Ivonne will attend the 2018 Regional CAP Conference in Denver Aug. 28-30.
- Two housing staff members will attend a "Keys to Successful Landlording" conference Aug. 16 in Riverton.
- CAP is applying for a City of Casper grant for One Cent funds.

A motion to adjourn the meeting was made by Ryan Klinger; seconded by Wyoma Groenenberg. The meeting was adjourned.

Respectfully submitted,

Wyoma Groenenberg, Secretary-Treasurer

Organizational Standards Notes

1.3 August 2018 staff developed a customer satisfaction survey for, which will be approved by the board of directors on August 22, 2018. Starting in September 2018 satisfaction survey data will be presented to the board for review on a monthly basis.

2.4 This was actually met. When we attached documents, they asked for an example, so we sent one. We have them for all volunteer activity. We can send you 40 different forms in order to have this standard corrected to "Met."

3.5 The 12/2017 Needs Assessment was approved by the board of directors on March 2018.

4.2 We need more specificity on how our plan is incomplete.

4.3 Our strategic planning session is scheduled for 10/2018. ROMA will be a component of that planning session.

4.4 The IS report will continue to be reviewed by our board of directors annually and will be reflected in the minutes.

4.5 CAPNC follows Natrona County Personnel Policies for all hiring. We have questions concerning how this could be documented.

4.6 We have requested a copy of the Natrona County Risk Assessment. The County Attorney is researching this for us.

5.1 Completed July 2018

5.4 This is done in January each year. We will begin documenting this process in the minutes.

5.5 Attached

5.7 We have been doing orientation; however, we will now document in the minutes.

5.8 CSNOW will be training and reviewing in September 2018 meeting

5.9 Although this has been done, we are now ensuring that the details are recorded in the minutes.

6.1 – 6.5 updating the strategic plan is scheduled for October 2018. A spreadsheet will be created to track progress toward each goal on a quarterly basis.

7.3 We have always had job descriptions for positions. They were not attached previously.

7.6 Staff has been scheduled for evaluations by October 2018.

7.7 The Natrona County government does not have a whistleblower policy. We are communicating with the County Attorney to determine if our board should create their own or if the County plans to create a policy.

8.3 Attached

8.4 We have not had any CSBG finding; however, the Board of Directors receives a full copy of the annual audit at the board meeting following its issuance. They review and approve the audit, which includes a discussion of any findings.

8.7 Financial documents are part of the board packet each month. They are reviewed by the Treasurer and discussed in detail. They are approved each month with a motion at every board meeting.

8.9 The board of directors reviews the full CSBG application, which includes the CSBG budget. It is presented at a board meeting and approved by the board for submission. In the future we will include in the minutes that the application AND CSBG budget are being approved. We assumed that would be understood when the application is approved.

WYOMING COMMUNITY SERVICES BLOCK GRANT
ORGANIZATIONAL STANDARDS ASSESSMENT FORM
FOR Public ELIGIBLE ENTITIES
FFY 2017

PART I - AGENCY INFORMATION

AGENCY:	Community Action Partnership of Natrona County		
CONTACT:		PHONE:	
DATE:	4/2/18 Reviewed by Regina Dodson	EMAIL:	

PART II - FIELD GUIDE CHECKLIST

COL A	COL B	COL C	COL D	COL E	COL F	COL G	COL H	COL I	COL J	COL K
Standard Number	Standard	Type of Documentation Provided	Page/ Citation	Met	Not Met	Technical Assistance Issued (Yes/No)	1 st Year/ Repeat	QIP Issued (Yes/No)	Date to Achieve Compliance By	Date Corrected
MAXIMUM FEASIBLE PARTICIPATION – Category 1: Consumer Input and Involvement										
1.1	The Board/Agency demonstrates low-income individuals' participation in its activities.	Board Minutes 7/31/17		X						
1.2	The Board/Agency analyzes information collected directly from low-income individuals as part of the community assessment.	Needs Assessment		X						
1.3	The Board/Agency has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite board/advisory body, which may be met through broader local government processes.	Board Minutes 3/22/17			X	Does not demonstrate customer satisfaction				
MAXIMUM FEASIBLE PARTICIPATION – Category 2: Community Engagement										
2.1	The Board/Agency has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.	Needs Assessment		X						
2.2	The Board/Agency utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.	Needs Assessment		X						
2.3	The Board/Agency communicates its activities and its results to the community.	Annual Report		X						
2.4	The Board/Agency documents the number of volunteers and hours mobilized in support of its activities.	Volunteer Tracking Form		X	X	Meals on Wheels??				

**CSBG Organizational Standards
Field Guide Assessment Form**

				FOR DOH/PHD/RFH/CSP USE ONLY						
COL A	COL B	COL C	COL D	COL E	COL F	COL G	COL H	COL I	COL J	COL K
Standard Number	Standard	Type of Documentation Provided	Page/Citation	Met	Not Met	Technical Assistance Issued (Yes/No)	1 st Year/Repeat	QIP Issued (Yes/No)	Date to Achieve Compliance By	Date Corrected
MAXIMUM FEASIBLE PARTICIPATION – Category 3: Community Assessment										
3.1	The Board/Agency conducted or was engaged in a community assessment and issued a report within the past 3 years, if no other report exists.	Needs Assessment		X						
3.2	As part of the community assessment, the Board/Agency collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).	Needs Assessment		X						
3.3	The Board/Agency collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.	Needs Assessment		X						
3.4	The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.	Needs Assessment		X						
3.5	The tripartite board/advisory body formally accepts the completed community assessment.	Board Minutes 3/22/17			X	These meeting minutes do not show board accepting CNA				
VISION AND DIRECTION – Category 4: Organizational Leadership										
4.1	The tripartite board/advisory body has reviewed the Board/Agency's or CSBG program's mission statement within the past 5 years and assured that: 1. The mission addresses poverty, and 2. The CSBG programs and services are in alignment with the mission.	Board Minutes 2/25/15		X						
4.2	The Board/Agency's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.	Needs Assessment		X	X	CAP Incomplete				
4.3	The Board/Agency's Community Action plan and strategic plan document the continuous use of the full Result Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the Board/Agency documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.				X	ROMA not part of strategic plan				
4.4	The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action plan.	Board Minutes 3/22/17		X	X	Minutes did not reflect				
4.5	The Board/Agency adheres to its local government's policies and procedures around interim appointments and processes for filling a permanent vacancy.				X	Wasn't evident in board mtg				

**CSBG Organizational Standards
Field Guide Assessment Form**

COL A	COL B	COL C	COL D	COL E	COL F	COL G	COL H	COL I	COL J	COL K
Standard Number	Standard	Type of Documentation Provided	Page/Citation	Met	Not Met	Technical Assistance Issued (Yes/No)	1 st Year/Repeat	QIP Issued (Yes/No)	Date to Achieve Compliance By	Date Corrected
4.6	The Board/Agency complies with its local government's risk assessment policies and procedures.	Risk Assessment		X	X	dated 5/2012 needs updated				

**CSBG Organizational Standards
Field Guide Assessment Form**

FOR DOH/PHD/RFH/CSP USE ONLY										
COL A	COL B	COL C	COL D	COL E	COL F	COL G	COL H	COL I	COL J	COL K
Standard Number	Standard	Type of Documentation Provided	Page/Citation	Met	Not Met	Technical Assistance Issued (Yes/No)	1 st Year/Repeat	QJP Issued (Yes/No)	Date to Achieve Compliance By	Date Corrected
VISION AND DIRECTION – Category 5: Board Governance										
5.1	The Board/Agency's tripartite board/advisory body is structured in compliance with the CSBG Act, by either: 1. Selecting the board members as follows: At least one third are democratically-selected representatives of the lowincome community; One-third are local elected officials (or their representatives); and The remaining members are from major groups and interests in the community; or 2. Selecting the board through another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs.	Bylaws		X	X	Bylaws not signed and dated				
5.2	The Board/Agency's tripartite board/advisory body either has: 1. Written procedures that document a democratic selection process for lowincome board members adequate to assure that they are representative of the lowincome community, or 2. Another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs. Please note under IM 82 for Public Entities the law also requires that a minimum of 1/3 of tripartite board membership be comprised of representatives of low-income individuals and families who reside in areas served.	Bylaws		X						
5.3	Not applicable: Review of bylaws by an attorney is outside of the purview of the Board/Agency and the tripartite board/advisory body, therefore this standard does not apply to public entities.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.4	The Board/Agency documents that each tripartite board/advisory body member has received a copy of the governing documents, within the past 2 years.	Board Minutes 4/26/17		X	X	It's an agenda, not minutes				
5.5	The tripartite board/advisory body meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its governing documents.	Board Minutes 4/26/17		X	X	Need current year's board minutes				

**CSBG Organizational Standards
Field Guide Assessment Form**

FOR DOH/PHD/RFH/CSF USE ONLY										
COL A	COL B	COL C	COL D	COL E	COL F	COL G	COL H	COL I	COL J	COL K
Standard Number	Standard	Type of Documentation Provided	Page/ Citation	Met	Not Met	Technical Assistance Issued (Yes/No)	1 st Year/ Repeat	QIP Issued (Yes/No)	Date to Achieve Compliance By	Date Corrected
5.6	Each tripartite board/advisory body member has signed a conflict of interest policy, or comparable local government document, within the past 2 years..	Conflict of Interest		X		Need to see all board members signatures. Need signature legible				
5.7	The Board/Agency has a process to provide a structured orientation for tripartite board/advisory body members within 6 months of being seated.	Board Training		X	X	Need to show in minutes				
5.8	Tripartite board/advisory body members have been provided with training on their duties and responsibilities within the past 2 years.	Recovering Email from Board Chair			X	No documentation submitted				
5.9	The tripartite board/advisory body receives CSBG programmatic reports at each regular board/advisory meeting.	Board Minutes 4/26/17		X	X	Need minutes, not agenda				
VISION AND DIRECTION – Category 6: Strategic Planning										
6.1	The Board/Agency has a strategic plan, or comparable planning document, in place that has been reviewed and accepted by the tripartite board/advisory body within the past 5 years. If the Board/Agency does not have a plan, the tripartite board/advisory body will develop the plan.	Strategic Plan		X	X	Everything on plan has expired or no date				
6.2	The approved strategic plan, or comparable planning document, addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient.	Strategic Plan	5, 6	X	X	Old Plan				
6.3	The approved strategic plan, or comparable planning document, contains family, agency, and/or community goals.	Strategic Plan		X	X	Old Plan				
6.4	Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process, or comparable planning process.	Survey Results		X	X	emergency services customers?				
6.5	The tripartite board/advisory body has received an update(s) on progress meeting the goals of the strategic plan/comparable planning document within the past 12 months.				X					
OPERATIONS AND ACCOUNTABILITY – Category 7: Human Resource Management										

**CSBG Organizational Standards
Field Guide Assessment Form**

		FOR DOH/PHD/RFH/CSP USE ONLY								
COL A	COL B	COL C	COL D	COL E	COL F	COL G	COL H	COL I	COL J	COL K
Standard Number	Standard	Type of Documentation Provided	Page/Citation	Met	Not Met	Technical Assistance Issued (Yes/No)	1 st Year/Repeat	QIP Issued (Yes/No)	Date to Achieve Compliance By	Date Corrected
7.1	Not applicable: Local governmental personnel policies are outside of the purview of the Board/Agency and the tripartite board/ advisory body, therefore this standard does not apply to public entities.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.2	The Board/Agency follows local governmental policies in making available the employee handbook (or personnel policies in cases without a handbook) to all staff and in notifying staff of any changes.	<u>Handbook</u>		X						
7.3	The Board/Agency has written job descriptions for all positions. Updates may be outside of the purview of the Board/Agency.	<u>Organizational Chart</u>		X	X	Not job descriptions				
7.4	The Board/Agency follows local government procedures for performance appraisal of the Board/Agency head.	<u>Performance Appraisal Form</u>		X						
7.5	The compensation of the Board/Agency head is made available according to local government procedure.	<u>https://idocmarket.com</u>		X						
7.6	The Board/Agency follows local governmental policies for regular written evaluation of employees by their supervisors.	<u>Handbook</u>		X	X					
7.7	The Board/Agency provides a copy of any existing local government whistleblower policy to members of the tripartite board/advisory body at the time of orientation.				X					
7.8	The Board/Agency follows local governmental policies for new employee orientation.	<u>Handbook</u>		X						
7.9	The Board/Agency conducts or makes available staff development/training (including ROMA) on an ongoing basis.	<u>ROMA training 2/2017</u>		X						
OPERATIONS AND ACCOUNTABILITY – Category 8: Financial Operations and Oversight										
8.1	The Board/Agency's annual audit is completed through the local governmental process in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements. This may be included in the entity's full audit.	<u>Audit</u>		X						
8.2	The Board/Agency follows local government procedures in addressing any audit findings related to CSBG funding.	<u>Response to Audit</u>		X						
8.3	The tripartite board/advisory body is notified of the availability of the local government audit.	<u>Board Minutes 3/23/16</u>		X		Need minutes from 2017				
8.4	The tripartite board/advisory body is notified of any findings related to CSBG funding.	<u>Response to Audit</u>		X	X	Need from 16&17				

**CSBG Organizational Standards
Field Guide Assessment Form**

COL A	COL B	COL C	COL D	COL E	COL F	COL G	COL H	COL I	COL J	COL K
Standard Number	Standard	Type of Documentation Provided	Page/ Citation	Met	Not Met	Technical Assistance Issued (Yes/No)	1 st Year/ Repeat	QIP Issued (Yes/No)	Date to Achieve Compliance By	Date Corrected
8.5	Not applicable: The audit bid process is outside of the purview of tripartite board/advisory body therefore this standard does not apply to public entities.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.6	Not applicable: The Federal tax reporting process for local governments is outside of the purview of tripartite board/advisory body therefore this standard does not apply to public entities.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.7	The tripartite board/advisory body receives financial reports at each regular meeting, for those program(s) the body advises, as allowed by local government procedure.	Board Minutes 3/23/16		X	X	Needs Updated				
8.8	Not applicable: The payroll withholding process for local governments is outside of the purview of the Board/Agency, therefore this standard does not apply to public entities.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.9	The tripartite board/advisory body has input as allowed by local governmental procedure into the CSBG budget process.	Board Minutes 5/24/17		X	X	Nothing about input or budget process				
8.10	Not applicable: The fiscal policies for local governments are outside of the purview of the Board/Agency and the tripartite board/advisory body, therefore this standard does not apply to public entities.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.11	Not applicable: Local governmental procurement policies are outside of the purview of the Board/Agency and the tripartite board/advisory body, therefore this standard does not apply to public entities.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.12	Not applicable: A written cost allocation plan is outside of the purview of the Board/Agency and the tripartite board/advisory body, therefore this standard does not apply to public entities.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.13	The Board/Agency follows local governmental policies for document retention and destruction.	Procurement Policy		X						
OPERATIONS AND ACCOUNTABILITY – Category 9: Data and Analysis										
9.1	The Board/Agency has a system or systems in place to track and report client demographics and services customers receive.	Survey Data Report		X		Sec. F/IS Is one done per client?				
9.2	The Board/Agency has a system or systems in place to track family, agency, and/or community outcomes.	NPI		X		Electronic system?				

**CSBG Organizational Standards
Field Guide Assessment Form**

		FOR DOH/PHD/RFH/CSP USE ONLY								
COL A	COL B	COL C	COL D	COL E	COL F	COL G	COL H	COL I	COL J	COL K
Standard Number	Standard	Type of Documentation Provided	Page/Citation	Met	Not Met	Technical Assistance Issued (Yes/No)	1 st Year/Repeat	QIP Issued (Yes/No)	Date to Achieve Compliance By	Date Corrected
9.3	The Board/Agency has presented to the tripartite board/advisory body for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.	<u>Board Minutes</u> 3/22/17		X						
9.4	The Board/Agency submits its annual CSBG Information Survey data report and it reflects client demographics and CSBG-funded outcomes.	<u>Survey Data Report</u>		X						

PART III – AGENCY CERTIFICATION

Signature of Authorized Individual:

Date Signed:

By signing above, the person acknowledges that they have the authority to submit this Organizational Standards Assessment and accompanying documentation.

**GRANT AGREEMENT BETWEEN
WYOMING DEPARTMENT OF FAMILY SERVICES
AND
COMMUNITY ACTION PARTNERSHIP OF NATRONA COUNTY**

1. **Parties.** The parties to this Grant Agreement (Agreement) are Wyoming Department of Family Services (Agency), whose address is: 2300 Capitol Avenue, Hathaway Building 5th Floor, Suite C, Cheyenne, Wyoming 82002; and Community Action Partnership of Natrona County (Subrecipient), whose address is: 800 Werner Court, Suite 201, Casper, Wyoming 82601.
2. **Purpose of Agreement.** The purpose of this Agreement is to set forth the terms and conditions by which the Subrecipient shall provide activities and supportive services to homeless and/or at-risk of becoming homeless individuals and families, as described in Attachment A, Statement of Work, which is attached to and incorporated into the Agreement by this reference.
3. **Term of Agreement.** This Agreement is effective when all parties have executed it (Effective Date). The term of the Agreement is from the Effective Date, or the date on which the Congressional Release of the Emergency Services Grant (ESG) funds occurs, whichever is later, through September 30, 2019.

This Agreement may be extended once by agreement of both parties in writing and subject to the required approvals. There is no right or expectation of extension and any extension will be determined at the discretion of the Agency.

4. **Payment.** The Agency agrees to pay the Subrecipient for the services described in Section 5 below and in Attachment A. Total payment under this Agreement shall not exceed one hundred forty-eight thousand, one hundred sixty-four dollars and seven cents (\$148,164.07). Payment shall be made within forty-five (45) days after submission of invoice pursuant to Wyo. Stat. § 16-6-602. Subrecipient shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Agreement.
 - A. The source for funds for the Agreement is the U.S. Department of Housing and Urban Development (HUD), Community Planning and Development, Emergency Solutions Grant Catalog of Federal Domestic Assistance (DFDA) No. 14.231, in the amount of one hundred forty-eight thousand, one hundred sixty-four dollars and seven cents (\$148,164.07). The Project ID for this Agreement is 17-01-ESG-CAPNC.
 - B. No payment shall be made for work performed before the Effective Date of this Agreement. Should the Subrecipient fail to perform in a manner consistent with the terms and conditions set forth in this Agreement, payment under this Agreement may be withheld until such time as the Subrecipient performs its duties and responsibilities to the satisfaction of Agency.

- C. Except as otherwise provided in this Agreement, the Subrecipient shall pay all costs and expenses, including travel, incurred by Subrecipient or on its behalf in connection with Subrecipient's performance and compliance with all of Subrecipient's obligations under this Agreement.
- D. Any unexpended funds held by the Subrecipient at the end of the term of this Agreement shall be returned to the Agency no later than September 30, 2019.

5. **Responsibilities of Subrecipient.** The Subrecipient agrees to the following:

- A. **Activities and Supportive Services.** Subrecipient shall provide activities and supportive services as described in Attachment A.
- B. **Performance Reporting.** Subrecipient shall maintain required demographic data in the Homeless Management Information System (HMIS) and submit the Consolidated Annual Performance Report (CAPER) to the Agency no later than thirty (30) days following the last monthly invoice for payment.
- C. **Grant Recovery.** The Agency shall be entitled to recover from the Subrecipient any full or partial payment made under this Agreement for: 1) any payments used for purposes not authorized, or performed outside the Agreement; 2) any payments for services the Subrecipient is unable to provide; and 3) any payments for services the Subrecipient did not provide but was required to provide under the terms of this Agreement.
- D. **Matching Funds.** Subrecipient shall match the awarded amount of one hundred forty-eight thousand, one hundred sixty-four dollars and seven cents (\$148,164.07) with an equal amount of cash or non-cash contributions to supplement the Subrecipient's ESG program. Matching contributions may be obtained from any source, including any Federal source other than ESG, as well as, state, local, and private sources. However, the following requirements apply to matching contributions from a Federal source of funds:
 - (i) The Subrecipient shall ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match ESG funds; and
 - (ii) If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements under this section.
 - (iii) Complete the Wyoming Emergency Solutions Grant Matching Funds Report (Attachment B, which is attached to and incorporated into this Agreement by this reference) monthly, within thirty (30) days following

the end of the month and month that all funds are exhausted.

- E. **Monthly Report.** Submit a monthly performance narrative and reimbursement request. Subrecipient shall use the ESG Request for Funds Invoice (Attachment C, which is attached to and incorporated into this Agreement by this reference) for reimbursement requests. The ESG Request for Funds Invoice and performance narrative shall be submitted monthly for no more than twelve (12) consecutive months beginning with the Effective Date of this Agreement. The Subrecipient shall submit an invoice within thirty (30) days following the end of the month. The Request for Funds shall provide actual expenditures in sufficient detail to ensure that payments may be made in conformance with this Agreement. Should the Subrecipient fail to submit reports to the Agency within thirty (30) days following the end of the month or otherwise fail to perform in a manner consistent with the terms and conditions set forth in the Agreement, payment under this Agreement may be withheld or delayed, until such time as the Subrecipient performs its duties and responsibilities to the satisfaction of Agency.
- F. **Retention of Records.** Subrecipient shall maintain records, documents, and other evidence which sufficiently reflects all expenditures under this Agreement for a period of six (6) years after the termination of the Agreement. Such records shall be made available to the Agency or its designee, or the appropriate federal agency for review and audit.
- G. **Time Analysis Allocation.** Subrecipient shall conduct a time analysis allocation or any position dually-funded from other sources of funds to account for apportioned time charged against this Agreement.
- H. **Continuum of Care Designated Homeless Management Information System.** Subrecipient shall maintain at least one Service Point license or, if a Domestic Violence Provider, an HMIS compatible data base license. The sum of five hundred dollars (\$500) is provided with the grant funding for this purpose. The purchase of any additional licenses is the responsibility of the Subrecipient. The Subrecipient shall maintain data quality as specified in the Wyoming HMIS data quality policy.
- I. **Coordinated Assessment System.** The Subrecipient shall participate in all aspects of the centralized or coordinated assessment system (referred to as "coordinated entry") process with the goal of increasing the efficiency of local crisis response systems and improving fairness and ease of access to resources, including mainstream resources.
- J. **Continuum of Care Membership.** The Subrecipient shall maintain a membership in the Wyoming Homeless Collaborative Continuum of Care. The Subrecipient or a designee shall attend a minimum of one membership meeting annually. In addition, participation on a Continuum of Care committee is highly encouraged.

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

- A. Pay Subrecipient in accordance with Section 4 above.
- B. The Agency shall consult with and advise the Subrecipient, as necessary, about the requirements of this Agreement.
- C. The Agency shall monitor and evaluate the Subrecipient's compliance with the conditions set forth in this Agreement.

7. **Special Provisions.**

- A. **Assumption of Risk.** The Subrecipient shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Subrecipient's failure to comply with state or federal requirements. The Agency shall notify the Subrecipient of any state or federal determination of noncompliance.
- B. **Environmental Policy Acts.** Subrecipient agrees all activities under this Agreement will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- C. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Agreement may be terminated without penalty if a private entity that receives funds under this Agreement:
 - (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (ii) Procures a commercial sex act during the period of time that the award is in effect; or
 - (iii) Uses forced labor in the performance of the award or subawards under the award.
- D. **Kickbacks.** Subrecipient certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Agreement. If Subrecipient breaches or violates this warranty, Agency may, at its discretion, terminate this Agreement without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
- E. **Limitations on Lobbying Activities.** By signing this Agreement, Subrecipient

certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Subrecipient or its subcontractors in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.

- F. **Monitoring Activities.** Agency shall have the right to monitor all activities related to this Agreement that are performed by Subrecipient or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Agreement; and to observe personnel in every phase of performance of Agreement related work.
- G. **Nondiscrimination.** The Subrecipient shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Agreement. Federal law requires the Subrecipient to include all relevant special provisions of this Agreement in every subcontract awarded over ten thousand dollars (\$10,000.00) so that such provisions are binding on each subcontractor.
- H. **No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Agreement, shall be paid by either party.
- I. **Publicity.** Any publicity given to the project's, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Subrecipient and related to the services and work to be performed under this Agreement, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- J. **Suspension and Debarment.** By signing this Agreement, Subrecipient certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Agreement suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Subrecipient agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this

Agreement.

- K. **Administration of Federal Funds.** Subrecipient agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. **Copyright License and Patent Rights.** Subrecipient acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Agreement; and (2) any rights of copyright to which Subrecipient purchases ownership using funds awarded under this Agreement. Subrecipient must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Agreement.
- M. **Federal Audit Requirements.** Subrecipient agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Subrecipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Agreement, Subrecipient shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records.
- N. **Non-Supplanting Certification.** Subrecipient hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Subrecipient should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Agreement.
- O. **Program Income.** Subrecipient shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Agreement must be used to increase the scope of the program or returned to Agency.

8. **General Provisions.**

- A. **Amendments.** Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed by all parties to this Agreement.

- B. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Agreement as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. Assignment Prohibited and Agreement Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Agreement without the prior written consent of the other party. The Subrecipient shall not use this Agreement, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.
- D. Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Agreement.
- E. Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Agreement, the Agreement may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Subrecipient at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. Award of Related Contracts.** The Agency may award supplemental or successor contracts for work related to this Agreement or may award Agreements to other Subrecipient for work related to this Agreement. The Subrecipient shall cooperate fully with other contractors and the Agency in all such cases.
- G. Certificate of Good Standing.** The Subrecipient shall provide to the Agency a Certificate of Good Standing from the Wyoming Secretary of State, or other proof that Subrecipient is authorized to conduct business in the State of Wyoming, if required, before performing work under this Agreement. Subrecipient shall ensure that annual filings and corporate taxes due and owing to the Secretary of State's office are up-to-date before signing this Agreement.

- H. **Compliance with Laws.** The Subrecipient shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Agreement.
- I. **Confidentiality of Information.** All documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Agreement shall be kept confidential by the Subrecipient unless written permission is granted by the Agency for its release. If and when Subrecipient receives a request for information subject to this Agreement, Subrecipient shall notify Agency within ten (10) days of such request and shall not release such information to a third party unless directed to do so by Agency.
- J. **Entirety of Agreement.** This Agreement, consisting of thirteen (13) pages; Attachment A, Statement of Work, consisting of two (2) pages; Attachment B, Housing and Urban Development, Emergency Solutions Program Final Matching Funds Report, consisting of four (4) pages; and Attachment C, ESG Request for Funds Invoice, consisting of two (2) pages, represent the entire and integrated Agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Agreement and the language of any attachment or document incorporated by reference, the language of this Agreement shall control.
- K. **Ethics.** Subrecipient shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing Subrecipient's profession.
- L. **Extensions.** Nothing in this Agreement shall be interpreted or deemed to create an expectation that this Agreement will be extended beyond the term described herein.
- M. **Force Majeure.** Neither party shall be liable for failure to perform under this Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.
- N. **Indemnification.** The Contractor shall release, indemnify, and hold harmless the State, the Agency, and their officers, agents, and employees from any and all claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of Contractor's failure to perform any of Contractor's duties and obligations hereunder or in connection with the negligent performance of

Contractor's duties or obligations, including, but not limited to, any claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of Contractor's negligence or other tortious conduct.

- O. **Independent Contractor.** The Subrecipient shall function as an independent contractor for the purposes of this Agreement and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Agreement, the Subrecipient shall be free from control or direction over the details of the performance of services under this Agreement. The Subrecipient shall assume sole responsibility for any debts or liabilities that may be incurred by the Subrecipient in fulfilling the terms of this Agreement and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Agreement. Nothing in this Agreement shall be interpreted as authorizing the Subrecipient or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on the behalf of the State of Wyoming or the Agency. The Subrecipient agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to State of Wyoming employees will inure to the benefit of the Subrecipient or the Subrecipient's agents or employees as a result of this Agreement.
- P. **Notices.** All notices arising out of, or from, the provisions of this Agreement shall be in writing either by regular mail or delivery in person at the addresses provided under this Agreement.
- Q. **Ownership and Destruction of Documents and Information.** Agency owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Agreement. Upon termination of services, for any reason, Subrecipient agrees to return all such original and derivative information/documents to the Agency in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers. Upon Agency's verified receipt of such information, Subrecipient agrees to physically and electronically destroy any residual Agency-owned data, regardless of format, and any other storage media or areas containing such information. Subrecipient agrees to provide written notice to Agency confirming the destruction of any such residual Agency-owned data.
- R. **Patent or Copyright Protection.** The Subrecipient recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Subrecipient or its subcontractors will violate any such restriction. The Subrecipient shall defend and indemnify the Subrecipient for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.

- S. Prior Approval.** This Agreement shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Agreement has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).
- T. Insurance Requirements.**
- (i) During the term of this Agreement, the Subrecipient shall obtain and maintain, and ensure that each subcontractor obtains and maintains, each type of insurance coverage specified in Insurance Coverage, below.
 - (ii) All policies shall be primary over any insurance or self-insurance program carried by the Subrecipient or the State of Wyoming. All policies shall include clauses stating that each insurance carrier shall waive all rights of recovery under subrogation or otherwise against Subrecipient or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.
 - (iii) The Subrecipient shall provide Certificates of Insurance to the Agency verifying each type of coverage required herein. If the policy is a "claims made" policy instead of an "occurrence" policy, the information provided shall include, but is not limited to, retroactive dates and extended reporting periods or tails.
 - (iv) All policies shall be endorsed to provide at least thirty (30) days advance written notice of cancellation to the Agency. A copy of the policy endorsement shall be provided with the Certificate of Insurance.
 - (v) In case of a breach of any provision relating to Insurance Requirements or Insurance Coverage, the Agency may, at the Agency's option, obtain and maintain, at the expense of the Subrecipient, such insurance in the name of the Subrecipient, or subcontractor, as the Agency may deem proper and may deduct the cost of obtaining and maintaining such insurance from any sums which may be due or become due to the Subrecipient under this Agreement.
 - (vi) All policies required by this Agreement shall be issued by an insurance company with an A.M. Best rating of A- VIII or better.
 - (vii) The Agency reserves the right to reject any policy issued by an insurance company that does not meet these requirements.
- U. Insurance Coverage.** The Subrecipient shall obtain and maintain the following insurance in accordance with the Insurance Requirements set forth above:

- (i) Commercial General Liability Insurance. Commercial general liability insurance (CGL) coverage, occurrence form, covering liability claims for bodily injury and property damage arising out of premises, operations, products and completed operations, and personal and advertising injury, with minimum limits as follows:

- (a) \$1,000,000.00 each occurrence;
- (b) \$1,000,000.00 personal injury and advertising injury;
- (c) \$2,000,000.00 general aggregate; and
- (d) \$2,000,000.00 products and completed operations.

The CGL policy shall include coverage for Explosion, Collapse and Underground property damage. This coverage may not be excluded by endorsement.

- (ii) Workers' Compensation and Employer's Liability Insurance. Employees hired in Wyoming to perform work under this Agreement shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program, if statutorily required. Employees brought into Wyoming from Subrecipient's home state to perform work under this Agreement shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program or other state or private workers' compensation insurance approved by the Wyoming Department of Workforce Services, if statutorily required.

The Subrecipient shall provide the Agency with a Certificate of Good Standing or other proof of workers' compensation coverage for all of its employees who are to perform work under this Agreement, if such coverage is required by law. If workers' compensation coverage is obtained by Subrecipient through the Wyoming Department of Workforce Services' workers' compensation program, Subrecipient shall also obtain Employer's Liability "Stop Gap" coverage through an endorsement to the CGL policy required by this Agreement, with minimum limits as follows:

- (a) Bodily Injury by Accident: \$1,000,000.00 each accident;
- (b) Bodily Injury by Disease: \$1,000,000.00 each employee; and
- (c) Bodily Injury by Disease: \$1,000,000.00 policy limit.

- (iii) Unemployment Insurance. The Subrecipient shall be duly registered with the Department of Workforce Services and obtain such unemployment insurance coverage as required. The Subrecipient shall supply Agency with a Certificate of Good Standing or other proof of unemployment insurance coverage.

- (iv) **Automobile Liability Insurance.** Automobile liability insurance covering any auto (including owned, hired, and non-owned) with minimum limits of \$1,000,000.00 each accident combined single limit.

- V. **Severability.** Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- W. **Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Contract and specifically retain all immunities and defenses available to them as sovereigns. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract shall not be strictly construed, either against or for either party, except that any ambiguity as to sovereign immunity shall be construed in favor of sovereign immunity.
- X. **Taxes.** The Subrecipient shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- Y. **Termination of Agreement.** This Agreement may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Agreement may be terminated by the Agency immediately for cause if the Subrecipient fails to perform in accordance with the terms of this Agreement.
- Z. **Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between the parties to this Agreement and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement.
- AA. **Time is of the Essence.** Time is of the essence in all provisions of this Agreement.
- BB. **Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Agreement.
- CC. **Waiver.** The waiver of any breach of any term or condition in this Agreement shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.

DD. Counterparts. This Agreement 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 Agreement. Delivery by the Subrecipient of an originally signed counterpart of this Agreement by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

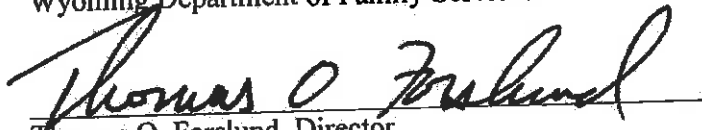
THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

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

The Effective Date of this Agreement is the date of the signature last affixed to this page.

AGENCY:

Wyoming Department of Family Services


Thomas O. Forslund, Director

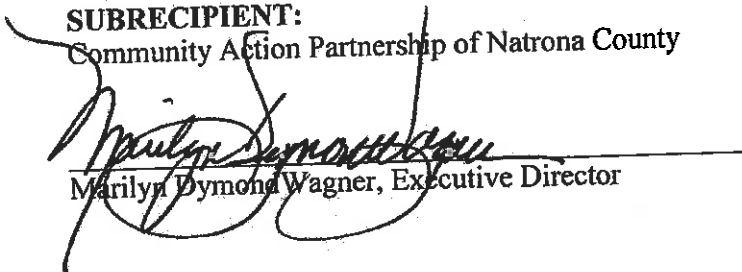
6/29/18
Date


Karin A. Schmidt, Interim Senior Administrator

6/29/18
Date

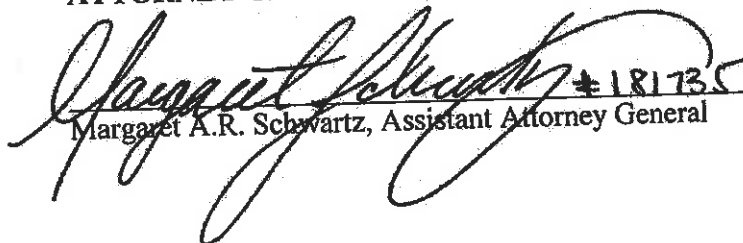
SUBRECIPIENT:

Community Action Partnership of Natrona County


Marilyn Dymond Wagner, Executive Director

June 22, 2018
Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM


Margaret A.R. Schwartz, Assistant Attorney General

June 15, 2018
Date

Statement of Work General Description

This document is intended as a Statement of Work (SOW) to identify and describe eligible services for the Emergency Solutions Grant (ESG). The goal of the funding is to provide assistance to individuals and families experiencing a housing crisis and/or homelessness and help them quickly regain stability in permanent housing.

Eligible Activities and Supportive Services

The following table shows specific tasks, eligible activities and supportive services, estimated number of unduplicated clients to be served during the term of the Contract, amount of funding allocated for each task, and the last date services can be rendered.

Emergency Solutions Grant (ESG)				
Task	Eligible Activities and Supportive Services as described in Subtitle 8 of Title IV of the Stewart 8. McKinney Homeless Assistance Act (U.S. Code: 42 USC 11371-11378 as amended by the Hearth Act.	Estimated # of Unduplicated Clients	Allocated Funding Amount	Last Date Services can be rendered
1	Street Outreach		\$27,235.37	9/30/2019
	Street Outreach = Essential Supportive Services provided to individuals and families who are literally homeless. These services will be provided to persons on the streets, in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Eligible Activities include engagement, case management, emergency health services, emergency mental health services, transportation, and services to special populations. Staff salaries related to carrying out Street Outreach activities are also eligible costs.			
2	Emergency Shelter		\$24,312.00	9/30/2019
	Emergency Shelter = Essential Supportive Services provided to individual and families who are literally homeless. These services will be provided to persons in emergency shelters, for renovating buildings to be used as emergency shelters, and operating emergency shelters. Eligible Activities for persons in an emergency shelter include case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills, mental health services, substance abuse treatment services, transportation, and services for special populations. Eligible Activities for rehabilitation and renovation of buildings to be used for emergency shelter include labor; materials; tools; other costs for renovation, including soft costs; major rehabilitation of an emergency shelter; and conversion of a building into an emergency shelter. Eligible Activities for shelter operations includes maintenance, rent, security, fuel, insurance, utilities, food, furnishings, equipment, and supplies necessary for the operation of the shelter, and hotel or motel vouchers for individuals or families when no appropriate emergency shelter is available. Staff salaries related to carrying out Emergency Shelter activities are also eligible costs.			

Attachment A

Contract between Department of Family Services

and Community Action Partnership Natrona County

3	Homeless Prevention		\$33,797.00	9/30/2019
	<p>Homelessness Prevention = Supportive Services provided to individuals and families who are at imminent risk of homelessness, homeless under other federal statutes, or fleeing or attempting to flee domestic violence and have an income at, or below, 30% of the Area Median Income to prevent them from becoming homeless in a shelter or an unsheltered situation and to help such persons regain stability in their current housing or other permanent housing. Eligible Activities for Homelessness Prevention and Rapid Re-Housing include short- (up to 3 months) and medium-term (4-24 months) rental assistance and housing relocation and stabilization services. Financial assistance includes moving costs, rental application fees, security deposits, last months rent, utility deposits, and utility payments. Services include housing search and placement, housing stability case management, mediation, legal services, and credit repair. Staff salaries related to carrying out Homelessness Prevention and Rapid Re-Housing activities are also eligible costs.</p>			
4	Rapid Rehousing		\$58,819.70	9/30/17
	<p>Rapid Re-Housing = Supportive Services provided to individuals and families who are literally homeless living on the streets or in an emergency shelter to transition as quickly as possible to permanent housing, and then, to help such persons achieve stability in that housing. Eligible Activities for Homelessness Prevention and Rapid Re-Housing include short- (up to 3 months) and medium-term (4-24 months) rental assistance and housing relocation and stabilization services. Financial assistance includes moving costs, rental application fees, security deposits, last months rent, utility deposits, and utility payments. Services include housing search and placement, housing stability case management, mediation, legal services, and credit repair. Staff salaries related to carrying out Homelessness Prevention and Rapid Re-Housing activities are also eligible costs.</p>			
5	Administration & HMIS		\$4,000.00	9/30/2019
	<p>Administration costs related to the planning and execution of the Emergency Solutions Grant activities. This does not include staff and overhead costs directly related to carrying out street outreach, emergency shelter, homelessness prevention, and rapid re-housing activities, as those costs are eligible as part of those activities.</p>			

Attachment A

Contract between Department of Family Services
and Community Action Partnership Natrona County

**HOUSING AND URBAN DEVELOPMENT (HUD)
EMERGENCY SOLUTIONS PROGRAM (ESG)
FINAL MATCHING FUNDS REPORT
DUE THIRTY (30) DAYS FROM END DATE OF CONTRACT**

AGENCY:		CONTRACT #:	
----------------	--	--------------------	--

Reference: Federal Register Vol. 76 No. 233 dated 5 Dec 2011

Matching Requirement: The recipient must make matching contributions to supplement the recipient's ESG program in an amount that equals the amount of ESG funds provided by HUD. If the recipient is a State, the first \$100,000 of the fiscal year grant is not required to be matched. Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a Federal source of funds: (1) The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds. (2) If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

Eligible types of matching contributions: The matching requirement may be met by one or both of the following:
(1) **Cash contributions.** Cash expended for allowable costs, as defined in OMB Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230), of the recipient or subrecipient.

(2) **Noncash contributions (in-kind).** The value of any real property, equipment, goods, or services contributed to the recipient's or subrecipients ESG program, provided that if the recipient or subrecipient had to pay for them with grant funds, the costs would have been allowable. Noncash contributions may also include the purchase value of any donated building.

Calculating the amount of noncash contributions: To determine the value of any donated material or building, or of any lease, the recipient must use a method reasonably calculated to establish the fair market value. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.

Some noncash contributions are real property, equipment, goods, or services that, if the recipient or subrecipient had to pay for them with grant funds, the payments would have been indirect costs. Matching credit for these contributions must be given only if the recipient or subrecipient has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of those contributions.

Costs paid by program income. Costs paid by program income shall count toward meeting the recipient's matching requirements, provided the costs are eligible ESG costs that supplement the recipient's ESG program.

Recordkeeping: The recipient must keep records of the source and use of contributions made to satisfy the matching requirement in § 576.201. The records must indicate the particular fiscal year grant for which each matching contribution is counted. The records must show how the value placed on third-party, noncash contributions was derived. To the extent feasible, volunteer services must be supported by the same methods that the organization uses to support the allocation of regular personnel costs.

*****Matching is on a statewide basis; document as much match as possible.*****

Eligible Activity - Street Outreach: Unsheltered individuals and families, meaning those who qualify under paragraph (1)(i) of the definition of "homeless". Essential services to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities are eligible as an "in-kind" match. All "in-kind" match must have been completed during the contract time frame.

Match source:

- Other Non-ESG HUD Funds: _____
- Other Federal Funds: _____
- State Government: _____
- Local Government: _____
- Private Funds: _____
- Other: _____
- Fees: _____
- Program Income: _____

Total Match amount: \$ _____ Total Expended amount: \$ _____

Eligible Activity - Shelters: Essential services to persons in emergency shelters, renovating buildings to be used as emergency shelters, and operating emergency shelters. Staff salaries related to carrying out shelter activities are eligible as an "in-kind" match. All "in-kind" match must have been completed during the contract time frame.

Match source:

- Other Non-ESG HUD Funds: _____
- Other Federal Funds: _____
- State Government: _____
- Local Government: _____
- Private Funds: _____
- Other: _____

- Fees: _____
- Program Income: _____

Total Match amount: \$ _____ Total Expended amount: \$ _____

Eligible Activity - Homeless Prevention: Individuals and families who are at imminent risk, or at risk, of homelessness, meaning those who qualify under paragraph (2) and (3) of the homeless definition or those who qualify as at risk of homelessness. Individuals and families must have an income at, or below, 30% of AMI. Eligible activities are short-and medium-term rental assistance and housing relocation and stabilization services. Staff salaries related to carrying out homeless prevention activities are eligible as an "in-kind" match. All "in-kind" match must have been completed during the contract time frame.

Match source:

- Other Non-ESG HUD Funds: _____
- Other Federal Funds: _____
- State Government: _____
- Local Government: _____
- Private Funds: _____
- Other: _____
- Fees: _____
- Program Income: _____

Total Match amount: \$ _____ Total Expended amount: \$ _____

Eligible Activity - Rapid Re-Housing: To help homeless persons living on the streets or in an emergency shelter transition as quickly as possible into permanent housing, and then, to help such persons achieve stability in that housing. Assist literally homeless individuals and families (currently living in an emergency shelter or place not meant for human habitation. Staff salaries related to carrying out rapid re-housing activities are eligible as an "in-kind" match. All "in-kind" match must have been completed during the contract time frame.

Match source:

- Other Non-ESG HUD Funds: _____
- Other Federal Funds: _____
- State Government: _____

- Local Government: _____
- Private Funds: _____
- Other: _____
- Fees: _____
- Program Income: _____

Total Match amount: \$ _____ Total Expended amount: \$ _____

Eligible Activity: - Administration: Costs of overall program management, coordination, monitoring, and evaluation. This does not include staff and overhead costs directly related to carrying out street outreach, emergency shelter, homelessness prevention and rapid re-housing activities as those costs are eligible as part of those activities.

Match source:

- Other Non-ESG HUD Funds: _____
- Other Federal Funds: _____
- State Government: _____
- Local Government: _____
- Private Funds: _____
- Other: _____
- Fees: _____
- Program Income: _____

Total Match amount: \$ _____ Total Expended amount: \$ _____

Total ESG funds spent to date: \$ _____ Total match spent to date: \$ _____

I certify that the information contained on this report is true and accurate to the best of my knowledge. Documentation is on file at this agency regarding the amount of expenditures and nature of the reported expended matching funds. This documentation can be presented upon request.

Agency signature: _____ Date: _____

ESG REQUEST FOR FUNDS INVOICE
Department of Family Services

Rev. 9-2017

Sub-recipient	Request Number	Amount Requested													
		SO -	0.00												
		ES -	0.00												
		HP -	0.00												
		RR -	0.00												
		Admin -	0.00												
		HMIS -	0.00												
		Total -	0.00												
Prepared by	Phone Number														
Is this a Final Reimbursement? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Request														
	Grant Begin Date	Grant End Date													
FUND STATUS REPORT	A	B													
1. Grant Amount															
2. Funds Received to Date															
3. Funds Requested, But Not Yet Received															
4. Amount of this Request															
5. Total Funds Request To Date (add lines 2, 3, 4)															
6. Funds Available for Request (line 1 less line 5)															
7. Amount Requested: (Enter below the use of the requested ESG project funds as identified on your Statement of Work)															
SO - Street Outreach	HP - Homeless Prevention		Administration												
ES - Emergency Shelter	HP - Relocation & Stabilization		HMIS												
ES - Operations	HP - Rental Assistance														
ES - Essential Services	RR - Rapid Re-housing														
ES - Renovation	RR - Relocation & Stabilization														
	RR - Rental Assistance		Total (must = line 4 above)												
APPROVAL BY DFS		CERTIFICATION													
DFS Authorized Signature	Date	To the best of my knowledge, the data on this form are correct and all disbursements were made in accordance with grant conditions.													
<table border="1"> <tr> <td>THIS SECTION FOR DFS USE</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Release of Funds</td> <td></td> <td></td> </tr> <tr> <td>Special Conditions Released</td> <td></td> <td></td> </tr> <tr> <td>Authorized Signature</td> <td></td> <td></td> </tr> </table>		THIS SECTION FOR DFS USE	Yes	No	Release of Funds			Special Conditions Released			Authorized Signature			Signature	
THIS SECTION FOR DFS USE	Yes	No													
Release of Funds															
Special Conditions Released															
Authorized Signature															
		Name and Title of Authorized Official													
		Date Signed													

Attachment C

Agreement between Department of Family Services
and Community Action Partnership of Natrona County

INSTRUCTIONS FOR COMPLETING "REQUEST FOR FUNDS INVOICE"

Please do not write in any shaded areas.

SUB-RECIPIENT – Same as "Contractor" as shown on Contract.

REQUEST NUMBER – Begins with number one (1) and follows in numerical sequence for each request submitted to DFS.

AMOUNT REQUESTED – DO NOT ENTER – this is auto filled from #7 below.

PREPARED BY – Name and telephone number of the individual preparing this request.

DATE OF REQUEST – Date Request for Funds is prepared.

GRANT PERIOD – Include the grant period as specified on the Contract or as stated in subsequent approved amendments.

FUND STATUS REPORT

1. Include the total grant amount as authorized on the Contract or any subsequent approved amendments to the grant.
2. Include cumulative funds received to date.
3. Funds previously requested from DFS, but have not been received by sub-recipient. (In transit)
4. Amount of this request. Must be the same as Total in Section 7.
5. Add lines 2, 3, and 4, for total funds requested to date.
6. Line 1 less line 5 for remaining funds to be drawn.
7. Identify each component as identified in your contract for which the funds were used and the amount to be allocated.

CERTIFICATION: Must be signed by an individual authorized to request the funds.

MAIL COMPLETED FORM TO: Debby Rieff
Department of Family Services
109 West 14th Street
Powell, WY 82435

OR

EMAIL FORM TO THE FOLLOWING ADDRESS: debby.rieff@wyo.gov

Attachment C

Agreement between Department of Family Services
and Community Action Partnership of Natrona County

**GRANT AGREEMENT BETWEEN
WYOMING DEPARTMENT OF FAMILY SERVICES
AND
COMMUNITY ACTION PARTNERSHIP OF NATRONA COUNTY**

1. **Parties.** The parties to this Grant Agreement (Agreement) are Wyoming Department of Family Services (Agency), whose address is: 2300 Capitol Avenue, Hathaway Building 5th Floor, Suite C, Cheyenne, Wyoming 82002; and Community Action Partnership of Natrona County (Subrecipient), whose address is: 800 Werner Court, Suite 201, Casper, Wyoming 82601.
2. **Purpose of Agreement.** The purpose of this Agreement is to set forth the terms and conditions by which the Subrecipient shall provide activities and supportive services to homeless and/or at-risk of becoming homeless individuals and families, as described in Attachment A, Statement of Work, which is attached to and incorporated into the Agreement by this reference.
3. **Term of Agreement.** This Agreement is effective when all parties have executed it (Effective Date). The term of the Agreement is from the Effective Date, or the date on which the Congressional Release of the Emergency Services Grant (ESG) funds occurs, whichever is later, through September 30, 2019.

This Agreement may be extended once by agreement of both parties in writing and subject to the required approvals. There is no right or expectation of extension and any extension will be determined at the discretion of the Agency.

4. **Payment.** The Agency agrees to pay the Subrecipient for the services described in Section 5 below and in Attachment A. Total payment under this Agreement shall not exceed one hundred forty-eight thousand, one hundred sixty-four dollars and seven cents (\$148,164.07). Payment shall be made within forty-five (45) days after submission of invoice pursuant to Wyo. Stat. § 16-6-602. Subrecipient shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Agreement.
 - A. The source for funds for the Agreement is the U.S. Department of Housing and Urban Development (HUD), Community Planning and Development, Emergency Solutions Grant Catalog of Federal Domestic Assistance (DFDA) No. 14.231, in the amount of one hundred forty-eight thousand, one hundred sixty-four dollars and seven cents (\$148,164.07). The Project ID for this Agreement is 17-01-ESG-CAPNC.
 - B. No payment shall be made for work performed before the Effective Date of this Agreement. Should the Subrecipient fail to perform in a manner consistent with the terms and conditions set forth in this Agreement, payment under this Agreement may be withheld until such time as the Subrecipient performs its duties and responsibilities to the satisfaction of Agency.

C. Except as otherwise provided in this Agreement, the Subrecipient shall pay all costs and expenses, including travel, incurred by Subrecipient or on its behalf in connection with Subrecipient's performance and compliance with all of Subrecipient's obligations under this Agreement.

D. Any unexpended funds held by the Subrecipient at the end of the term of this Agreement shall be returned to the Agency no later than September 30, 2019.

5. **Responsibilities of Subrecipient.** The Subrecipient agrees to the following:

- A. **Activities and Supportive Services.** Subrecipient shall provide activities and supportive services as described in Attachment A.
- B. **Performance Reporting.** Subrecipient shall maintain required demographic data in the Homeless Management Information System (HMIS) and submit the Consolidated Annual Performance Report (CAPER) to the Agency no later than thirty (30) days following the last monthly invoice for payment.
- C. **Grant Recovery.** The Agency shall be entitled to recover from the Subrecipient any full or partial payment made under this Agreement for: 1) any payments used for purposes not authorized, or performed outside the Agreement; 2) any payments for services the Subrecipient is unable to provide; and 3) any payments for services the Subrecipient did not provide but was required to provide under the terms of this Agreement.
- D. **Matching Funds.** Subrecipient shall match the awarded amount of one hundred forty-eight thousand, one hundred sixty-four dollars and seven cents (\$148,164.07) with an equal amount of cash or non-cash contributions to supplement the Subrecipient's ESG program. Matching contributions may be obtained from any source, including any Federal source other than ESG, as well as, state, local, and private sources. However, the following requirements apply to matching contributions from a Federal source of funds:
 - (i) The Subrecipient shall ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match ESG funds; and
 - (ii) If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements under this section.
 - (iii) Complete the Wyoming Emergency Solutions Grant Matching Funds Report (Attachment B, which is attached to and incorporated into this Agreement by this reference) monthly, within thirty (30) days following

the end of the month and month that all funds are exhausted.

- E. **Monthly Report.** Submit a monthly performance narrative and reimbursement request. Subrecipient shall use the ESG Request for Funds Invoice (Attachment C, which is attached to and incorporated into this Agreement by this reference) for reimbursement requests. The ESG Request for Funds Invoice and performance narrative shall be submitted monthly for no more than twelve (12) consecutive months beginning with the Effective Date of this Agreement. The Subrecipient shall submit an invoice within thirty (30) days following the end of the month. The Request for Funds shall provide actual expenditures in sufficient detail to ensure that payments may be made in conformance with this Agreement. Should the Subrecipient fail to submit reports to the Agency within thirty (30) days following the end of the month or otherwise fail to perform in a manner consistent with the terms and conditions set forth in the Agreement, payment under this Agreement may be withheld or delayed, until such time as the Subrecipient performs its duties and responsibilities to the satisfaction of Agency.
- F. **Retention of Records.** Subrecipient shall maintain records, documents, and other evidence which sufficiently reflects all expenditures under this Agreement for a period of six (6) years after the termination of the Agreement. Such records shall be made available to the Agency or its designee, or the appropriate federal agency for review and audit.
- G. **Time Analysis Allocation.** Subrecipient shall conduct a time analysis allocation or any position dually-funded from other sources of funds to account for apportioned time charged against this Agreement.
- H. **Continuum of Care Designated Homeless Management Information System.** Subrecipient shall maintain at least one Service Point license or, if a Domestic Violence Provider, an HMIS compatible data base license. The sum of five hundred dollars (\$500) is provided with the grant funding for this purpose. The purchase of any additional licenses is the responsibility of the Subrecipient. The Subrecipient shall maintain data quality as specified in the Wyoming HMIS data quality policy.
- I. **Coordinated Assessment System.** The Subrecipient shall participate in all aspects of the centralized or coordinated assessment system (referred to as "coordinated entry") process with the goal of increasing the efficiency of local crisis response systems and improving fairness and ease of access to resources, including mainstream resources.
- J. **Continuum of Care Membership.** The Subrecipient shall maintain a membership in the Wyoming Homeless Collaborative Continuum of Care. The Subrecipient or a designee shall attend a minimum of one membership meeting annually. In addition, participation on a Continuum of Care committee is highly encouraged.

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

- A. Pay Subrecipient in accordance with Section 4 above.
- B. The Agency shall consult with and advise the Subrecipient, as necessary, about the requirements of this Agreement.
- C. The Agency shall monitor and evaluate the Subrecipient's compliance with the conditions set forth in this Agreement.

7. **Special Provisions.**

- A. **Assumption of Risk.** The Subrecipient shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Subrecipient's failure to comply with state or federal requirements. The Agency shall notify the Subrecipient of any state or federal determination of noncompliance.
- B. **Environmental Policy Acts.** Subrecipient agrees all activities under this Agreement will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- C. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Agreement may be terminated without penalty if a private entity that receives funds under this Agreement:
 - (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (ii) Procures a commercial sex act during the period of time that the award is in effect; or
 - (iii) Uses forced labor in the performance of the award or subawards under the award.
- D. **Kickbacks.** Subrecipient certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Agreement. If Subrecipient breaches or violates this warranty, Agency may, at its discretion, terminate this Agreement without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
- E. **Limitations on Lobbying Activities.** By signing this Agreement, Subrecipient

certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Subrecipient or its subcontractors in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.

- F. **Monitoring Activities.** Agency shall have the right to monitor all activities related to this Agreement that are performed by Subrecipient or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Agreement; and to observe personnel in every phase of performance of Agreement related work.
- G. **Nondiscrimination.** The Subrecipient shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Agreement. Federal law requires the Subrecipient to include all relevant special provisions of this Agreement in every subcontract awarded over ten thousand dollars (\$10,000.00) so that such provisions are binding on each subcontractor.
- H. **No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Agreement, shall be paid by either party.
- I. **Publicity.** Any publicity given to the project's, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Subrecipient and related to the services and work to be performed under this Agreement, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- J. **Suspension and Debarment.** By signing this Agreement, Subrecipient certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Agreement suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Subrecipient agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this

Agreement.

- K. **Administration of Federal Funds.** Subrecipient agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. **Copyright License and Patent Rights.** Subrecipient acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Agreement; and (2) any rights of copyright to which Subrecipient purchases ownership using funds awarded under this Agreement. Subrecipient must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Agreement.
- M. **Federal Audit Requirements.** Subrecipient agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Subrecipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Agreement, Subrecipient shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records.
- N. **Non-Supplanting Certification.** Subrecipient hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Subrecipient should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Agreement.
- O. **Program Income.** Subrecipient shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Agreement must be used to increase the scope of the program or returned to Agency.

8. **General Provisions.**

- A. **Amendments.** Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed by all parties to this Agreement.

- B. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Agreement as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. Assignment Prohibited and Agreement Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Agreement without the prior written consent of the other party. The Subrecipient shall not use this Agreement, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.
- D. Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Agreement.
- E. Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Agreement, the Agreement may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Subrecipient at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. Award of Related Contracts.** The Agency may award supplemental or successor contracts for work related to this Agreement or may award Agreements to other Subrecipient for work related to this Agreement. The Subrecipient shall cooperate fully with other contractors and the Agency in all such cases.
- G. Certificate of Good Standing.** The Subrecipient shall provide to the Agency a Certificate of Good Standing from the Wyoming Secretary of State, or other proof that Subrecipient is authorized to conduct business in the State of Wyoming, if required, before performing work under this Agreement. Subrecipient shall ensure that annual filings and corporate taxes due and owing to the Secretary of State's office are up-to-date before signing this Agreement.

- H. **Compliance with Laws.** The Subrecipient shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Agreement.
- I. **Confidentiality of Information.** All documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Agreement shall be kept confidential by the Subrecipient unless written permission is granted by the Agency for its release. If and when Subrecipient receives a request for information subject to this Agreement, Subrecipient shall notify Agency within ten (10) days of such request and shall not release such information to a third party unless directed to do so by Agency.
- J. **Entirety of Agreement.** This Agreement, consisting of thirteen (13) pages; Attachment A, Statement of Work, consisting of two (2) pages; Attachment B, Housing and Urban Development, Emergency Solutions Program Final Matching Funds Report, consisting of four (4) pages; and Attachment C, ESG Request for Funds Invoice, consisting of two (2) pages, represent the entire and integrated Agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Agreement and the language of any attachment or document incorporated by reference, the language of this Agreement shall control.
- K. **Ethics.** Subrecipient shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing Subrecipient's profession.
- L. **Extensions.** Nothing in this Agreement shall be interpreted or deemed to create an expectation that this Agreement will be extended beyond the term described herein.
- M. **Force Majeure.** Neither party shall be liable for failure to perform under this Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.
- N. **Indemnification.** The Contractor shall release, indemnify, and hold harmless the State, the Agency, and their officers, agents, and employees from any and all claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of Contractor's failure to perform any of Contractor's duties and obligations hereunder or in connection with the negligent performance of

Contractor's duties or obligations, including, but not limited to, any claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of Contractor's negligence or other tortious conduct.

- O. **Independent Contractor.** The Subrecipient shall function as an independent contractor for the purposes of this Agreement and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Agreement, the Subrecipient shall be free from control or direction over the details of the performance of services under this Agreement. The Subrecipient shall assume sole responsibility for any debts or liabilities that may be incurred by the Subrecipient in fulfilling the terms of this Agreement and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Agreement. Nothing in this Agreement shall be interpreted as authorizing the Subrecipient or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on the behalf of the State of Wyoming or the Agency. The Subrecipient agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to State of Wyoming employees will inure to the benefit of the Subrecipient or the Subrecipient's agents or employees as a result of this Agreement.
- P. **Notices.** All notices arising out of, or from, the provisions of this Agreement shall be in writing either by regular mail or delivery in person at the addresses provided under this Agreement.
- Q. **Ownership and Destruction of Documents and Information.** Agency owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Agreement. Upon termination of services, for any reason, Subrecipient agrees to return all such original and derivative information/documents to the Agency in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers. Upon Agency's verified receipt of such information, Subrecipient agrees to physically and electronically destroy any residual Agency-owned data, regardless of format, and any other storage media or areas containing such information. Subrecipient agrees to provide written notice to Agency confirming the destruction of any such residual Agency-owned data.
- R. **Patent or Copyright Protection.** The Subrecipient recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Subrecipient or its subcontractors will violate any such restriction. The Subrecipient shall defend and indemnify the Subrecipient for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.

S. Prior Approval. This Agreement shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Agreement has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).

T. Insurance Requirements.

- (i) During the term of this Agreement, the Subrecipient shall obtain and maintain, and ensure that each subcontractor obtains and maintains, each type of insurance coverage specified in Insurance Coverage, below.
- (ii) All policies shall be primary over any insurance or self-insurance program carried by the Subrecipient or the State of Wyoming. All policies shall include clauses stating that each insurance carrier shall waive all rights of recovery under subrogation or otherwise against Subrecipient or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.
- (iii) The Subrecipient shall provide Certificates of Insurance to the Agency verifying each type of coverage required herein. If the policy is a "claims made" policy instead of an "occurrence" policy, the information provided shall include, but is not limited to, retroactive dates and extended reporting periods or tails.
- (iv) All policies shall be endorsed to provide at least thirty (30) days advance written notice of cancellation to the Agency. A copy of the policy endorsement shall be provided with the Certificate of Insurance.
- (v) In case of a breach of any provision relating to Insurance Requirements or Insurance Coverage, the Agency may, at the Agency's option, obtain and maintain, at the expense of the Subrecipient, such insurance in the name of the Subrecipient, or subcontractor, as the Agency may deem proper and may deduct the cost of obtaining and maintaining such insurance from any sums which may be due or become due to the Subrecipient under this Agreement.
- (vi) All policies required by this Agreement shall be issued by an insurance company with an A.M. Best rating of A- VIII or better.
- (vii) The Agency reserves the right to reject any policy issued by an insurance company that does not meet these requirements.

U. Insurance Coverage. The Subrecipient shall obtain and maintain the following insurance in accordance with the Insurance Requirements set forth above:

- (i) Commercial General Liability Insurance. Commercial general liability insurance (CGL) coverage, occurrence form, covering liability claims for bodily injury and property damage arising out of premises, operations, products and completed operations, and personal and advertising injury, with minimum limits as follows:

- (a) \$1,000,000.00 each occurrence;
- (b) \$1,000,000.00 personal injury and advertising injury;
- (c) \$2,000,000.00 general aggregate; and
- (d) \$2,000,000.00 products and completed operations.

The CGL policy shall include coverage for Explosion, Collapse and Underground property damage. This coverage may not be excluded by endorsement.

- (ii) Workers' Compensation and Employer's Liability Insurance. Employees hired in Wyoming to perform work under this Agreement shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program, if statutorily required. Employees brought into Wyoming from Subrecipient's home state to perform work under this Agreement shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program or other state or private workers' compensation insurance approved by the Wyoming Department of Workforce Services, if statutorily required.

The Subrecipient shall provide the Agency with a Certificate of Good Standing or other proof of workers' compensation coverage for all of its employees who are to perform work under this Agreement, if such coverage is required by law. If workers' compensation coverage is obtained by Subrecipient through the Wyoming Department of Workforce Services' workers' compensation program, Subrecipient shall also obtain Employer's Liability "Stop Gap" coverage through an endorsement to the CGL policy required by this Agreement, with minimum limits as follows:

- (a) Bodily Injury by Accident: \$1,000,000.00 each accident;
- (b) Bodily Injury by Disease: \$1,000,000.00 each employee; and
- (c) Bodily Injury by Disease: \$1,000,000.00 policy limit.

- (iii) Unemployment Insurance. The Subrecipient shall be duly registered with the Department of Workforce Services and obtain such unemployment insurance coverage as required. The Subrecipient shall supply Agency with a Certificate of Good Standing or other proof of unemployment insurance coverage.

- (iv) Automobile Liability Insurance. Automobile liability insurance covering any auto (including owned, hired, and non-owned) with minimum limits of \$1,000,000.00 each accident combined single limit.
- V. **Severability.** Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- W. **Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Contract and specifically retain all immunities and defenses available to them as sovereigns. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract shall not be strictly construed, either against or for either party, except that any ambiguity as to sovereign immunity shall be construed in favor of sovereign immunity.
- X. **Taxes.** The Subrecipient shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- Y. **Termination of Agreement.** This Agreement may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Agreement may be terminated by the Agency immediately for cause if the Subrecipient fails to perform in accordance with the terms of this Agreement.
- Z. **Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between the parties to this Agreement and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement.
- AA. **Time is of the Essence.** Time is of the essence in all provisions of this Agreement.
- BB. **Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Agreement.
- CC. **Waiver.** The waiver of any breach of any term or condition in this Agreement shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.

DD. Counterparts. This Agreement 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 Agreement. Delivery by the Subrecipient of an originally signed counterpart of this Agreement by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

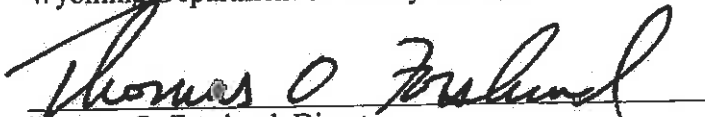
THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

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

The Effective Date of this Agreement is the date of the signature last affixed to this page.

AGENCY:

Wyoming Department of Family Services


Thomas O. Forslund, Director

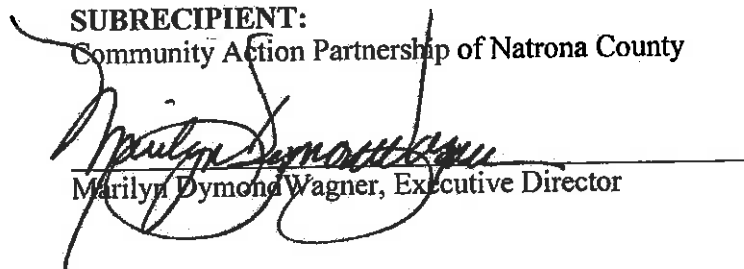
6/29/18
Date


Karin A. Schmidt, Interim Senior Administrator

6/29/18
Date

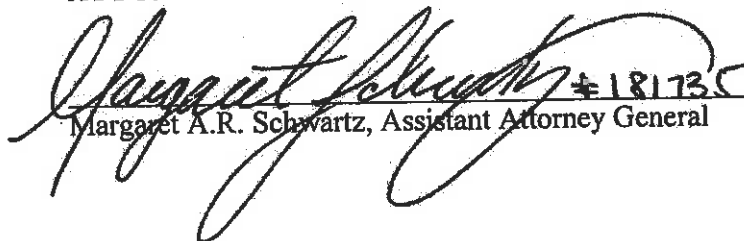
SUBRECIPIENT:

Community Action Partnership of Natrona County


Marilyn Dymond Wagner, Executive Director

June 22, 2018
Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

 #181735
Margaret A.R. Schwartz, Assistant Attorney General

June 15, 2018
Date

Statement of Work General Description

This document is intended as a Statement of Work (SOW) to identify and describe eligible services for the Emergency Solutions Grant (ESG). The goal of the funding is to provide assistance to individuals and families experiencing a housing crisis and/or homelessness and help them quickly regain stability in permanent housing.

Eligible Activities and Supportive Services

The following table shows specific tasks, eligible activities and supportive services, estimated number of unduplicated clients to be served during the term of the Contract, amount of funding allocated for each task, and the last date services can be rendered.

Emergency Solutions Grant (ESG)				
Task	Eligible Activities and Supportive Services as described in Subtitle 8 of Title IV of the Stewart 8. McKinney Homeless Assistance Act (U.S. Code: 42 USC 11371-11378 as amended by the Hearth Act.	Estimated # of Unduplicated Clients	Allocated Funding Amount	Last Date Services can be rendered
1	Street Outreach		\$27,235.37	9/30/2019
	Street Outreach = Essential Supportive Services provided to individuals and families who are literally homeless. These services will be provided to persons on the streets, in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Eligible Activities include engagement, case management, emergency health services, emergency mental health services, transportation, and services to special populations. Staff salaries related to carrying out Street Outreach activities are also eligible costs.			
2	Emergency Shelter		\$24,312.00	9/30/2019
	Emergency Shelter = Essential Supportive Services provided to individual and families who are literally homeless. These services will be provided to persons in emergency shelters, for renovating buildings to be used as emergency shelters, and operating emergency shelters. Eligible Activities for persons in an emergency shelter include case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills, mental health services, substance abuse treatment services, transportation, and services for special populations. Eligible Activities for rehabilitation and renovation of buildings to be used for emergency shelter include labor; materials; tools; other costs for renovation, including soft costs; major rehabilitation of an emergency shelter; and conversion of a building into an emergency shelter. Eligible Activities for shelter operations includes maintenance, rent, security, fuel, insurance, utilities, food, furnishings, equipment, and supplies necessary for the operation of the shelter, and hotel or motel vouchers for individuals or families when no appropriate emergency shelter is available. Staff salaries related to carrying out Emergency Shelter activities are also eligible costs.			

Attachment A

Contract between Department of Family Services
and Community Action Partnership Natrona County

3	Homeless Prevention		\$33,797.00	9/30/2019
	<p>Homelessness Prevention = Supportive Services provided to individuals and families who are at imminent risk of homelessness, homeless under other federal statutes, or fleeing or attempting to flee domestic violence and have an income at, or below, 30% of the Area Median Income to prevent them from becoming homeless in a shelter or an unsheltered situation and to help such persons regain stability in their current housing or other permanent housing. Eligible Activities for Homelessness Prevention and Rapid Re-Housing include short- (up to 3 months) and medium-term (4-24 months) rental assistance and housing relocation and stabilization services. Financial assistance includes moving costs, rental application fees, security deposits, last months rent, utility deposits, and utility payments. Services include housing search and placement, housing stability case management, mediation, legal services, and credit repair. Staff salaries related to carrying out Homelessness Prevention and Rapid Re-Housing activities are also eligible costs.</p>			
4	Rapid Rehousing		\$58,819.70	9/30/17
	<p>Rapid Re-Housing = Supportive Services provided to individuals and families who are literally homeless living on the streets or in an emergency shelter to transition as quickly as possible to permanent housing, and then, to help such persons achieve stability in that housing. Eligible Activities for Homelessness Prevention and Rapid Re-Housing include short- (up to 3 months) and medium-term (4-24 months) rental assistance and housing relocation and stabilization services. Financial assistance includes moving costs, rental application fees, security deposits, last months rent, utility deposits, and utility payments. Services include housing search and placement, housing stability case management, mediation, legal services, and credit repair. Staff salaries related to carrying out Homelessness Prevention and Rapid Re-Housing activities are also eligible costs.</p>			
5	Administration & HMIS		\$4,000.00	9/30/2019
	<p>Administration costs related to the planning and execution of the Emergency Solutions Grant activities. This does not include staff and overhead costs directly related to carrying out street outreach, emergency shelter, homelessness prevention, and rapid re-housing activities, as those costs are eligible as part of those activities.</p>			

Attachment A

Contract between Department of Family Services
and Community Action Partnership Natrona County

**HOUSING AND URBAN DEVELOPMENT (HUD)
EMERGENCY SOLUTIONS PROGRAM (ESG)
FINAL MATCHING FUNDS REPORT
DUE THIRTY (30) DAYS FROM END DATE OF CONTRACT**

AGENCY:		CONTRACT #:	
---------	--	-------------	--

Reference: Federal Register Vol. 76 No. 233 dated 5 Dec 2011

Matching Requirement: The recipient must make matching contributions to supplement the recipient's ESG program in an amount that equals the amount of ESG funds provided by HUD. If the recipient is a State, the first \$100,000 of the fiscal year grant is not required to be matched. Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a Federal source of funds: (1) The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds. (2) If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

Eligible types of matching contributions: The matching requirement may be met by one or both of the following:
(1) **Cash contributions.** Cash expended for allowable costs, as defined in OMB Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230), of the recipient or subrecipient.

(2) **Noncash contributions (in-kind).** The value of any real property, equipment, goods, or services contributed to the recipient's or subrecipients ESG program, provided that if the recipient or subrecipient had to pay for them with grant funds, the costs would have been allowable. Noncash contributions may also include the purchase value of any donated building.

Calculating the amount of noncash contributions: To determine the value of any donated material or building, or of any lease, the recipient must use a method reasonably calculated to establish the fair market value. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.

Some noncash contributions are real property, equipment, goods, or services that, if the recipient or subrecipient had to pay for them with grant funds, the payments would have been indirect costs. Matching credit for these contributions must be given only if the recipient or subrecipient has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of those contributions.

Costs paid by program income. Costs paid by program income shall count toward meeting the recipient's matching requirements, provided the costs are eligible ESG costs that supplement the recipient's ESG program.

Recordkeeping: The recipient must keep records of the source and use of contributions made to satisfy the matching requirement in § 576.201. The records must indicate the particular fiscal year grant for which each matching contribution is counted. The records must show how the value placed on third-party, noncash contributions was derived. To the extent feasible, volunteer services must be supported by the same methods that the organization uses to support the allocation of regular personnel costs.

*****Matching is on a statewide basis; document as much match as possible.*****

Eligible Activity - Street Outreach: Unsheltered individuals and families, meaning those who qualify under paragraph (1)(i) of the definition of "homeless". Essential services to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities are eligible as an "in-kind" match. All "in-kind" match must have been completed during the contract time frame.

Match source:

- Other Non-ESG HUD Funds: _____
- Other Federal Funds: _____
- State Government: _____
- Local Government: _____
- Private Funds: _____
- Other: _____
- Fees: _____
- Program Income: _____

Total Match amount: \$ _____ Total Expended amount: \$ _____

Eligible Activity - Shelters: Essential services to persons in emergency shelters, renovating buildings to be used as emergency shelters, and operating emergency shelters. Staff salaries related to carrying out shelter activities are eligible as an "in-kind" match. All "in-kind" match must have been completed during the contract time frame.

Match source:

- Other Non-ESG HUD Funds: _____
- Other Federal Funds: _____
- State Government: _____
- Local Government: _____
- Private Funds: _____
- Other: _____

- Fees: _____
- Program Income: _____

Total Match amount: \$ _____ Total Expended amount: \$ _____

Eligible Activity - Homeless Prevention: Individuals and families who are at imminent risk, or at risk, of homelessness, meaning those who qualify under paragraph (2) and (3) of the homeless definition or those who qualify as at risk of homelessness. Individuals and families must have an income at, or below, 30% of AMI. Eligible activities are short-and medium-term rental assistance and housing relocation and stabilization services. Staff salaries related to carrying out homeless prevention activities are eligible as an "in-kind" match. All "in-kind" match must have been completed during the contract time frame.

Match source:

- Other Non-ESG HUD Funds: _____
- Other Federal Funds: _____
- State Government: _____
- Local Government: _____
- Private Funds: _____
- Other: _____
- Fees: _____
- Program Income: _____

Total Match amount: \$ _____ Total Expended amount: \$ _____

Eligible Activity - Rapid Re-Housing: To help homeless persons living on the streets or in an emergency shelter transition as quickly as possible into permanent housing, and then, to help such persons achieve stability in that housing. Assist literally homeless individuals and families (currently living in an emergency shelter or place not meant for human habitation. Staff salaries related to carrying out rapid re-housing activities are eligible as an "in-kind" match. All "in-kind" match must have been completed during the contract time frame.

Match source:

- Other Non-ESG HUD Funds: _____
- Other Federal Funds: _____
- State Government: _____

- Local Government: _____
- Private Funds: _____
- Other: _____
- Fees: _____
- Program Income: _____

Total Match amount: \$ _____ Total Expended amount: \$ _____

Eligible Activity: - Administration: Costs of overall program management, coordination, monitoring, and evaluation. This does not include staff and overhead costs directly related to carrying out street outreach, emergency shelter, homelessness prevention and rapid re-housing activities as those costs are eligible as part of those activities.

Match source:

- Other Non-ESG HUD Funds: _____
- Other Federal Funds: _____
- State Government: _____
- Local Government: _____
- Private Funds: _____
- Other: _____
- Fees: _____
- Program Income: _____

Total Match amount: \$ _____ Total Expended amount: \$ _____

Total ESG funds spent to date: \$ _____ Total match spent to date: \$ _____

I certify that the information contained on this report is true and accurate to the best of my knowledge. Documentation is on file at this agency regarding the amount of expenditures and nature of the reported expended matching funds. This documentation can be presented upon request.

Agency signature: _____ Date: _____

ESG REQUEST FOR FUNDS INVOICE
Department of Family Services

Rev. 9-2017

Sub-recipient	Request Number	Amount Requested SO - <u> 0.00 </u> ES - <u> 0.00 </u> HP - <u> 0.00 </u> RR - <u> 0.00 </u> Admin - <u> 0.00 </u> HMIS - <u> 0.00 </u> Total - <u> 0.00 </u>													
Prepared by	Phone Number														
Is this a Final Reimbursement? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Request														
	Grant Begin Date	Grant End Date													
FUND STATUS REPORT		A	B												
1. Grant Amount															
2. Funds Received to Date															
3. Funds Requested, But Not Yet Received															
4. Amount of this Request															
5. Total Funds Request To Date (add lines 2, 3, 4)															
6. Funds Available for Request (line 1 less line 5)															
7. Amount Requested: (Enter below the use of the requested ESG project funds as identified on your Statement of Work)															
SO - Street Outreach		HP - Homeless Prevention	Administration												
ES - Emergency Shelter		HP - Relocation & Stabilization	HMIS												
ES - Operations		HP - Rental Assistance													
ES - Essential Services		RR - Rapid Re-housing													
ES - Renovation		RR - Relocation & Stabilization													
		RR - Rental Assistance	Total (must = line 4 above)												
APPROVAL BY DFS		CERTIFICATION													
DFS Authorized Signature		Date													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">THIS SECTION FOR DFS USE</td> <td style="width:20%;">Yes</td> <td style="width:20%;">No</td> </tr> <tr> <td>Release of Funds</td> <td></td> <td></td> </tr> <tr> <td>Special Conditions Released</td> <td></td> <td></td> </tr> <tr> <td>Authorized Signature</td> <td></td> <td></td> </tr> </table>		THIS SECTION FOR DFS USE	Yes	No	Release of Funds			Special Conditions Released			Authorized Signature			To the best of my knowledge, the data on this form are correct and all disbursements were made in accordance with grant conditions. Signature Name and Title of Authorized Official Date Signed	
THIS SECTION FOR DFS USE	Yes	No													
Release of Funds															
Special Conditions Released															
Authorized Signature															

Attachment C

Agreement between Department of Family Services
 and Community Action Partnership of Natrona County

INSTRUCTIONS FOR COMPLETING "REQUEST FOR FUNDS INVOICE"

Please do not write in any shaded areas.

SUB-RECIPIENT – Same as "Contractor" as shown on Contract.

REQUEST NUMBER – Begins with number one (1) and follows in numerical sequence for each request submitted to DFS.

AMOUNT REQUESTED – DO NOT ENTER – this is auto filled from #7 below.

PREPARED BY – Name and telephone number of the individual preparing this request.

DATE OF REQUEST – Date Request for Funds is prepared.

GRANT PERIOD – Include the grant period as specified on the Contract or as stated in subsequent approved amendments.

FUND STATUS REPORT

1. Include the total grant amount as authorized on the Contract or any subsequent approved amendments to the grant.
2. Include cumulative funds received to date.
3. Funds previously requested from DFS, but have not been received by sub-recipient. (In transit)
4. Amount of this request. Must be the same as Total in Section 7.
5. Add lines 2, 3, and 4, for total funds requested to date.
6. Line 1 less line 5 for remaining funds to be drawn.
7. Identify each component as identified in your contract for which the funds were used and the amount to be allocated.

CERTIFICATION: Must be signed by an individual authorized to request the funds.

MAIL COMPLETED FORM TO: Debby Rieff
Department of Family Services
109 West 14th Street
Powell, WY 82435

OR

EMAIL FORM TO THE FOLLOWING ADDRESS: debby.rieff@wyo.gov

Attachment C

Agreement between Department of Family Services
and Community Action Partnership of Natrona County

Community Action Partnership of Natrona County
Balance Sheet
As of 7/31/2018

		Current Period Balance
Assets		
Current Assets		
Cash - Operating	1010	123,870.98
Petty Cash CAPNC	1012	100.00
Petty Cash HCH	1015	100.00
Accounts Receivable	1200	91,126.33
AR - Other	1220	0.00
Due from	1301	0.00
Due From	1400	0.00
Due from Primary Government	1401	0.00
Total Current Assets		215,197.31
Fixed Assets		
Construction In Progress	1305	0.00
Buildings and Improvements	1801	82,003.21
Machinery and Equipment	1802	185,674.73
Accum Depr-Machinery & Equipment	1803	(20,558.09)
Accumulated Depreciation -Building and Improvements	1804	(166,816.95)
Total Fixed Assets		80,302.90
Other		
Investment GFA	1890	0.00
Investment in GFA	1900	6,788.10
Deffered Outflows - Pension items	1901	248,614.27
Total Other		255,402.37
Total Assets		550,902.58
Liabilities		
Current Liabilities		
Accounts Payable	2010	61,173.54
Fed Withholding Payable	2040	0.00
FUTA Payable	2041	138.36
FICA Payable	2042	0.00
Retirement Payable	2043	0.00
Payroll Insurance Payable	2044	751.78
Garnishments Payables	2050	0.00
SUTA Payable	2051	664.33
Workers Compensation Payable	2052	528.86
Accrued Payroll	2055	0.00
Due To	2101	1,133.33
S-T accrued vaction/sick leave	2150	7,116.87
L-T accrued vacation/sick leave	2151	33,099.09
Due To	2400	0.00
Net pension laibility	2600	1,049,685.65
Deffered inflow	2610	26,890.15
Total Current Liabilities		1,181,181.96
Other Liabilities		
Capital Leases PayAble	2020	10,562.67
Capital Leases-Current Portion	2021	3,254.00
Total Other Liabilities		13,816.67
Total Liabilities		1,194,998.63

Community Action Partnership of Natrona County
Balance Sheet
As of 7/31/2018

		Current Period Balance
Net Assets		
Prior Year Fund Balance		
Fund Balance	3000	(723,291.04)
Total Prior Year Fund Balance		(723,291.04)
Net Income		
		79,194.99
Total Net Income		79,194.99
Total Net Assets		(644,096.05)
Liabilities and Net Assets		550,902.58

Community Action Partnership of Natrona County

Aged Receivables by Due Date - Aged Receivables

Aging Date - 7/31/2018

From 7/1/2016 Through 7/31/2018

Customer ID	Customer Name	Invoice Number	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
City of Casper	City of Casper On...	033118	5/30/2018	0.00	0.00	0.00	(69,734.30)	0.00	(69,734.30)
City of Casper		CITY	5/30/2018	0.00	0.00	0.00	69,734.30	0.00	69,734.30
City of Casper		CITY-14	7/30/2018	0.00	(64,257.29)	0.00	0.00	0.00	(64,257.29)
City of Casper		cityfinal	7/30/2018	0.00	68,732.62	0.00	0.00	0.00	68,732.62
Total City of Casper	City of Casper On...			0.00	4,475.33	0.00	0.00	0.00	4,475.33
CSBG	Community Servic...	csbg1073118	8/30/2018	49,755.21	0.00	0.00	0.00	0.00	49,755.21
Total CSBG	Community Servic...			49,755.21	0.00	0.00	0.00	0.00	49,755.21
ESG	Dept. Family Servi...	ESG123116	1/30/2017	0.00	0.00	0.00	0.00	2,922.17	2,922.17
Total ESG	Dept. Family Servi...			0.00	0.00	0.00	0.00	2,922.17	2,922.17
PATH	PATH GRANT	path073118	8/30/2018	8,054.50	0.00	0.00	0.00	0.00	8,054.50
Total PATH	PATH GRANT			8,054.50	0.00	0.00	0.00	0.00	8,054.50
RSVP	National Corporati...	rsvp073118	8/30/2018	5,421.08	0.00	0.00	0.00	0.00	5,421.08
RSVP		rsvp086	8/30/2018	4,579.39	0.00	0.00	0.00	0.00	4,579.39
RSVP		RSVPFINAL	8/30/2018	(4,579.39)	0.00	0.00	0.00	0.00	(4,579.39)
Total RSVP	National Corporati...			5,421.08	0.00	0.00	0.00	0.00	5,421.08
TANF	TANF -- CPI	TANF063018	7/30/2018	0.00	20,498.04	0.00	0.00	0.00	20,498.04
Total TANF	TANF -- CPI			0.00	20,498.04	0.00	0.00	0.00	20,498.04
Report Total				63,230.79	24,973.37	0.00	0.00	2,922.17	91,126.33

Community Action Partnership of Natrona County

Aged Payables by Invoice Date - Outstanding Payables

Aging Date - 7/31/2018

From 7/1/2015 Through 7/31/2018

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
307	307 FOREVER WEST PROPERTIES LLC	7/13/2018	307/071318/...	500.00	0.00	500.00	0.00	0.00	0.00
AFLACInsur	AFLAC	7/31/2018	AFLAC/073118	919.10	919.10	0.00	0.00	0.00	0.00
AMBERVAL	AMBER VALLEY	7/1/2018	AMBER/0701...	604.00	0.00	604.00	0.00	0.00	0.00
		7/30/2018	AMBERVALL...	450.00	0.00	450.00	0.00	0.00	0.00
AMBERVALL...	AMBER VALLEY 2	7/23/2018	amberv/072...	550.00	0.00	550.00	0.00	0.00	0.00
BigBroBigSis	Greater Wyoming Big Brothers Big Sisters	6/30/2018	bbbs063018	4,049.87	0.00	0.00	4,049.87	0.00	0.00
BLOEDORN	BLOEDORN LUMBER	7/17/2018	4404981	18.95	0.00	18.95	0.00	0.00	0.00
Cardmember	Cardmember Services	7/5/2018	CARDM/FUEL	7.18	0.00	7.18	0.00	0.00	0.00
		7/5/2018	CARDM/TRR...	52.16	0.00	52.16	0.00	0.00	0.00
		7/6/2018	CARDM/BLE...	281.00	0.00	281.00	0.00	0.00	0.00
		7/9/2018	CARDM/NAY...	426.16	0.00	426.16	0.00	0.00	0.00
		7/12/2018	CLUNCH/071...	279.16	0.00	279.16	0.00	0.00	0.00
		7/13/2018	CARDMRNUZ...	215.83	0.00	215.83	0.00	0.00	0.00
		7/18/2018	CARD/JS-5	507.56	0.00	507.56	0.00	0.00	0.00
		7/19/2018	071918HCH	36.74	0.00	36.74	0.00	0.00	0.00
		7/19/2018	CARDM/LWI...	19.29	0.00	19.29	0.00	0.00	0.00
		7/20/2018	CARDM/NAY...	426.16	0.00	426.16	0.00	0.00	0.00
		7/25/2018	cardm/pcurfew	124.24	0.00	124.24	0.00	0.00	0.00
		7/26/2018	CARDM.BBQUE	1,000.00	0.00	1,000.00	0.00	0.00	0.00
		7/26/2018	cardm/sams-8	192.86	0.00	192.86	0.00	0.00	0.00
		8/1/2018	ARDM/MNAY...	(610.33)	(610.33)	0.00	0.00	0.00	0.00
		8/1/2018	CARD/990FR...	(39.95)	(39.95)	0.00	0.00	0.00	0.00
CaspStar80	Casper Star Tribune	11/8/2018	425771	(230.00)	(230.00)	0.00	0.00	0.00	0.00
ClimbWyo	CLIMB Wyoming	6/30/2018	CLIMB/063018	9,641.53	0.00	0.00	9,641.53	0.00	0.00
Coca	Coca-Cola Bottling Company	7/27/2018	2641806	261.45	0.00	261.45	0.00	0.00	0.00
CollingTim	Timothy P Colling	6/28/2018	COLLINGS/0...	650.00	0.00	0.00	650.00	0.00	0.00
		7/17/2018	COLLING/07...	1,400.00	0.00	1,400.00	0.00	0.00	0.00
Colonial Life	Colonial Life	7/31/2018	COLONIAL/0...	70.87	70.87	0.00	0.00	0.00	0.00
Conquistador	Conquistador Apartments	7/25/2018	COUQUISTA...	500.00	0.00	500.00	0.00	0.00	0.00

Community Action Partnership of Natrona County

Aged Payables by Invoice Date - Outstanding Payables

Aging Date - 7/31/2018

From 7/1/2015 Through 7/31/2018

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
Cottonwood	Cottonwood Estates I	6/25/2018	COTTONWO...	850.00	0.00	0.00	850.00	0.00	0.00
CsprRentalA...	Casper Rental Agency - Serge M D'Elia	6/30/2018	COTTONWO...	(850.00)	0.00	0.00	(850.00)	0.00	0.00
		7/16/2018	CRA/071618...	1,750.00	0.00	1,750.00	0.00	0.00	0.00
		7/23/2018	CRA/072318...	420.00	0.00	420.00	0.00	0.00	0.00
EastwardCt	Eastward Court Apartments	7/11/2018	EASTWARD/...	332.00	0.00	332.00	0.00	0.00	0.00
GrimshawIn-1	Grimshaw Investments	7/2/2018	GRIMSHAW/...	682.00	0.00	682.00	0.00	0.00	0.00
HomaxOil05	Homax Oil Sales, Inc	7/31/2018	HOMAX/073...	25.00	25.00	0.00	0.00	0.00	0.00
Lighthouse	F Scott & Wanda J Browning DBA The Lighthouse	7/30/2018	LIGHTHOUS...	175.00	0.00	175.00	0.00	0.00	0.00
NatCoBenTr	Natrona County Benefit Trust	7/31/2018	NCBT/07311...	2,513.00	2,513.00	0.00	0.00	0.00	0.00
NATRONA-T	NATRONA COUNTY TREASURER	7/31/2018	NCBT/07311...	13,574.00	13,574.00	0.00	0.00	0.00	0.00
		7/30/2018	NCT/GDUCLO	139.80	0.00	139.80	0.00	0.00	0.00
PettyCash	Petty Cash-Debbie Foreman	7/1/2018	062818HCH	15.00	0.00	15.00	0.00	0.00	0.00
PhippsGary	Gary and Debbie Phipps DBA Phipps Apartments	7/11/2018	071118-HCH	16.66	0.00	16.66	0.00	0.00	0.00
		7/31/2018	PC/HF	28.53	28.53	0.00	0.00	0.00	0.00
		7/1/2018	PHIPPS/0503...	300.00	0.00	300.00	0.00	0.00	0.00
PRO-OHIO	PROGRESSIVE DIRECT	7/30/2018	PROGRESSII...	90.36	0.00	90.36	0.00	0.00	0.00
RockyMntPw	Rocky Mountain Power	7/6/2018	RMP/070618...	400.00	0.00	400.00	0.00	0.00	0.00
		7/11/2018	RMP/071118...	197.00	0.00	197.00	0.00	0.00	0.00
		7/26/2018	RMP/072618...	199.53	0.00	199.53	0.00	0.00	0.00
		7/30/2018	RMP/073018...	156.28	0.00	156.28	0.00	0.00	0.00
		7/30/2018	RMP/173018...	330.00	0.00	330.00	0.00	0.00	0.00

Community Action Partnership of Natrona County

Aged Payables by Invoice Date - Outstanding Payables

Aging Date - 7/31/2018

From 7/1/2015 Through 7/31/2018

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
SCHMIDT	JONATHAN SCHMIDT	7/26/2018	jschmidt/	240.37	0.00	240.37	0.00	0.00	0.00
SNPROP	SN PROPERTIES FUNDING V ASPEN LLC/ ASPEN MOBILE HOME PARK	7/24/2018	snproperties/...	350.00	0.00	350.00	0.00	0.00	0.00
StaplesCre	Staples Credit Plan	6/1/2018	2067375861	41.94	0.00	0.00	41.94	0.00	0.00
		7/6/2018	96228	36.98	0.00	36.98	0.00	0.00	0.00
		7/12/2018	17104	64.28	0.00	64.28	0.00	0.00	0.00
		7/17/2018	30546	369.98	0.00	369.98	0.00	0.00	0.00
TeamNetwor	Team Networks	7/31/2018	86543	500.00	500.00	0.00	0.00	0.00	0.00
UNITEDWAY	UNITED WAY OF NATRONA COUNTY, INC	7/31/2018	UNITED0731...	100.00	100.00	0.00	0.00	0.00	0.00
WASHINGTON...	WASHINGTON NATIONAL	7/31/2018	ww1813732	439.30	439.30	0.00	0.00	0.00	0.00
WyomNatLLC	Wyoming National LLC	1/2/2018	GRIMSHAW/...	682.00	0.00	0.00	0.00	0.00	682.00
WyoRetireSy...	Wyoming Retirement System	5/29/2018	GRIMSHAW/...	1,100.00	0.00	0.00	0.00	1,100.00	0.00
		7/31/2018	RETIREMEN...	10,754.15	10,754.15	0.00	0.00	0.00	0.00
Report Total				58,326.99	28,043.67	14,117.98	14,383.34	1,100.00	682.00

Community Action Partnership of Natrona County
Statement of Revenues and Expenditures - CSBG 18 - Unposted Transactions Included In Report
From 10/1/2017 Through 7/31/2018

		<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	<u>Percent Total Budget Remaining</u>
Revenue					
5101	CSBG	<u>494,256.58</u>	<u>567,312.00</u>	<u>(73,055.42)</u>	<u>(12.87)%</u>
	Total Revenue	<u>494,256.58</u>	<u>567,312.00</u>	<u>(73,055.42)</u>	<u>(12.88)%</u>
Expenses					
7010	Salaries	132,005.44	175,569.00	43,563.56	24.81%
7011	Third Party Sick Pay	1,133.33	0.00	(1,133.33)	0.00%
7020	Retirement	18,804.23	24,780.00	5,975.77	24.11%
7021	Social Security Match	7,839.91	10,974.00	3,134.09	28.55%
7022	Medicare Match	1,833.80	2,567.00	733.20	28.56%
7023	Employee Medical Insurance	36,125.77	16,746.00	(19,379.77)	(115.72)%
7024	Unemployment Insurance	1,601.44	1,555.00	(46.44)	(2.98)%
7025	Worker's Comp	1,092.56	2,000.00	907.44	45.37%
7026	Other Insurance Expense	2,440.25	2,500.00	59.75	2.39%
7050	Temporary Staff	10,011.62	10,000.00	(11.62)	(0.11)%
7105	Travel -- In State	228.50	1,500.00	1,271.50	84.76%
7110	Travel Expense -- Out of State	0.00	5,000.00	5,000.00	100.00%
7130	Staff Development	2,627.25	100.00	(2,527.25)	(2,527.25)%
7140	Office Supplies	8,182.67	8,000.00	(182.67)	(2.28)%
7145	Printing/Duplicating	6,408.46	8,300.00	1,891.54	22.78%
7146	Postage	1,331.42	1,300.00	(31.42)	(2.41)%
7155	Advertising	85.00	0.00	(85.00)	0.00%
7160	Dues/Licensing	1,470.00	1,270.00	(200.00)	(15.74)%
7165	Publications	460.00	9,000.00	8,540.00	94.88%
7170	Telephone	2,825.30	5,450.00	2,624.70	48.15%
7180	Internet	759.80	1,068.00	308.20	28.85%
7200	Office Rent	45,550.70	48,000.00	2,449.30	5.10%
7210	Janitorial	72.50	100.00	27.50	27.50%
7240	Repair/Maintenance/Equ... Contracts	14,879.96	14,514.50	(365.46)	(2.51)%
7520	Pharmacy	123.76	500.00	376.24	75.24%
7540	Dental	0.00	500.00	500.00	100.00%
7550	Vision	0.00	500.00	500.00	100.00%
7560	Medical Supervision	595.00	0.00	(595.00)	0.00%
7570	Specialty Medical	144.88	1,000.00	855.12	85.51%
7580	Client Transportation	6,353.96	9,000.00	2,646.04	29.40%
7590	Food Assistance	10,100.00	15,000.00	4,900.00	32.66%
7600	Emergency Rent/Mortgage	153,575.62	156,153.00	1,752.38	1.12%
7610	Emergency Utilities	16,165.83	20,000.00	3,834.17	19.17%
7620	Emergency Motel/Shelter	3,637.22	6,500.00	2,862.78	44.04%
7640	Self-Sufficiency	2,212.90	5,000.00	2,787.10	55.74%
7641	After School/Day Camp	355.54	250.00	(105.54)	(42.21)%
7700	Contractual Services	2,500.00	2,615.50	115.50	4.41%
9016	Bank Fees	(27.25)	0.00	27.25	0.00%
	Total Expenses	<u>493,507.37</u>	<u>567,312.00</u>	<u>72,979.63</u>	<u>12.86%</u>
	Net Revenue Over Expenditures	<u>749.21</u>	<u>0.00</u>	<u>(75.79)</u>	<u>0.00%</u>

Community Action Partnership of Natrona County
Statement of Revenues and Expenditures - County Grant FY 19 - Unposted Transactions Included In Report
From 7/1/2018 Through 7/31/2018

		<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>
Revenue				
6800	County General Fund	0.00	106,246.00	(106,246.00)
6810	County 1 Percent	<u>0.00</u>	<u>55,436.00</u>	<u>(55,436.00)</u>
	Total Revenue	<u>0.00</u>	<u>161,682.00</u>	<u>(161,682.00)</u>
Expenses				
7010	Salaries	7,865.66	55,578.00	47,712.34
7020	Retirement	973.80	6,299.00	5,325.20
7021	Social Security Match	474.97	3,448.00	2,973.03
7022	Medicare Match	111.07	808.00	696.93
7023	Employee Medical Insurance	1,424.25	8,403.00	6,978.75
7024	Unemployment Insurance	31.44	545.00	513.56
7025	Worker's Comp	62.13	359.00	296.87
7130	Staff Development	0.00	6,996.00	6,996.00
7140	Office Supplies	0.00	700.00	700.00
7150	Software	0.00	500.00	500.00
7240	Repair/Maintenance/Equipment Contracts	0.00	500.00	500.00
7600	Emergency Rent/Mortgage	0.00	37,546.00	37,546.00
7700	Contractual Services	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>
	Total Expenses	<u>10,943.32</u>	<u>161,682.00</u>	<u>150,738.68</u>
	Net Revenue Over Expenditures	<u>(10,943.32)</u>	<u>0.00</u>	<u>(10,943.32)</u>

Community Action Partnership of Natrona County
Statement of Revenues and Expenditures - ESG FY 18-19 - Unposted Transactions Included In Report
From 6/29/2018 Through 7/31/2018

		<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>
Revenue				
5190	Emergency Shelter Grant	<u>0.00</u>	<u>148,164.07</u>	<u>(148,164.07)</u>
	Total Revenue	<u>0.00</u>	<u>148,164.07</u>	<u>(148,164.07)</u>
Expenses				
7010	Salaries	539.00	2,152.90	1,613.90
7020	Retirement	0.00	302.00	302.00
7021	Social Security Match	33.42	134.00	100.58
7022	Medicare Match	7.82	32.00	24.18
7023	Employee Medical Insurance	0.00	362.00	362.00
7024	Unemployment Insurance	9.27	0.00	(9.27)
7025	Worker's Comp	0.00	17.10	17.10
7140	Office Supplies	0.00	1,000.00	1,000.00
7600	Emergency Rent/Mortgage	3,150.00	0.00	(3,150.00)
7605	Homeless Prevention Rent	0.00	33,797.00	33,797.00
7606	Street Outreach	0.00	27,235.37	27,235.37
7607	Rapid Re-Housing Rent	0.00	19,766.00	19,766.00
7700	Contractual Services	<u>0.00</u>	<u>63,365.70</u>	<u>63,365.70</u>
	Total Expenses	<u>3,739.51</u>	<u>148,164.07</u>	<u>144,424.56</u>
	Net Revenue Over Expenditures	<u>(3,739.51)</u>	<u>0.00</u>	<u>(3,739.51)</u>

Community Action Partnership of Natrona County
Statement of Revenues and Expenditures - HCH FY 18-19 - Unposted Transactions Included In Report
From 3/1/2018 Through 7/31/2018

		<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	<u>Percent Total Budget Remaining</u>
Revenue					
5110	HCH Grant	370,833.06	1,042,184.00	(671,350.94)	(64.41)%
	Total Revenue	<u>370,833.06</u>	<u>1,042,184.00</u>	<u>(671,350.94)</u>	<u>(64.42)%</u>
Expenses					
7010	Salaries	168,860.91	483,524.00	314,663.09	65.07%
7020	Retirement	22,810.13	67,693.00	44,882.87	66.30%
7021	Social Security Match	9,903.11	29,979.00	20,075.89	66.96%
7022	Medicare Match	2,316.02	7,011.00	4,694.98	66.96%
7023	Employee Medical Insurance	39,783.63	105,021.00	65,237.37	62.11%
7024	Unemployment Insurance	2,150.74	3,958.00	1,807.26	45.66%
7025	Worker's Comp	1,333.96	4,400.00	3,066.04	69.68%
7026	Other Insurance Expense	5,440.54	5,000.00	(440.54)	(8.81)%
7050	Temporary Staff	240.00	0.00	(240.00)	0.00%
7105	Travel -- In State	847.51	2,555.00	1,707.49	66.82%
7110	Travel Expense -- Out of State	0.00	8,000.00	8,000.00	100.00%
7130	Staff Development	1,603.00	3,000.00	1,397.00	46.56%
7140	Office Supplies	4,107.39	12,000.00	7,868.06	65.56%
7145	Printing/Duplicating	1,207.77	4,140.00	2,932.23	70.82%
7146	Postage	1,255.71	500.00	(755.71)	(151.14)%
7150	Software	105.00	23,600.00	23,495.00	99.55%
7155	Advertising	379.00	0.00	(379.00)	0.00%
7160	Dues/Licensing	0.00	4,000.00	4,000.00	100.00%
7170	Telephone	1,596.64	3,500.00	1,903.36	54.38%
7180	Internet	399.90	725.00	325.10	44.84%
7200	Office Rent	17,971.65	41,200.00	23,228.35	56.37%
7210	Janitorial	2,289.50	5,700.00	3,410.50	59.83%
7230	Bio-Hazard	200.00	600.00	400.00	66.66%
7240	Repair/Maintenance/Equ... Contracts	28,937.90	25,000.00	(3,937.90)	(15.75)%
7251	Office Equipment/Furniture	0.00	6,868.00	6,868.00	100.00%
7500	Mental Health-Substance Abuse	14,720.00	46,320.00	31,600.00	68.22%
7510	Lab	0.00	11,990.00	11,990.00	100.00%
7511	X-Ray	3,538.56	14,500.00	10,961.44	75.59%
7520	Pharmacy	7,344.03	20,000.00	12,655.97	63.27%
7530	Medical Supplies	6,570.10	10,000.00	3,429.90	34.29%
7540	Dental	3,142.00	15,000.00	11,858.00	79.05%
7550	Vision	3,692.00	19,000.00	15,308.00	80.56%
7560	Medical Supervision	25.00	3,000.00	2,975.00	99.16%
7570	Specialty Medical	5,409.16	12,000.00	6,590.84	54.92%
7580	Client Transportation	851.50	2,400.00	1,548.50	64.52%
7700	Contractual Services	20,475.00	40,000.00	19,525.00	48.81%
	Total Expenses	<u>379,507.36</u>	<u>1,042,184.00</u>	<u>662,652.09</u>	<u>63.58%</u>
	Net Revenue Over Expenditures	<u>(8,674.30)</u>	<u>0.00</u>	<u>(8,698.85)</u>	<u>0.00%</u>

Community Action Partnership of Natrona County
Statement of Revenues and Expenditures - HUD 18-19 - Unposted Transactions Included In Report
From 7/1/2018 Through 7/31/2018

		<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>
Revenue				
6900	HUD/SHP	<u>0.00</u>	<u>64,766.00</u>	<u>(64,766.00)</u>
	Total Revenue	<u>0.00</u>	<u>64,766.00</u>	<u>(64,766.00)</u>
Expenses				
7600	Emergency Rent/Mortgage	<u>10,792.00</u>	<u>64,766.00</u>	<u>53,974.00</u>
	Total Expenses	<u>10,792.00</u>	<u>64,766.00</u>	<u>53,974.00</u>
	Net Revenue Over Expenditures	<u>(10,792.00)</u>	<u>0.00</u>	<u>(10,792.00)</u>

Community Action Partnership of Natrona County
Statement of Revenues and Expenditures - HUD RR 17-18 - Unposted Transactions Included In Report
From 11/1/2017 Through 7/31/2018

		<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	<u>Percent Total Budget Remaining</u>
Revenue					
6900	HUD/SHP	<u>0.00</u>	<u>10,523.00</u>	<u>(10,523.00)</u>	<u>(100.00)%</u>
	Total Revenue	<u>0.00</u>	<u>10,523.00</u>	<u>(10,523.00)</u>	<u>(100.00)%</u>
Expenses					
7010	Salaries	528.00	528.00	0.00	0.00%
7020	Retirement	79.00	79.00	0.00	0.00%
7021	Social Security Match	35.00	35.00	0.00	0.00%
7022	Medicare Match	8.00	8.00	0.00	0.00%
7024	Unemployment Insurance	6.00	6.00	0.00	0.00%
7025	Worker's Comp	3.00	3.00	0.00	0.00%
7607	Rapid Re-Housing Rent	<u>9,759.00</u>	<u>9,864.00</u>	<u>105.00</u>	<u>1.06%</u>
	Total Expenses	<u>10,418.00</u>	<u>10,523.00</u>	<u>105.00</u>	<u>1.00%</u>
	Net Revenue Over Expenditures	<u>(10,418.00)</u>	<u>0.00</u>	<u>(10,418.00)</u>	<u>0.00%</u>

Community Action Partnership of Natrona County
Statement of Revenues and Expenditures - PATH FY 18 - Unposted Transactions Included In Report
From 9/1/2017 Through 7/31/2018

		<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	<u>Percent Total Budget Remaining</u>
Revenue					
PATH	5116	82,288.90	112,000.00	(29,711.10)	(26.52)%
State of Wyoming	5130	<u>9,054.50</u>	<u>0.00</u>	<u>9,054.50</u>	<u>0.00%</u>
Total Revenue		<u>91,343.40</u>	<u>112,000.00</u>	<u>(20,656.60)</u>	<u>(18.44)%</u>
Expenses					
Salaries	7010	42,973.61	45,000.00	2,026.39	4.50%
Retirement	7020	5,696.32	6,300.00	603.68	9.58%
Social Security Match	7021	2,548.52	2,790.00	241.48	8.65%
Medicare Match	7022	596.03	653.00	56.97	8.72%
Employee Medical Insurance	7023	6,405.47	4,238.00	(2,167.47)	(51.14)%
Unemployment Insurance	7024	436.24	259.00	(177.24)	(68.43)%
Worker's Comp	7025	359.26	509.00	149.74	29.41%
Other Insurance Expense	7026	700.00	700.00	0.00	0.00%
Temporary Staff	7050	(600.00)	0.00	600.00	0.00%
Travel -- In State	7105	0.00	2,080.00	2,080.00	100.00%
Travel Expense -- Out of State	7110	0.00	900.00	900.00	100.00%
Staff Development	7130	0.00	1,600.00	1,600.00	100.00%
Office Supplies	7140	336.19	1,320.00	983.81	74.53%
Software	7150	0.00	1,000.00	1,000.00	100.00%
Telephone	7170	0.00	600.00	600.00	100.00%
Internet	7180	0.00	600.00	600.00	100.00%
Office Rent	7200	0.00	4,521.00	4,521.00	100.00%
Emergency Rent/Mortgage	7600	37,378.00	32,030.00	(8,320.00)	(25.97)%
Self-Sufficiency	7640	<u>0.00</u>	<u>6,900.00</u>	<u>6,900.00</u>	<u>100.00%</u>
Total Expenses		<u>96,829.64</u>	<u>112,000.00</u>	<u>12,198.36</u>	<u>10.89%</u>
Net Revenue Over Expenditures		<u>(5,486.24)</u>	<u>0.00</u>	<u>(8,458.24)</u>	<u>0.00%</u>

Community Action Partnership of Natrona County
Statement of Revenues and Expenditures - RSVP 18-19 - Unposted Transactions Included In Report
From 7/1/2018 Through 7/31/2018

		<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	<u>Percent Total Budget Remaining</u>
Revenue					
6545	National Health Service Corp	5,421.08	98,032.00	(92,610.92)	(94.47)%
	Total Revenue	<u>5,421.08</u>	<u>98,032.00</u>	<u>(92,610.92)</u>	<u>(94.47)%</u>
Expenses					
7010	Salaries	3,750.00	46,110.00	42,360.00	91.86%
7020	Retirement	522.76	6,594.00	6,071.24	92.07%
7021	Social Security Match	232.50	2,859.00	2,626.50	91.86%
7022	Medicare Match	54.38	668.00	613.62	91.85%
7024	Unemployment Insurance	51.74	0.00	(51.74)	0.00%
7025	Worker's Comp	29.63	0.00	(29.63)	0.00%
7105	Travel -- In State	0.00	1,681.00	1,681.00	100.00%
7110	Travel Expense -- Out of State	747.93	2,085.00	1,337.07	64.12%
7140	Office Supplies	32.14	1,200.00	1,167.86	97.32%
7660	Volunteer Recognition Expenses	0.00	36,835.00	36,835.00	100.00%
	Total Expenses	<u>5,421.08</u>	<u>98,032.00</u>	<u>92,610.92</u>	<u>94.47%</u>
	Net Revenue Over Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>

Community Action Partnership of Natrona County
Statement of Revenues and Expenditures - TANF FY 2018 - Unposted Transactions Included In Report
From 10/1/2017 Through 7/31/2018

		<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>
Revenue				
5109	TANF	<u>60,759.43</u>	<u>100,000.00</u>	<u>(39,240.57)</u>
	Total Revenue	<u>60,759.43</u>	<u>100,000.00</u>	<u>(39,240.57)</u>
Expenses				
7010	Salaries	16,291.65	19,800.00	3,508.35
7020	Retirement	2,271.05	3,168.00	896.95
7021	Social Security Match	995.53	1,228.00	232.47
7022	Medicare Match	232.86	287.00	54.14
7023	Employee Medical Insurance	3,083.25	7,920.00	4,836.75
7024	Unemployment Insurance	196.68	208.00	11.32
7025	Worker's Comp	134.91	229.00	94.09
7140	Office Supplies	0.00	400.00	400.00
7200	Office Rent	0.00	2,730.00	2,730.00
7590	Food Assistance	1,000.00	0.00	(1,000.00)
7640	Self-Sufficiency	2,225.67	14,030.00	11,804.33
7700	Contractual Services	<u>36,972.84</u>	<u>50,000.00</u>	<u>13,027.16</u>
	Total Expenses	<u>63,404.44</u>	<u>100,000.00</u>	<u>36,595.56</u>
	Net Revenue Over Expenditures	<u>(2,645.01)</u>	<u>0.00</u>	<u>(2,645.01)</u>

12th Street Clinic

Healthcare for the Homeless

"Casper's Best Kept Secret"

Invites you to follow the

I'Scream 4 Ice Cream Truck

to our Clinic

*1514 E. 12th Street Suite 201
Casper, Wyoming 82601
Life Steps Campus Building E
307-235-6116*

and have an Ice Cream Cone on us!



Help Us Celebrate "National Health Center Week"

*Wednesday,
August 15, 2018
11:00 A.M.-2:00 P.M.*



NATIONAL ASSOCIATION OF
Community Health Centers



**CASPER PUBLIC UTILITIES ADVISORY BOARD
CITY OF CASPER**

MEETING PROCEEDINGS

July 25, 2018

7:00 a.m.

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, July 25, 2018 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

Present: President Michael Bell
 Vice President Jim Jones
 Secretary John Lawson
 Member Bruce English

Absent: Member Richard Jay
 Council Liaison Laird

Staff Present: Public Services Director, Andrew Beamer
 Public Utilities Manager, Bruce Martin
 CPU Administrative Technician, Janette Brown

Others:

The regular meeting was called to order at 7:02 a.m. by President Bell.

1. President Bell asked for a motion to approve the May 23, 2018 minutes. A motion was made by Board Member English and seconded by Secretary Lawson to approve the May 23, 2018 minutes. Motion passed.
2. Mr. Martin asked the Board to reference the June 2018 Statistical Report in their agenda packets. Mr. Martin stated that the Total Gallons Purchased as of June is 424 MG; the five year average is 444 MG. Mr. Martin stated that year to date water purchases are less than one year ago; 3.25 BG compared to 3.37 BG.

Mr. Martin stated that there were 88 new services added in FY18, compared to 132 new services in FY17.

Mr. Martin stated that there were 19 water main breaks in FY18 compared to 32 main breaks in FY17. Mr. Martin stated that the water main replacement program is making a significant difference in the number of main breaks that are experienced each year.

Mr. Martin stated that there have been 30 service line breaks this fiscal year compared to 24 one year ago.

Mr. Martin stated that there was one sewer stoppage in June, and the year to date numbers are the same as last year.

Mr. Martin stated that the total number of accounts is up slightly from the prior year, which is a growth increase of 0.3%.

3. Mr. Martin asked the Board to reference the Outside-City Water Service Contract with Galles Stables.

Mr. Martin stated that this contract is for a parcel of land located in the Allendale area. Mr. Martin stated that this property contains 152.03 acres and is located north of SE Wyoming Boulevard and east of Allendale Boulevard. Mr. Martin stated that this property is located adjacent to the East Casper Zone 3 water line that is currently under construction. Mr. Martin stated that this property is not contiguous to the Casper City limits, and a commitment to annex has been signed. Mr. Martin recommended approval of the contract.

Secretary Lawson asked if this water service contract is part of an easement agreement for the water line project. Mr. Martin stated that was correct.

President Bell asked if this property is in the old Allendale area. Mr. Martin stated that it is.

A motion was made by Board Member English and seconded by Secretary Lawson to approve the Outside-City Water Service Contract with Galles Stables. Motion passed.

4. Mr. Martin asked the Board to reference the Outside-City Water Service Contract with Ronald J. and Elizabeth F. Galles. Mr. Martin stated that this contract is for a parcel of land located in the Allendale area. Mr. Martin stated that the property contains 5.349 acres and is located north of SE Wyoming Boulevard and west of Allendale Boulevard and is adjacent to the East Casper Zone 3 water line that is currently under construction. Mr. Martin stated that this contract is for an additional service to the property as they already have water service. Mr. Martin stated that this property is not contiguous to the Casper City limits, and a commitment to annex has been signed. Mr. Martin recommended approval of the contract.

President Bell asked if this property has sewer service. Mr. Martin stated that the property does have sewer service.

A motion was made by Vice President Jones and seconded by Board Member English to approve the Outside-City Water Service Contract with Ronald J. and Elizabeth F. Galles. Motion passed.

5. Mr. Martin asked the Board to reference the Outside-City Water Service Contract with C. E. Swinney, LLC. Mr. Martin stated that this contract provides Outside-City water service for two parcels of land. Mr. Martin stated that parcel #1 contains 72.65 acres and is located northwest of SE Wyoming Boulevard and west of Country Club Road. Mr.

Martin stated that Parcel #2 contains 420.01 acres with a portion being located southeast of SE Wyoming Boulevard and south of Country Club Road and a portion being located northwest of SE Wyoming Boulevard and south of Heritage Hills #5. Mr. Martin stated that both parcels are located adjacent to the East Casper Zone 3 water line that is currently under construction.

Mr. Martin stated that this contract provides five taps to be used for stock watering purposes only.

Mr. Martin stated that the portions of this property to be served are not contiguous to the Casper City limits and a signed Commitment to Annex is required as part of the contract as it is within Casper's growth boundary.

Mr. Martin stated that if the water service is used for domestic purposes the property must annex.

Vice President Jones asked if there are different water rates for stock or domestic. Mr. Martin stated that there are not different water rates.

President Bell asked if this is for $\frac{3}{4}$ -inch services. Mr. Martin stated that it is for 1-inch services. Vice President Jones stated that Ms. Swinney wanted $\frac{3}{4}$ -inch services. Mr. Martin stated that the change can be made before it is sent out for signature.

President Bell asked if the services would be used to fill stock tanks. Vice President Jones stated that was correct. Vice President Jones stated that two services will be activated right away, and the other services will be activated in the future. Vice President Jones asked if the time limit in the contract for activation of the other services could be changed as three services will not be used right away. Mr. Martin stated that he will make the change in the contract.

Board Member English asked if any of the services would be used for development. Vice President Jones stated that Ms. Swinney has no plans to sell or develop the property.

A motion was made by Board Member English and seconded by Secretary Lawson to approve the Outside-City Water Service Contract with C. E. Swinney, LLC contingent upon the size of the services changed to $\frac{3}{4}$ -inch and the extension of time for future use of the other service taps. Motion passed with Vice President Jones abstaining from the vote.

6. In Project Updates:

- a. East Casper Zone III Water Supply Project – Under Construction – finishing coating, should finalize in August
- b. WWTP Emergency Power Project – Under Construction – awarded to ITC; working on submittals – ITC has been having trouble with subs getting submittals
- c. West Casper Zone II Water Supply Project – Under Design by WLC – Have DEQ permit. Project in the Wolf Creek area – already have interest for Outside-City

water service. It took a long time to get all the easements in place. President Bell asked if this waterline will be looped in the future. Mr. Martin stated that it will eventually be looped. Mr. Martin stated that he would send to the Board the alignment of the waterline.


- d. CY Booster Station Replacement – Under Design by CEPI
- e. WWTP Boiler Project – Under Design by HDR – National Fire Protection Code issues – will have to replace HVAC system in the building.
- f. WWTP MCC Replacement Project – Under Design by CH2M – Was built before NFP Code - must make changes to meet requirements.
- g. Ten Million Gallon Reservoir Renovations – Assigned to a City Engineer – Securing Funding from WWDC and SRF – did inspection to submit with applications
- h. Midwest Avenue Reconstruction – Elm to David – Awarded to Treto Construction – work to be done next year
- i. 2018 Arterials and Collectors – Under Design by ECS – pre-bid yesterday, project includes several different areas of town.
- j. McKinley Street Underpass – Under Construction – should be completed this year
- k. 3rd Street Improvements – Beverly to Conwell – Under Construction – Construction starts this week
- l. 2018 Beverly Street Improvements – 4th to 12th Street – Under Construction – Treto Construction replacing waterline from 5th to 8th
- m. Begonia Lift Station – Under Construction – Treto Construction waiting on pumps
- n. WWTP Riverwest Lift Station Generator Replacement – Under Design by EDA – Generator is 30 years old – will replace other generators in years to come. Board Member English asked what fuel will be used for the generator. Mr. Martin stated that diesel fuel will be used. Board Member English asked if natural gas was considered for fuel. Mr. Martin stated that staff has had good luck so far using diesel.
- o. WWTP HVAC Replacement – Under Construction – Sheet Metal Specialties is working on the Operations Building and the Lab exhaust. The WWTP HVAC systems will be replaced over the next few years.
- p. WWTP Digester #3 Cleaning – Under Construction – started pumping yesterday and will inspect once it is clean.

7. In Other Business, President Bell asked for updates on the water storage tank projects:

- a. Mr. Martin stated that the RWS Airport Elevated Water Storage Tank has been raised and should be completed in October or November.
- b. Mr. Martin stated that the RWS Alternate Backwash Water Supply Tank has minor punchlist items that are being completed.
- c. Mr. Martin stated that the RWS Wardwell Zone IIIB Water Storage Tank design has been submitted to DEQ for review.

- d. Mr. Martin stated that the City East Casper Zone III Water Storage Tank should be completed in August.

A motion was made by Vice President Jones and seconded by Secretary Lawson to adjourn the meeting at 7:35 a.m. Motion passed.



Secretary



CASPER AREA
CHAMBER OF COMMERCE



Gubernatorial Forum

Sponsored By: Enbridge

The Wyoming elections are on November 6, 2018!

Do you know who you're supporting for governor?

The Casper Area Chamber of Commerce invites you to their first ever Gubernatorial Forum!

September 12, 2018
11:30 a.m. - 1:00 p.m.
The Hangar

This event is an exciting opportunity to learn more from the remaining candidates who are seeking to govern Wyoming in the coming years.

Luncheon Tickets
\$25 per person/Chamber Members
\$35 per person/non-Chamber Members

Sponsorships
Table Sponsors \$250
All Sponsorships include a reserved table and 8 tickets to the luncheon





Secret Garden Party

Come see the Secret Gardens of Casper with Wyoming Food for Thought Project.

Begin your tour with a cocktail and tapas at the Food for Thought Urban Farm, then board a bus to tour the Secret Gardens of Casper.

The first 20 RSVP's will receive a seat on the party bus. Additional guests are encouraged to carpool.

Occasions by Cory will be offering mouth watering Tapas and there will be a cash bar.

Jake Juarez will be on hand to play live music all evening.

Be prepared to be in on the secret - the Food for Thought Gardens of Casper. Hear from hosts at each stop on how the gardens are a positive force for good in our community.

There is no cost to attend as our guest. However, we ask you to consider making a gift to support our work.

When Wed Aug 29, 2018 5pm – 7pm Mountain Time - Denver

Where Wyoming Food for Thought Project, 900 St John St, Casper, WY 82601, USA ([map](#))

NATRONA COUNTY TRAVEL & TOURISM COUNCIL
Tuesday, August 28, 2018 ~ 11:30 A.M.
Casper Area Convention & Visitors Bureau ~ Casper, Wyoming
AGENDA

- 11:30 A.M.**
- I. Call to Order – Chair Renee Penton-Jones
 - A. Introductions
 - II. Roll Call (*Meetings: Attended/Excused/Held*)

Kevin Hawley, City of Casper (34/2/6)	Ken Thoren, Town of Edgerton (2/2/4)
Shawn Johnson, City of Casper (2/3/6)	Jim Ruble, Town of Evansville (3/3/6)
Renee Penton-Jones, Natrona County (6/0/6)	Debbie Peterson, Town of Midwest (4/1/6)
Tiffany Gamble, Natrona County (6/0/6)	Erik Aune, Town of Mills (4/2/6)
Brad Murphy, Town of Bar Nunn (5/1/6)	
 - III. Consent Agenda:
 - A. Agenda
 - B. Minutes: July 17, 2018
 - IV. Treasurer's Report, *Tiffany Gamble*
 - A. June 30, 2018
 - B. July 31, 2018

Adopt Resolution Approving Depositories
Bank of the West, Wyoming Government Investment Fund, First Interstate Bank,
Hilltop National Bank
 - V. Old Business:
 - A. Visit Casper Perception Scores
 - B. Board of Director Conflict of Interest Agreement (update)
 - C. Pre-planning Feedback (Audit)
 - VI. New Business:
 - A. Board Bios/Photos
 - B. Lodging Tax Renewal Campaign/Upcoming Meetings
 - C. Check Signing Process
 - D. Visitor Center MOU
 - E. Staff/Organizational Update
 - VII. Communications Reports:
 - A. Staff Reports
 - B. Community Organization
 - VIII. Council Comments
 - IX. Public Comments
 - X. Upcoming Council Meeting Date: September 25, 2018
 - XI. Executive Session
 - XII. Adjournment

Natrona County Travel & Tourism Council

Casper Area Convention & Visitors Bureau

ANNUAL MEETING MINUTES TUESDAY, JULY 17, 2018 ~ 11:30 AM CASPER, WYOMING

I. CALL TO ORDER

Chair Renee Penton-Jones called the public meeting of the Natrona County Travel & Tourism Council to order Tuesday, July 17, 2018, at 12:12 p.m. at the Casper Area Convention and Visitors Bureau. Roll call determined the presence of a quorum.

II. ROLL CALL

Present: Renee Penton-Jones, Natrona County
Erik Aune, Town of Mills
Jim Ruble, Town of Evansville
Tiffany Gamble, Natrona County
Kevin Hawley, City of Casper

Excused: Brad Murphy, Town of Bar Nunn
Ken Thoren, Town of Edgerton
Shawn Johnson, City of Casper
Debbie Peterson, Town of Midwest

Also Present: Brook Kaufman, CEO
Mikki Milosevic, Administrative Assistant

III. Consent Agenda:

- A. Moved by Mr. Hawley, seconded by Mrs. Gamble and carried without dissent to approve the agenda as presented. (Exhibit 1)
- B. Moved by Mr. Hawley, seconded by Mr. Aune and carried without dissent to approve the June 2018 minutes as presented. (Exhibit 2)

ANNUAL MEETING/BUDGET HEARING

ELECTION OF OFFICERS: Mrs. Penton-Jones offered a slate of candidates and asked if there were further nominations for officers; there were none. Moved by Mr. Ruble, seconded by Mrs. Gamble and carried without dissent to accept the Nominating Committee's slate of candidates and elect Renee Penton-Jones, Chair; Erik Aune, Vice-Chair; Kevin Hawley, Secretary; and Tiffany Gamble, Treasurer. (Exhibit 3)

SIGNATURE RESOLUTION: There was a discussion of authorized signatures on the checking accounts. Currently, two signers are required on checking accounts and authorized signatories are Council officers and the CACVB CEO. Moved by Mr. Hawley, seconded by Mr. Aune and carried without dissent to require two

signatures and to authorize current officers and the CEO as signatories on checking accounts. (Exhibit 4)

DEPOSITORY RESOLUTION: There was a discussion of fund depositories. Moved by Mr. Ruble, seconded by Mr. Hawley and carried without dissent to approve Bank of the West and Wyoming Government Investment Fund as depositories of Natrona County Travel & Tourism Council. (Exhibit 5)

2018/2019 DRAFT BUDGET: The Natrona County Travel and Tourism Council, a Joint Powers Board, was formed to provide for the promotion of travel and tourism within Natrona County and to administer for that purpose, the expenditure and distribution of lodging tax revenues. The proposed budget is based on the best financial information available at this time. The 2018/2019 proposed budget is based on anticipated funds available in the amount of \$1,548,819.61 from four percent (4%) tax on overnight accommodations (lodging tax). Expenditures totaling \$1,548,819.61 are focused on accomplishing the goal of generating more overnight stays. The Notice of Public Hearing and the proposed 2018/2019 budget were reviewed. Chair Penton-Jones asked if there were any public or Council comments; there were none.

Moved by Mrs. Gamble, seconded by Mr. Ruble and carried without dissent to approve the 2018/2019 budget as presented. (Exhibit 6)

IV. TREASURER'S REPORT -- TIFFANY GAMBLE

Moved by Mr. Ruble, seconded by Mr. Aune and carried without dissent to accept financial reports ending June 30, 2018 including CACVB checks 15605-15678 for a total of \$443,156 and CSA checks 6184-6205 for a total of \$54,936.45. (Exhibit 7) (Exhibit 8)

V. OLD BUSINESS

MARKET DEMAND STUDY/PARTNER FEEDBACK:

Ms. Kaufman informed the board that she and Mr. Hauck met with the hotels and reviewed the results of the market demand study. The information was well received.

FINAL 2017/2018 FINANCIAL STATUS:

Ms. Kaufman shared that the organization spent 94% of total collections on tourism promotion in 2017/2018.

VI. NEW BUSINESS

BOARD OF DIRECTORS CONFLICT OF INTEREST STATEMENT: Ms. Kaufman distributed annual Conflict of Interest Agreements to board members in attendance. It is mandatory the form be signed every fiscal year to disclose any new conflicts. Ms. Kaufman will ask absent board members to sign at the next meeting. (Exhibit 9)

CNFR HOSPITALITY NIGHT 2019: The board gave a thumbs up to move forward with a hospitality night at CNFR in 2019. (Exhibit 10)

2017/2018: Ms. Kaufman informed the board that the annual audit will take place August 27 – 31. The audit will cost around \$10,000 and will include the Casper Sports Alliance.

STAKEHOLDER/PARTNER SURVEYS: Ms. Kaufman asked for any board members who have not participated in the survey to please do so.

NOTHING ADDITIONAL

VII. COMMUNICATIONS REPORTS:

Staff Reports: None

Community Liaison Reports: None

VIII. COUNCIL COMMENTS: Mr. Hawley spoke of a plan to have an event at David Street Station for the police officer who was shot in the line of duty. He requested help from Visit Casper to promote the event.

IX. PUBLIC COMMENTS: None

X. UPCOMING MEETING DATE: The next Council meeting is Tuesday, August 28, 2018, and will convene at 11:30 a.m. at the Visit Casper office.

ADJOURNMENT: Moved by Mr. Hawley, seconded by Mr. Aune and carried without dissent to adjourn the meeting at 12:37 p.m. Motion carried.

Renee Penton-Jones, Chair

Kevin Hawley, Secretary

Natrona County Travel and Tourism Council
Statement of Revenue and Expense

	June	Y-T-D	Budget	%	
INCOME	<u>\$114,245</u>	<u>\$1,644,916</u>	<u>\$1,658,825</u>	<u>99%</u>	
EXPENSE					
ADMINISTRATION					
Office Expense	\$45,148	\$165,939	\$171,500	97%	
Staff	<u>\$44,472</u>	<u>\$476,230</u>	<u>\$491,959</u>	<u>97%</u>	
Total Administration	<u>\$89,619</u>	<u>\$642,169</u>	<u>\$663,459</u>	<u>97%</u>	
MARKETING					
Grants and Sponsorships					
Grants/Sponsorships	<u>\$176,056</u>	<u>\$263,396</u>	<u>\$253,601</u>	<u>104%</u>	(a)
Total Grants/Sponsorships	<u>\$176,056</u>	<u>\$263,396</u>	<u>\$253,601</u>	<u>104%</u>	
DEPARTMENTAL MARKETING					
Fishing	\$14,100	\$14,425	\$30,000	48%	
Sports	\$24,052	\$53,597	\$45,000	119%	(b)
Meetings	\$14,090	\$35,336	\$29,000	122%	(c)
Tour & Travel	\$1,953	\$22,041	\$21,000	105%	
Information Distribution	\$1,674	\$6,623	\$15,000	44%	
Special Projects	\$10,814	\$104,479	\$149,167	70%	
Travel/Trade Shows	<u>\$4,582</u>	<u>\$44,899</u>	<u>\$51,000</u>	<u>88%</u>	
Total Departmental Marketing	<u>\$71,264</u>	<u>\$281,401</u>	<u>\$340,167</u>	<u>83%</u>	
ADVERTISING					
Leisure Travel	\$25,806	\$228,068	\$220,000	104%	
Fishing	\$0	\$2,188	\$3,000	73%	
Sports	\$2,755	\$2,855	\$3,000	95%	
Meetings	\$23,000	\$67,823	\$70,000	97%	
Tour & Travel	\$4,000	\$4,169	\$500	834%	(d)
Casper Guides	<u>\$0</u>	<u>\$50,749</u>	<u>\$52,000</u>	<u>98%</u>	
Total Advertising	<u>\$55,561</u>	<u>\$355,852</u>	<u>\$348,500</u>	<u>102%</u>	
Total Marketing	<u>\$392,501</u>	<u>\$900,649</u>	<u>\$942,268</u>	<u>96%</u>	
Total Expenses	<u>\$392,501</u>	<u>\$1,542,817</u>	<u>\$1,605,727</u>	<u>96%</u>	
INCOME IN EXCESS OF EXPENSES	<u>(\$278,255)</u>	<u>\$102,098</u>			

(a) Grant to the Casper Sports Alliance for Marketing/Sales in 2018 2019

(b) Aggressive digital strategy for bike race and 3x3 tournament

(c) Sales Folder, Meetings Video, Tradeshow Exhibit

(d) Ad in RMI Magazine

Natrona County Travel and Tourism Council
Statement of Revenue and Expense

	July	Y-T-D	Budget	%	
INCOME	<u>\$188,741</u>	<u>\$188,741</u>	<u>\$1,548,820</u>	<u>12%</u>	
EXPENSE					
ADMINISTRATION					
Office Expense	\$22,124	\$22,124	\$130,186	17%	(a)
Staff	\$43,365	\$43,365	\$592,861	7%	
Total Administration	<u>\$65,489</u>	<u>\$65,489</u>	<u>\$723,047</u>	<u>9%</u>	
MARKETING					
Grants/Sponsorships	\$5,000	\$5,000	\$100,200	5%	
Total Grants/Sponsorships	<u>\$5,000</u>	<u>\$5,000</u>	<u>\$100,200</u>	<u>5%</u>	
SALES					
Promotional Items	\$500	\$500	\$15,000	3%	(b)
Printing	\$0	\$0	\$14,500	0%	
Tradeshaw Registration	\$1,150	\$1,150	\$17,000	7%	
Staff Travel	\$4,312	\$4,312	\$29,000	15%	
Board/Partner Travel	\$357	\$357	\$9,000	4%	
Business Development	\$191	\$191	\$11,500	2%	
Business Retention	\$0	\$0	\$10,000	0%	
FAM Tours	\$755	\$755	\$8,000	9%	
Research	\$0	\$0	\$40,000	0%	
Public Relations	\$0	\$0	\$46,500	0%	
Event Expense	\$30	\$30	\$5,000	1%	
Memberships	\$25	\$25	\$7,500	0%	
Sponsorships	\$0	\$0	\$92,000	0%	
Legislative/Issue	\$0	\$0	\$15,000	0%	
Total Sales	<u>\$7,320</u>	<u>\$7,074</u>	<u>\$320,000</u>	<u>2%</u>	
ADVERTISING/MARKETING					
Banners/Displays/Signs	\$2,560	\$2,560	\$23,940	11%	(c)
Print Advertisements	\$0	\$0	\$20,000	0%	
Billboards/Out of Home	\$0	\$0	\$15,000	0%	
Digital/Social Marketing	\$596	\$596	\$94,584	1%	
Content Production	\$49	\$49	\$129,000	0%	
Website	\$13	\$13	\$0	0%	
2019 Visitors Guide	\$0	\$0	\$50,000	0%	
Total Marketing	<u>\$3,218</u>	<u>\$3,218</u>	<u>\$335,084</u>	<u>1%</u>	
Total Expenses	<u>\$81,027</u>	<u>\$80,781</u>	<u>\$1,548,820</u>	<u>5%</u>	
INCOME IN EXCESS OF EXPENSES	<u>\$107,714</u>	<u>(\$1,360,079)</u>			

(a) High F/E line item for new lap tops and monitors

CEO REPORT

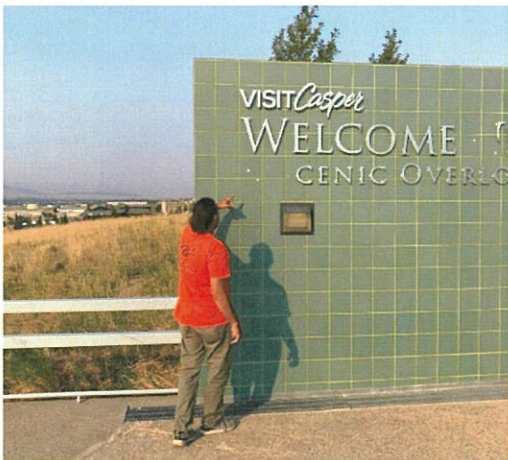
AUGUST 2018

WHY I'M STOKED. (AND WHY YOU SHOULD BE, TOO!)

We're hosting a fly fishing FAM September 20 – 23, 2018 with Lightening Bug Communication. Freelance writers for The Drake, Gear Junkie and Northwest Fly Fishing will be in market experiencing the best of Casper from a community/angler perspective.

NEED-TO-KNOW PROJECTS/INITIATIVES

Visitor Center Signage: We're replacing the exterior sign at the National Historic Trails Interpretive Center. Our goal with the new material/adhesive is to minimize vandalism and the impacts of weather. The sign, installed, is around \$3,000.



Visitor Center Numbers: The Visit Casper welcome center inside the National Historic Trails Center continues to see growth, year over year visitation in July was up 9.7%, year to date visitation is up 6.4%. A review of our MOU with

the BLM will begin in September and is due by December if we'd like an extension.

Certified Tourism Ambassadors™:

Congratulations to Tiffany Gamble for becoming a CTA August 7th. To date, we have certified 417 volunteers, front-line workers and tourism professionals. Our next class is October 2nd at the Trails Center – if you know someone who would benefit have them email me.



OTHER PROJECTS/INITIATIVES

Sustainable Funding for the Wyoming Office of Tourism – WLRA/WTIC humbly asked the Chair of the Joint Revenue Committee to move the state tourism funding discussion from September to November 2018 to avoid confusion around the renewal of the local option lodging tax. (On the ballot in 14 counties this fall.) Chairman Madden agreed to postpone.

CNFR 2019: We're nearing completion of the survey phase of our Economic Impact study. We're meeting with the Events Center in late August to brainstorm how to sell more tickets and grow the event.

Visitor Profile Study: 75% of our lodging properties have participated. (A fantastic #) Initial data shows that leisure visitors were in market for the eclipse, on their way to Yellowstone, for driving/sightseeing and a

festival/event. Visiting friends and family ranks very high as someone's main purpose for their trip. More to come as the survey nears completion!

Audit: Our audit is scheduled with Grooms and Harkins August 27 – 31, 2018. Several improvements came out of pre-planning phase that we'll implement concurrently.

5150 Festival: Join us for a free festival at David Street Station Saturday, August 25, 2018.

Bring the whole family downtown from noon until 10 p.m. for activities, games, local shopping, a full day of live performances on the David Street Stage and much more. Get more info at www.5150Local.com/festival

5150 Feast: Our first community family-style dinner will be held in City Park Thursday, Sept 13th from 5:30pm – 8:30pm. Cocktail hour starts at 5:30pm, dinner starts at 6:30pm. Tickets are \$40 and proceeds will go to the Community Greenhouse Project.



Crisis Communication Plan: The City of Casper has a proposed copy of our Communication plan. I've asked for feedback but we've yet to see a final.

3x3 Basketball: A survey will be deployed in late August asking participants if they would participate in the tournament if we move the date off Memorial Day weekend. This will guide our event planning for next year.

Mark Your Calendar: We're hosting Food Network Celebrity Chef Nancy Fuller on Thursday, Sept 27, 2018 at the Nicolaysen Art Museum from 5:30pm – 7:30pm. This will be an opportunity to connect with all candidates/elected officials and share the power of tourism in Natrona County. There is no cost to attend and we are partnering with Community Greenhouse and Johnson Restaurant Group.

Influencer/Media FAMS: We're hosting an Italian FAM in Casper October 16 & 17th. In addition to discovering our local fare, they will be touring the National Historic Trails Interpretive Center and Fort Caspar.

Casper Museum Consortium: I met with Joanna Wickman and Rick Young about the future of the Museum Consortium. If the group determines they need a new direction, we'll be at the table on what a cultural consortium may look like in our area.

Visitor Guides: We recently ordered another 10,000 2018 visitor guides – we will have them in house at the end of August. This brings our total # of guides to 60,000.

Open Position: Many of you know Anna Wilcox accepted the Executive Director position with United Way of Natrona County. I don't have a plan to replace her, we will funnel any extra resources available to PR and earned media.

Upcoming Joint Power Board Presentations: We've scheduled tourism/lodging tax presentations with all of the communities in the County minus the Commissioners. If you need meeting dates or would like to attend, please let me know.

Lodging Tax Renewal: The team is working diligently in house to create tools to educate the public on the value of the 4% local option

lodging tax in Natrona County. I have 10+ presentations scheduled in September – if you

know a group we need to be in front of please let me know.

Sports and Events Summary
July 3 - August 15, 2018
Projects

- **Facebook**
 - Work daily on updating Casper Sports Alliance and Cowboy State Games
- **Cowboy State Games**
 - Hosted Casper Chase 5K
 - Hosted Softball
 - Secured Fitness and Weightlifting
 - Secured cornhole tournament
 - Scheduling shooting competition
 - Working on axe and knife throwing
 - Meeting with Steve Cathey about hosting a CSG Autocross championship
- **Confluence**
 - Attended on behalf of Natrona County and state of Wyoming the confluence in North Carolina
 - Finalized Accords which the eight-state members signed on July 24, 2018
- **Icast**
 - Attended Icast – industry fishing show
 - Made contacts with potential parties interested in the August fly fishing event
 - Proposed opportunity with Garmin industries
 - It was a great consumer show for Fish Casper as the industry representatives came by the booth to get more information on Casper/Wyoming
- **Power2Play Sports**
 - Working with P2P sports to host two basketball tournaments in Casper
 - Scheduling with Natrona County School District for use of KWHS and NCHS
- **Amateur Athletic Union**
 - Scheduling meeting to discuss bringing volleyball, wrestling and basketball tournaments to Casper.
- **Professional Disc Golf Association**
 - Will be working with local clubs to submit response to world, amateur, women's and masters' championships.
- **Volleyball**
 - Working with Dave Brunner to host volleyball championships at NC and KW for Cowboy State Games and or USA Volleyball

- **E-Games**

- Reached out to Bison Kings to explore developing an E-Game competition.

Meetings and Functions Attended

- Met with Gold Crown Foundation regarding volleyball and basketball events
- Met with Triple Crown Sports regarding volleyball tournaments
- Reached out to Ka-Larks Gymnastics to gauge interest in hosting a USA Volleyball tournament
- Reached out to Martin's TaeKwon Do to gauge interest in hosting a USA TaeKwon Do tournament
- Reached out to Legion Baseball to gauge interest in hosting any baseball tournament
- Reached out to Casper Soccer Club to gauge interest in hosting any field event at their facility
- Scheduled meeting with Wyoming Athletic Club to host USTA Tournament
- Met with Roy Buck regarding criterium
- Met with Casper Bobcats representatives

Director of Sales & Corporate Sponsorships Board Report

July 3, 2018 – August 13, 2018

New RFPs

- 2020 Southwestern Business Deans' Association Annual Conference
- 2019 National Assessment Governing Board Quarterly Meeting
- 2019 United Federation of Doll Clubs Regional Convention
- Maxim 2019 GSC
- 2019 Wyoming Association of Conservation Districts Annual Conference
- 2018 Jaeger Key Accounts Program Incentive Trip
- 2019 Expert Panel for Fragrance Safety Meeting
- 2018 Wyoming Health Information Management Association Conference
- 2018 Wyoming Solid Waste & Recycling Association Annual Conference (assisted)

New Business Booked

- 2021 Oregon-California Trails Association Annual Conference ~ 350-400 attendees
 - Ramkota Hotel and Conference Center
- 2018 Wyoming Health Information Management Association Conference ~ 120 attendees
 - Holiday Inn Casper East – Medical Center
- 2018 Wyoming Solid Waste & Recycling Association Annual Conference (assisted) ~ 150 attendees
 - Ramkota Hotel and Conference Center
 - Casper Events Center
 - Hogadon

Site Visits Coming Up

- 2020 Southwestern Business Deans' Association Annual Conference (September 6-8)
- Women of Influence Convention (September 27)
- Wyoming Society of CPAs (September 29)

Show Attended

- Destination West (Halcyon Hotel in Denver)
 - 40 meeting planners attended
 - 18 1v1 10min appts
 - 3-day conference

CNFR

After working on a project with WOT, I realized how many charter buses are coming through Casper. With how well the CNFR FAM trip went this year and knowing how many charter buses are coming through Casper, I have partnered with Kristina Olson to create CNFR group package options to offer the tour operators that are sending their busses through. Once Amanda creates the final product, and approval from our hotel partners, I will be reaching out to the operators coming through our area to hopefully help gain attendance to CNFR.

DMAP Certification

We are currently taking the steps needed to gain our DMAP accreditation. After having a call with our CRM account manager, Simpleview will be the easiest way to gain our accreditation. Once we change some formulas pertaining to economic impact, start receiving the necessary information from our hotel partners, and following the DMAP standards, producing the DMAI standard performance reports will be very easy.

MARKETING MANAGER REPORT

AUGUST 2018

PROJECTS IN PROGRESS

- In the first 6 weeks of 5150 Local, the website has seen 1,800 unique visitors, 3,700 page views and the Instagram and Facebook platforms have a combined 1,000 followers.
- We are nearing the completion of a redesign of the Cowboy State Games website. The existing site was dated, difficult to navigate and a burden to get updated. I've worked with Adbay to simplify the organization and freshen up the design of the website to support the participants and sponsors. It will be live mid-September.
- We are in initial steps of rebranding the 3x3 basketball tournament. We're seeking a brand that aligns with the community, our office and the experience that will be sustainable and consistent for the future of the tournament.

OTHER UPDATES

- Contract has been signed with Flood Marketing for the 2019 Casper Guide. We're kicking off production within the next month.
- Year-over-year traffic to VisitCasper.com/meetings is up 228% from July 1-August 15.
- We've received the images back from the photographer that was in-market in June & July. Combined with the photos we had prior to these shoots, we now have a very robust library of photos of our tourism assets. Visit Casper owns these images exclusively into perpetuity.



VISIT *Casper*

MEMO TO: J. Carter Napier City Manager *JCN*
FROM: Dan Elston, CBO *DE*
SUBJECT: Roof Inspection Code Requirements:

All references are to the 2015 International Residential Code that are currently enforced by the City of Casper.

- **Section R-105 Permits:**
Section R-105.2 Work exempt from permits:
This section does not exclude Roofs; henceforth, a permit is required. The code states that even though a permit is not required per the exemptions, it does not grant authority for any work to be done in any manner in violation of this code.
- **Section R109 Inspections:**
This section identifies all required inspections for a one and two family dwelling unit. Those inspections are listed as: foundation, plumbing, and mechanical, gas, electrical systems, floodplain, framing, masonry, fire resistant-rated construction and final inspection. Roofing is not a required inspection per the code, although **R109.1.5** states that the Building Official shall have authority to make or require any other inspections to ascertain compliance with this code. The Building Division uses this paragraph to require roofing inspections.
- **Chapters 8 Roof-Ceiling Construction and 9 Roof Assemblies:**
This section of the code covers all roofing materials and assembly requirements based upon the particular roof application that the contractor is installing. I have attached three letters that have been distributed to the licensed roofing contractors by Building Inspector Justin Scott concerning roof assembly requirements per the code, which includes sheathing, ventilation, flashings, ice and water shield, edgings, outlets, and damaged or deteriorated materials.
- **Building Department Inspection Process:**
All roofs that are called in for inspection are inspected by the City of Casper Building Division. All inspections are typically called in after the roof is complete, and the roofing contractor is not on site. The inspector will go the address and inspect from the ground. No ladder is required to visually inspect if the drip edge, ventilation and flashings meet the code requirements, and new shingles are installed.

If the Building Division were to require a sheathing, an underlayment inspection, drip edge, ventilation and flashing inspection independently from the final inspection, this would require the roofing contractor to strip the roof, leaving it exposed to the weather, call for an inspection; install the underlayment, flashings, drip edge and ventilation, call for another inspection; complete the roof and call for a final inspection.

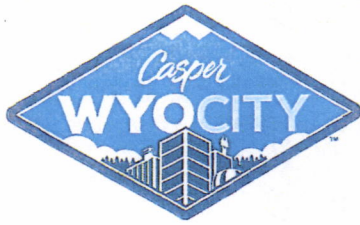
For the month of May, there was 59 re-roof permits issued, plus 27 new single family residences for this year, which also require roofs. The responsibility for damage to homes that are waiting for a sheathing inspection prior to installing the underlayment could be large given the fact that it is not abnormal for 10 to 20 roofs being installed concurrently in the City of Casper. Also note that the roofing contractor performs all phases of re-roofing to limit the contractor's liability at the same time; tearing off, installing sheathing (if required), underlayment, flashings, drip edge, venting and new shingles. The staff that would be required to inspect all roofs during the re-roof process is not feasible. Please note all roof inspections that are called in are inspected. If a roofing contractor calls for an inspection during his re-roofing process, the Building Division always responds.

Solution: I do not believe there is a perfect solution for this, however, a step in the right direction would be to require the roofing contractors to notify the Building Division of the date and the address of each re-roof project, and the Building Division will inspect during the process as time allows. Remember it is not a code required inspection.

Note: The Building Division does have a ladder that can be used for these inspections if the ground level inspections raise concerns.

Please see attached letter concerning Mr. Derrera and Building Inspector Justin Scott.

Attachments



Building Inspector II
Community Development Department
200 N David St
Phone (307) 235-8241
jscott@cityofcasperwy.gov
WWW.CASPERWY.GOV

August 17, 2017

RE: Roofing and Re-roofing Requirements

To Whom It May Concern,

The City of Casper Building Department requires and enforces valley metal, rake/eave drip edge, flashing (including chimney, sidewall, stack, etc.), and attic ventilation per chapter 9 of the 2015 IRC on all new and re-roof applications. Ice and water shield is not required within the City of Casper's jurisdiction.

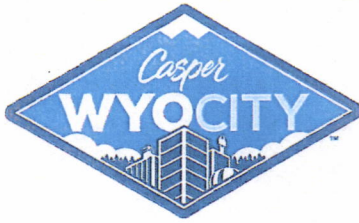
When re-roofing, any existing flashings, edgings, outlets, vents or similar devices that are a part of the assembly shall be replaced where rusted, damaged or deteriorated per section R908.5 of the 2015 IRC.

Should you need further assistance in this matter, I can be contacted at 307-235-8264.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Scott", is written over a horizontal line.

Justin Scott
Building Inspector II
City of Casper, WY



Building Inspector II
Community Development Department
200 N David St
Phone (307) 235-8264
jscott@casperwy.gov
WWW.CASPERWY.GOV

July 21, 2016

To Whom It May Concern:

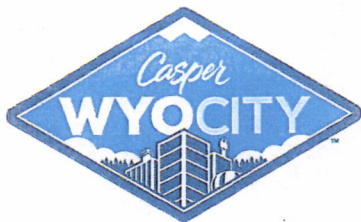
RE: Roofing of new or re-roofing of existing structures

The City of Casper has adopted the 2015 IRC and enforces Chapter 9 pertaining to roofing of new and existing structures. All asphalt roof decks shall be solidly sheathed per section 905.2.1 of the 2015 IRC. Plank and spaced decks aren't allowed as they are not interpreted to be solidly sheathed. Should you need further assistance in this matter, I can be contacted at 307-235-8264.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Scott", is written over a faint, larger signature that is partially obscured.

Justin Scott
City of Casper
Building Inspector II



Building Inspector II
Community Development Department
200 N David St
Phone (307) 235-8264
jscott@casperwy.gov
WWW.CASPERWY.GOV

October 17, 2016

To Whom It May Concern:

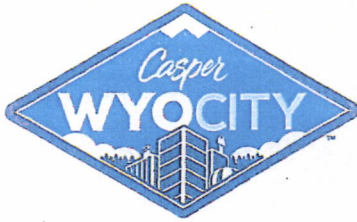
RE: Roof Ventilation

The City of Casper has adopted the 2015 IRC and enforces Chapters 8 and 9 pertaining to roofing of new and existing structures. The City enforces roof ventilation requirements per section R806. Roofs are required to meet the minimum ventilation net area requirement of 1:150 unless the ventilators are located within 1 foot of the ridge in which case the minimum ventilation net area shall be permitted to be 1:300. Roofs being ventilated with power ventilators will be interpreted to meet the minimum vent area of 1:300 allowed through exception R806.2. Should you need further assistance in this matter, I can be contacted at 307-235-8264.

Sincerely,

A handwritten signature in blue ink, appearing to read "Justin Scott", is written over a horizontal line.

Justin Scott
City of Casper
Building Inspector II



Building Inspector II
Community Development Department
200 N David St
Phone (307) 235-8241
jscott@cityofcasperwy.gov
WWW.CASPERWY.GOV

June 21, 2018

To: Dan Elston – Chief Building Official

Re: Rad Roofing Complaints

The following contains an overview of the phone conversation that I had with Mr. Derrera of Rad Roofing.

Mr. Derrera called me the week of June 11th and was complaining about our enforcement of the roof decking requirement per section R905.2.1 of the 2015 International Residential Code. He had apparently noticed competing contractors not re-decking homes that required it per the adopted code. He stated that he used to do 250 roofs a year and is only getting 150 at most now because other contractors are underbidding him by not complying with the re-decking requirements. I asked who the specific contractors were and he didn't want to give me that info.

He then requested that we monitor the roof permits pulled so that we could catch the contractors that aren't meeting the code requirements. I explained to him that we don't have the staff to drive around monitoring all of the locations that have roof permits pulled so that we can be at a right location at the time the deck is exposed, which is why we require contractors to call in for an inspection. I also explained that a deck or mid-roof inspections aren't required by the City either but if one is called in we will look at it. I stated that the reason that we require contractors to be licensed and insured is so that they will theoretically put a roof on according to code and know what the City requires.

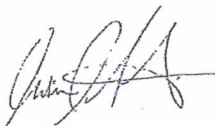
He was not happy with my explanation of how we enforce and inspect things and insisted that we have sufficient staff between the building inspectors and code enforcement officers to monitor the roof permits in Casper. I then explained that we have limited staff and inspect more than just roofs and reiterated that we will look at anything that gets called in. I further explained that a majority of roofing contractors don't call in for inspections at all and the ones that do only call in a final. Furthermore, we usually only do a walk around inspection of a roof because we do not carry ladders due to the fact that it is the responsibility of the individual requesting the inspection to provide access to the roof per section R109.3 of the 2015 IRC and the said access is generally not provided. I also explained that we can see what we need to on a final inspection

from the ground which is drip edge, flashing, roof ventilation, and new shingles. He then said that we need to get on the roof to check the nailing. I informed him that we do not pry up shingles because we cannot guarantee that they will re-seal which, therefore, opens the City up to liability if shingles were to start blowing off.

None of my answers to his concerns were pleasing him so he began to imply that he would just stop pulling permits and doing things right since "we obviously weren't going to properly inspect and enforce the codes." I again explained that at some point the contractor has to be held accountable for their work which is why we require them to be licensed and insured and that we will do any inspection called in regardless of type. I mentioned again that we have more inspections to do than just roof inspections so we don't have the man power to drive around looking for roofing contractors that are at the exposed decking point of the job.

He continued pushing our lack of concern for "equality" and said that he was just going to go to council and the City Manager with his concerns. I told him that he has the right to do that and that he could also address the Contractors Licensing Board with his concerns as well.

On a side note, our records indicate that Rad Roofing (Mr. Derrera) has pulled 5 roof permits and has called in for 1 final roof inspection to date for the 2018 calendar year.

A handwritten signature in dark ink, appearing to read "Justin Scott", with a stylized flourish at the end.

Justin Scott
Building Inspector II
City of Casper, WY



August 16, 2018

Mayor Ray Pacheco
200 North David
Casper, WY 82601

Subject: 2013 - 2015 Tax Payments

Dear Mayor Pacheco -

We are sending this letter to you and your fellow Council members in response to questions recently raised related to tax payments made by Solvay during the period 2013 - 2015.

Solvay has owned and operated the plant in Green River since 1992. We work with outside tax advisors to manage many of our state tax returns, and we file Wyoming sales and use tax returns using such outside advisors.

In October 2013, due to a clerical error, our tax advisors mistakenly filed our 6% tax liability, which is the rate we were obligated to pay as our Solvay plant resides in Sweetwater County, utilizing the incorrect jurisdictional code for Natrona County. This error was made by inadvertently coding the tax liability on the tax return with the Natrona County code, instead of using the Sweetwater County code. The filing did not utilize the lower 5% rate of Natrona County.

This error went unnoticed and our 6% use tax was paid to the Wyoming Department of Revenue until December 2015, when the clerical error was identified and corrected and the tax liability was thereafter reported using the correct county code. Wyoming Department of Revenue officials have audited the periods in question, confirmed the clerical mistake was unintentional, and confirmed that Solvay paid the correct tax liability due.

Solvay fully understands our tax obligations in the many states in which we operate, and we regret that this error, which in no way benefitted Solvay, has had a state funding impact on the town. We are working with our tax advisors to prevent this type of clerical error from happening in the future.

Should you have additional questions please don't hesitate to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Todd Brichacek', is written over a faint, larger blue ink signature.

Todd Brichacek
Solvay Site Manager
Green River, Wyoming

As a result of recent news articles about sinking houses on the west side of Casper, and the implication that it was caused by inadequate engineering/soil compaction, the City Council is considering an ordinance to require engineered compaction testing during the construction and backfill of all new one and two-family dwellings.

The City Council is holding a work session on September 25, 2018 to discuss whether or not to move forward on this issue. We are asking for feedback from the development community prior to the work session so that your comments and concerns will be considered as a part of the Council's decision-making process. If you'd like to provide your input/comments, please fill out the form below, and submit it to Dan Elston, Building Official, as soon as possible. You are encouraged to Email your comments to delston@casperwy.gov, or you may drop them off in person at the Building Department office.

1. Name and Company: _____
2. Are you in favor of requiring soil compaction testing during construction of one and two family residential dwellings? Yes _____ No _____ Maybe _____
3. How would requiring compaction testing impact your business (be specific)?

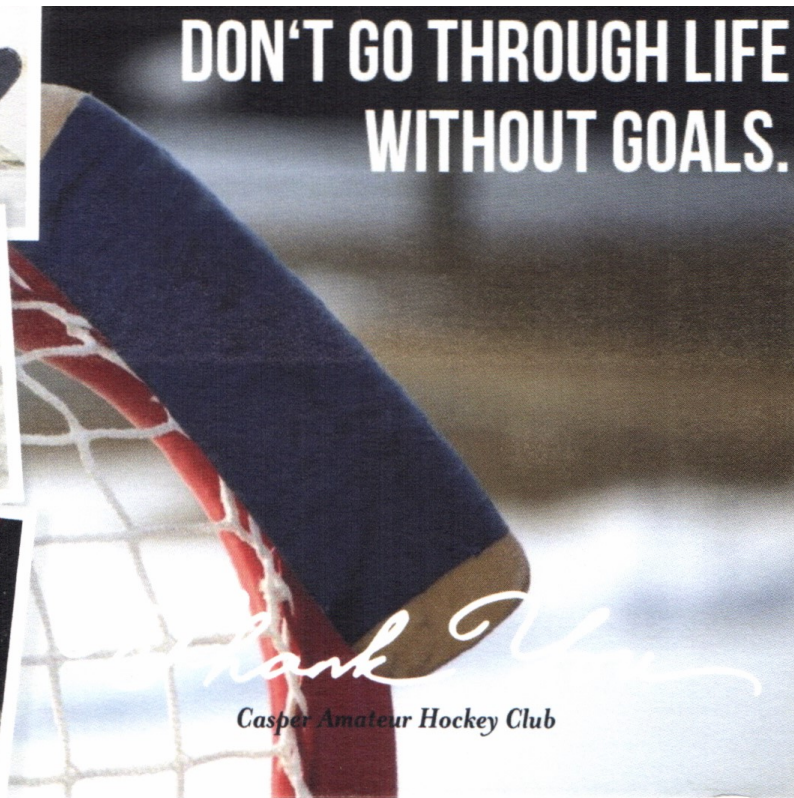
4. Would compaction testing affect the final cost of a home? If so, by how much (estimated)?

5. How many residential one/two-family dwellings do you build per year on average? _____
6. Number of complaints that you have received due to compaction/settling of one/two-family dwellings per year? _____ How many have resulted in litigation? _____
7. Some members of the City Council are also concerned about cracking sidewalks, driveways, steps, etc; however, building permits are not currently required for those types of construction/installations. Do you feel that concrete work should require a permit, and compaction testing should also be required?

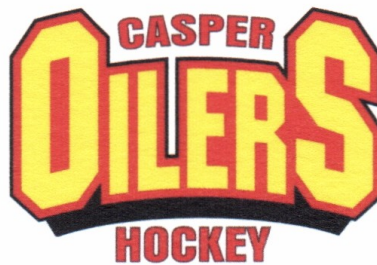
8. Please provide any additional comments:



**DON'T GO THROUGH LIFE
WITHOUT GOALS.**



Thank You
Casper Amateur Hockey Club



*Our mission is to aspire to be an exceptional educational-athletic organization
that provides a life-enriching experience for every athlete.*

Thanks for being a part of the experience and helping us make that possible!

Casper Amateur Hockey Club

*Thank you for the support
for the 2018 Hockey Extravaganza.
We couldn't have done it
without amazing businesses
like yours!*

From: Rick Kaysen [mailto:rkaysen@wyomuni.org]

Sent: Wednesday, August 22, 2018 7:30 AM

Subject: Municipal Training Videos

The Wyoming Association of Municipalities (WAM) in cooperation with the Leadership Training Services (LTS), is pleased to announce and introduce Wyoming's municipalities to a series of new online training videos. Over the years WAM has held training sessions at its Winter Conferences, Summer Conventions and Regional Meetings; however, it has been difficult for municipality representatives to attend these sessions based on schedules, geographic locations and ensuring city and town representatives remain at city/town halls to meet the service needs of residents and others. After listening and talking with numerous municipal representatives and discussing what topics would be most pertinent, WAM looked for alternatives to the standard classroom setting.

Seven on-line training videos are now available on WAMs website www.wyomuni.org on the home page of the website, simply click on the link to view the videos. These videos will also be featured in Word from WAM. These topics are included in WAMs Leadership Core Courses.

Videos by title are:

- **Basic Responsibilities of the Governing Body – [click here](#)
- **Ethics and Conflicts of Interest – [click here](#)
- **Fundamentals of Municipal Budgeting – [click here](#)
- **Guidelines for the Conduct of Elected Officials – [click here](#)
- **Legal Framework for Municipal Government – [click here](#)
- **Wyoming Open Meetings Law – [click here](#)
- **Wyoming Public Record Act – [click here](#)

In preparation for the video recordings, WAM staff discussed who should present the key messages in the videos. The answer was rather easy—go to the experts---municipal representatives!!! WAM and LTS are most grateful to the municipal representatives who “starred” in producing these videos, and each are identified at the beginning and end of each video.

Paul Brooks, President of the WAM Board of Directors and Mayor of Sundance, said “I am very excited that WAM now has an alternative for meeting its objective of providing educational opportunities for WAM members. I know and value the importance of providing training and this new method of meeting training needs is an excellent venue. These videos can be viewed individually or collectively as well as at any time of the day or night...very user friendly. I am most appreciative of the partnership with Leadership Training Services.”

Scott Madsen, President of the LTS Board of Directors and Council in Buffalo said “It is wonderful to embrace new technology and providing a different delivery method for training city and town staffs, elected officials, and others in how municipal government operates”.

WAM is wondering what you think. Please [click here](#) to answer our WAM Training Video Questionnaire.

We trust you will find the training videos educational, informative and of value.

Rick Kaysen, Executive Director
Wyoming Association of Municipalities
315 West 27th Street
Cheyenne, WY 82001
307-632-0398
rkaysen@wyomuni.org
www.wyomuni.org

"Communities that don't matter, don't exist."



Wyoming
Association of
Municipalities
Building Strong Communities

Word from WAM!

A Weekly Message

WYDOT State Transportation Improvement Program

The Wyoming Department of Transportation is seeking public comment and review of its 2019 road improvement planning document.

WYDOT's draft State Transportation Improvement Plan (STIP) for 2019 is available at <http://www.dot.state.wy.us/STIP> on the department's website.

The STIP contains a listing of highway and bridge projects, airport improvement work and Public Safety Communications Commission projects that WYDOT tentatively expects to contract for during the upcoming fiscal year beginning Oct. 1. The final STIP will also incorporate WYDOT's capital improvement projects. The final approved STIP is published annually and updates are issued quarterly.

The public can submit their comments by email (<http://www.dot.state.wy.us/ContactWYDOT/?id=128>) or by mail to 5300 Bishop Blvd., Cheyenne, WY 82009. The deadline for receiving draft STIP comments is Sept. 7, 2018.

Besides 2019 projects, the draft STIP includes a listing of transportation projects slated through 2024. It also includes a summary of pass-through federal funding for public transportation throughout the state.

Highway projects are listed by county and note the general character of work for the various transportation system projects. These projects include highway, transit, airports and others.

WYDOT emphasizes that the STIP project listing is tentative and is revised in accordance with changes in funding levels, highway conditions and other issues that arise during the advance project design phase.

For further information or if you have questions, please contact Sara Ellis at 307-777-4438 or email her at sara.ellis@wyo.gov.

A BIG Welcome to WAM's New Member Service Manager!

I'd like to introduce you to Justin Schilling.



**Justin is WAM's new Member Services Manager.
He will start his new position on September 4th.
You will have the opportunity to meet him during the
Fall Region Meetings.**

New training videos Brought to Your Municipality.

WAM in cooperation with Leadership Training Services (LTS) is pleased to bring you Seven NEW Training Videos. They are available on the WAM Website home page at www.wyomuni.org.

The topics are:

- **Fundamentals of Municipal Budgeting [Click here](#)**

- Guidelines for the Conduct of Elected Officials [Click Here](#)
- Basic Responsibilities of the Governing Body [Click Here](#)
- Ethics and Conflict of Interest [Click Here](#)
- Wyoming Open Meetings Law [Click Here](#)
- Legal Framework for Municipal Government [Click Here](#)
- Wyoming Public Records Act [Click Here](#)

FALL REGION MEETINGS



The crisp mornings and cool evenings remind us that the beautiful season of Fall in Wyoming is just around the corner.

Fall Region Meetings are scheduled for the following days and locations.

Region 1, Wednesday, September 5, Laramie

Region 2, To be Rescheduled in October

Region 3, Thursday, September 6, Powell

Region 4, Wednesday September 12, Lander

Region 5, Thursday, September 13, Jackson
Region 6, Monday, September 24, Rawlins

Watch for future communications for more details, and thanks to our host communities.

Save the Date
WAM's Fall Workshop in Lander, WY



WAM's Fall Workshop for Administrators/Manager and Finance Directors will be held October 31 - November 2, in Lander, WY.

WAM has a group rate for lodging accommodations at The Inn at Lander. Rooms rates are ranging from \$93-\$103/night. Please call 307-332-2847 before October 19th to insure the group rate. Ask for the WAM Block.

See you in Lander!

2018 City Summit
National League of Cities



The City Summit is for local leaders to convene and collaborate on solutions to the common challenges facing America's cities. Each year, the conference is hosted in a different U.S. city - offering fresh and new best practices for government officials to improve the conditions back home.

Learn more at citysummit.nlc.org.

The beautiful Los Angeles, California will be the 2018 host.

2019 WAM Winter Conference

Coming Soon to Cheyenne

**Come join us for the WAM Winter Conference to be held
February 20-22, 2019 at Little America in Cheyenne.**

More details to come!

Legislative Interim Committee Meetings

Minerals, Business & Economic Development

8/27/2018 - 8/28/2018 - 8:00 AM

University of Wyoming, Coe Library, 1000 E. University Ave., Laramie, WY

Travel, Recreation, Wildlife & Cultural Resources

8/30/2018 - 8/31/2018

8:00 AM

Uinta County Library, Bridger-Carter Room
Evanston, Wyoming

Appropriations

9/18/2018 - 9/19/2018, 8:30 AM

Bomber Mountain Civic Center
63 N. Burritt Ave.

Buffalo, Wyoming

Livestream available on the Legislature's website at www.wyoleg.gov

Corporations, Elections & Political Subdivisions

9/18/2018 - 9/19/2018 - 8:00 AM

Days Inn, 115 E. Park Street, Thermopolis, WY

Livestream available on the Legislature's website at www.wyoleg.gov

Revenue

9/20/2018 - 9/21/2018, 8:30 AM

Buffalo, Wyoming

Judiciary Committee

9/20/2018 - 9/21/2018 - 8:00 AM

University of Wyoming, Coe Library, 1000 E. University Ave., Laramie, WY

Livestream available on the Legislature's website at www.wyoleg.gov

Blockchain Task Force

9/24/2018 - 9/25/2018, 8:30 AM

Teton County Library, Ordway Auditorium
Jackson Hole, Wyoming

Agriculture, State and Public Lands & Water Resources

9/27/2018 - 9/28/2018 - 8:00 AM

Northwest College, Yellowstone Conference Center, 331 W. 7th Street, Powell, WY

Livestream available on the Legislature's website at www.wyoleg.gov

Education Committee

9/27/2018 - 9/28/2018 - 8:30 AM

UW at Casper College, UU 322, 125 College Drive, Casper, WY

Livestream available on the Legislature's website at www.wyoleg.gov