

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly. form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

Today's Date: 07/30/18

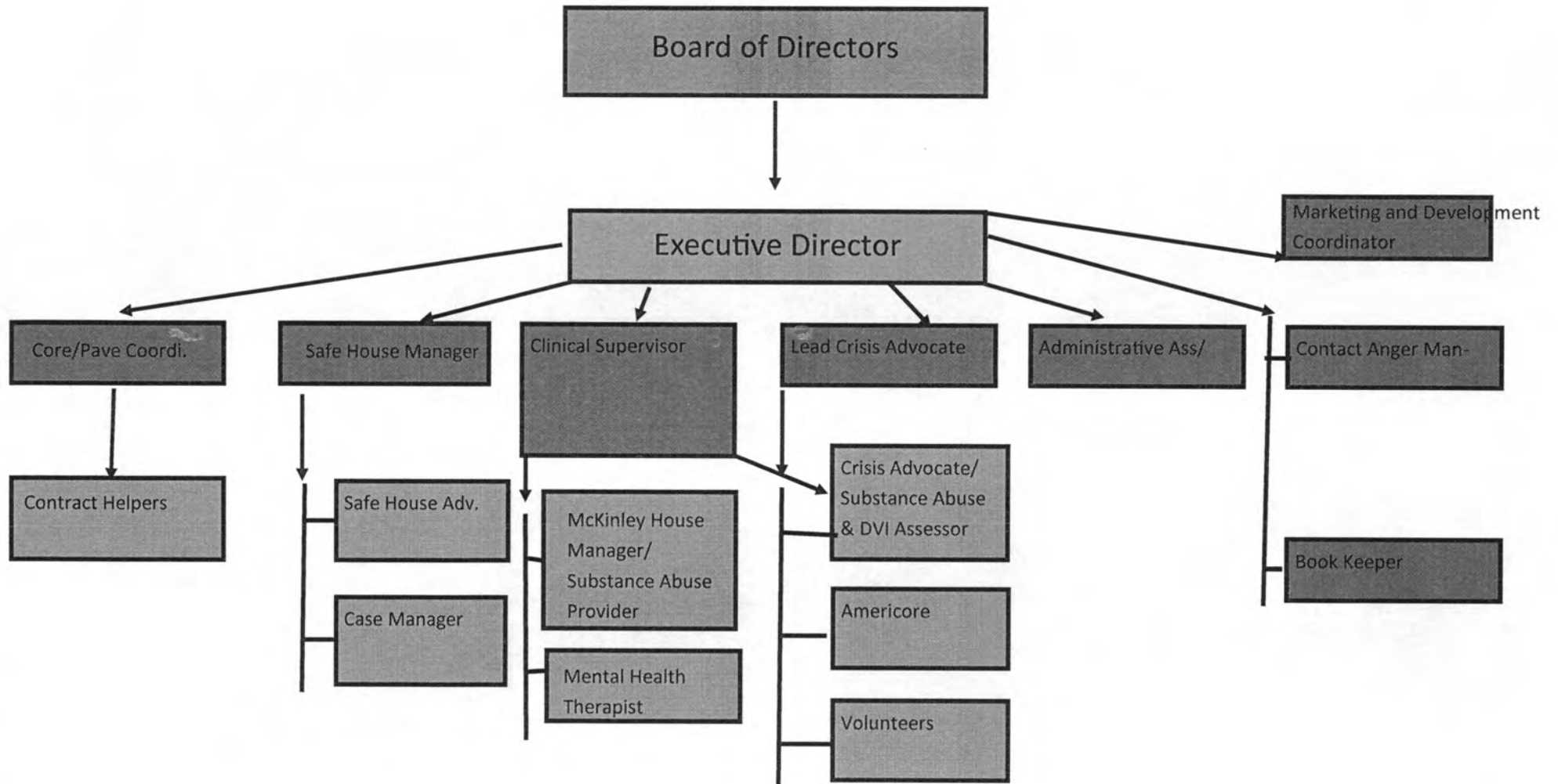
| Organization Requesting Funding | | | |
|--|---|------------------------|--------------|
| Name: | Self Help Center, Inc | | |
| Address: | 740 Luker Lane, P.O. Box 126 Evansville, WY 82636 | | |
| Phone #: | 37-235-2814 | Fax: | 307-472-4307 |
| | | Date Organized: | 07/01/78 |

| Organization Contact Person(s) | | | |
|---------------------------------------|---|-----------------|--------------|
| Name and Title: | Jennifer Dyer, Executive Director | Phone #: | 307-235-2814 |
| Email: | jdyer@shccasper.com | | |
| Name and Title: | Walt Doney, Marketing and Development Coordinator | Phone #: | 307-235-2814 |
| Email: | wdoney@shccasper.com | | |

| Organization Board Members (if applicable) | | | | | |
|---|-------------------|---------------------|---------------------|--------------|-------------|
| Name: | Jackie Brown | Office Held: | Board President | Term: | Summer 2020 |
| Name: | Lisa Crum | Office Held: | Vice President | Term: | Fall 2019 |
| Name: | Lynn Griffin | Office Held: | Secretary/Treasurer | Term: | Summer 2019 |
| Name: | Rhonda Jones | Office Held: | | Term: | Winter 2019 |
| Name: | Mike Bond | Office Held: | | Term: | Summer 2019 |
| Name: | Lynnette Anderson | Office Held: | | Term: | Summer 2019 |
| Name: | Tracie Caulkin | Office Held: | | Term: | Summer 2021 |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|---|-------------------------|---|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | CAP Reallocation | Applying for \$35,000 CAP Reallocation |
| FY18 | CAP | CAP- Received \$23,000 |
| FY 17 | CAP | CAP- Received \$28,000 |

Please Attach an Agency Organizational Chart



1. What is your organizations mission?

The Self Help Center is a non-profit advocacy and support services agency for victims of domestic violence, sexual assault, stalking and elder abuse. The mission of the Self Help Center is to: Prevent-Shelter-Heal. As an agency, staff works toward this mission by providing crisis intervention, crisis counseling and crisis advocacy services to victims that have experienced high levels of trauma. The Self Help Center was founded in 1978 and started as a grass roots group. Since then we have transformed into an evidence based advocacy center to provide the following programs:

- Domestic Violence, Sexual Assault, Stalking and Elder Abuse Advocacy
- Prevention Education
- Emergency Shelter for Victims in Immediate Danger (max 30 day stay)
- 24 Hour Crisis Intervention through our hotline
- Support Groups for Domestic Violence, Sexual Assault, and Trauma
- Mental Health Counseling
- Substance Abuse Treatment
- McKinley House Transitional Housing (males at risk for homelessness)

2. What geographical area & populations are being served by your organization?

We serve all residing in Natrona County. In addition, we do receive and serve clients from other states and communities who are fleeing domestic violence, sexual assault or stalking. Our target population is anyone who is experiencing violence as well as providing education programs to our community's youth. Through our advocacy and support services we receive 2500 calls each year through our crisis hotline. In addition, we provide services to over 600 walk-in clients. The demographics of this population are varied but generally, the majority of clients' are between the ages of 24-39 and are in the lower economic status for income. We measure this through our case management system where we track the number of clients that receive case management for housing assistance. Our youth programs serve the population from pre-school children up to 18 years of age (approximately 20% have learning disabilities and have IEPs), pregnant teens and parents who have been abused, and/or have histories of being abusive; and those who are at high-risk for being abused or continuing the cycle of generational domestic violence and child abuse.

3. What programs/services are currently offered by your organization?

- Domestic Violence, Sexual Assault, Stalking and Elder Abuse Advocacy- protection orders, safety planning, court accompaniment, relocation planning, civil standbys accompaniment, application assistance for legal assistance, application assistance for worker's compensation, housing assistance, and other support services and referrals
- Prevention Education- CORE youth program, PAVE youth program, Healthy Relationships Class, Domestic Violence, Sexual Assault, and Stalking Education
- Emergency Shelter for Victims in Immediate Danger (max 30 day stay)
- 24 Hour Crisis Intervention through our hotline
- Support Groups for Domestic Violence, Sexual Assault, and Trauma
- Mental Health Counseling
- Substance Abuse Treatment- ASI, .5 Level DUI, Relapse Preventon, Intensive Outpatient
- McKinley House Transitional Housing (males at risk for homelessness)

4. Describe how your 1% #15 funding was used.

We received 1% #15 CAP funds now reallocated through the City of Casper in 2017-2018. The funding from CAP was in the amount of \$23,000. We used these funds to support our advocacy and support services.

5. Describe how your 1% #16 funding will be used.

In 2018-2019 funding from the City of Casper-one cent funds will be used to provide assistance in paying off our current mortgage with Platte Valley Bank for our office located in Evansville as well as the land located adjacent. We intend to build our new 24-bed safe house on the vacant land located next this office. Our previous safe house, a 100 year old structure, was in dire need of repair and becoming increasingly dilapidated. We had the building inspected by structural engineers and reviewed options and reports with subcontractors. These reports resulted in a board vote to sell the shelter. Proceeds from the sale of the house will be used to support the creation of a new safe house better suited to meet the needs of clients and the fiscal responsibilities of the Self Help Center. The new location is better equipped to meet ongoing efforts and services offered by the organization. The center is now capable of housing individual and group meetings/trainings simultaneously. Also, the SHC has allotted space for the Wyoming Coalition Against Domestic Violence and Sexual Assault to house its Casper attorney and future FTE support, creating a symbiotic and accessible support mechanism within the center. In addition, we are requesting funds for building and street signage. The center is located behind other businesses and is in need of name recognition on the front and back of the building. We are requesting \$150,000 to go towards the current mortgage of the center located at 740 Luker Lane which includes the adjacent land where the future shelter will be built. We are also requesting \$12,000 for signage on Curtis Drive (Wyoming Blvd turns into this street after the interstate intersection) and signage on the sides of building that face Yellowstone Highway. These two projects are one-time funding requests. We are also requesting funding to support our youth education programs. In addition, we will utilize the funds to support our victim services including crisis case management and safe house services. We are requesting funding to support our Youth Coordinator's salary and benefits in the amount of \$15,000/year. Our Youth Coordinator provides the PAVE (People Against Violence Everywhere) program throughout our preschools and NCSD #1 schools. In addition, they provide one on one mentoring to youth that are flagged by their teacher, counselor, or parent for being at risk for experiencing violence in the home. This staff also provides support groups at Kelly Walsh and Natrona County High Schools. During the summer this staff provides the CORE (Conservation, Outdoor, Recreation, Education) program to youth ages 8-18. Youth participate in week long service learning projects throughout the state (such as Yellowstone Park) and help build fences, fire pits, and paint ranger stations. The youth learn about taking care of their environments both inside and outside of the home. We are also requesting funding to help support our crisis advocate/case manager position in the amount of \$12,000/year. This staff provides crisis intervention, support services, and case management to victims of violent crimes. Finally, we are requesting funding for our Safe House Manager in the amount of \$8,000/year. Our Safe House Manager runs the 30-day emergency shelter. This staff also provides case management services to clients in the safe house emergency shelter.

6. If your total grant request is more than the previously requested, please explain why.

In the past we have only requested 1% funds to support our victims advocacy, prevention and support services. With the purchase of our new building, we now would like to request one-time funding to help support our agency's mission to provide more efficient services to our community. By acquiring our new facility we now will be able to bring all our services under one roof (with exception of the 30-day shelter). In addition, we will be able to encourage more community collaboration by having the space to coordinate meetings with our community partners.

7. How will it affect your program if you do not receive this funding?

If we are unable to receive the City One-Cent Funds, our organization is put at risk of not being able to deliver our critical services to our community. We are in the process of completing a feasibility study aimed at better understanding the community's support toward a capital project aimed at raising funds for our center and safe house. If the project is deemed viable through this study we will embark on a three year campaign to raise roughly 2.3 million (final amount will be determined through the study) to pay off the current debt for the office and attached land where our new shelter will be built. If we are unable to complete this project we would be in jeopardy of not having the ability to offer an on-site safe house refuge to victims of domestic violence. We would also be forced to use our reserve funds to off-set our current mortgage for our existing office/land, currently held by Platte Valley Bank, which would be depleted within seven years. Consequently, if the Self Help Center does not receive the funding, we are at risk of having our federal VOCA grant reduced as we use City 1% funds as our cash match. In addition, without the financial support from our city, we will not have the financial capacity to serve our community and its member's needs. This may lead to gaps and unmet services for victims of violent crimes.

8. How does your organization evaluate itself and programs for effectiveness?

While prevention and education is difficult to measure, we will collect outputs on number of youth provided presentations, number of youth attending support groups, number of youth receiving mentoring, and number of youth participating in the CORE program. Outcomes for this program include:

1.) Improved emotional health and self-awareness. Youth will demonstrate heightened awareness of red flags and safety planning. This will be measured through a post survey given to participants in the life skills class. We will serve, on average, 2000 youth through these in-school presentations.

2.) High-risk youth will have improved self-esteem, sense of self-worth, & self-reliance: learn positive coping skills, and experience reduced inter-personal isolation & depression. This will yield less self-destructive behaviors such as depression, substance abuse, cutting, and other self-inflicted injuries—including suicide. This will be measured through a participant survey for our mentoring and support group participants as well as school data and feedback on behaviors documented. We will provide this service to around 102 participants.

3.) Youth will have improved understanding and appreciation of nature, conservation, self-reliance, resourcefulness and self-esteem. This will be measured by a participant survey. We have 90 participants for our CORE program.

All regularly participating youth will learn coping skills, self-reliance, how to work with others and independently, and embrace tolerance and respect for themselves and others. We expect 70-80% of youth to learn & model healthy relationships—hopefully through adulthood. We also use the DVHMIS System to track services and case management for all our victims of crime. We provide different client satisfaction surveys for different services we offer. We also have a general victim services survey, counseling service survey, and safe house services survey. From these assessments we are able to measure client satisfaction on the service they had, if they feel they had their needs were met, as well as track their individual goal outcomes.

We use the DVHMIS System to track services and case management for all our victims of crime. This system tracks all the outputs for number of clients served, demographics, services, and hour units of services provided. We also provide different client satisfaction surveys for our respective services. There is also a general victim services survey, counseling service survey, and safe house services survey. We are able to measure the quality of our service(s) based upon our assessments which define levels of satisfaction toward meeting specific needs as well as tracking their individual goal outcomes. In addition, the Self Help Center has a working Strategic Plan that includes program goals, governance, internal operations, marketing/branding, and sustainability/capital/revenue goals. The board assesses goal completion, challenges and barriers annually, revising its plan accordingly to include 3-5 year goals. The original plan was developed in conjunction with the Tate Foundation. We will also collaborate with Jessica Baxter, with the Boys and Girls Club to revise the current plan for the upcoming year. Through the feasibility plan we will be able to evaluate the perception of Self Help Center and the work that we do through individual interviews conducted by a non-biased firm, Rich Gross Solutions. This firm has a good history of working with schools and non-profits in our region.

REQUESTED BUDGET DETAIL

| <p>able below specifically how your request will be used.</p> <p><i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i></p> <p><i>The table will automatically calculate the "% of Total Requested" column</i></p> | | |
|---|---------------------|----------------------|
| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
| <i>EXAMPLE: Director's Salary</i> | \$5,000.00 | 6% |
| Safe House Building-one time request | \$150,000.00 | 50% |
| Self Help Center Signage- one time request | \$12,000.00 | 4% |
| Youth Coordinator Salary and Benefits for four years | \$60,000.00 | 20% |
| Crisis Advocate/Case Manger Salary and benefits for four years | \$48,000.00 | 16% |
| Safe House Manager Salary and benefits for four years | \$32,000.00 | 11% |
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| TOTAL REQUESTED | \$302,000.00 | 100% |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-18 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| Personnel | | | |
|----------------------------------|---------------------|---------------------|---------------------|
| Full-Time | | | |
| Regular Wages | \$357,007.31 | \$391,044.00 | \$391,044.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Part-Time | | | |
| Regular Wages | \$34,720.00 | \$17,000.00 | \$17,000.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Employer Contributions | | | |
| Taxes | \$43,013.62 | \$48,580.00 | \$48,580.00 |
| Benefits | \$100,919.58 | \$112,437.00 | \$112,437.00 |
| Other (please list below) | | | |
| Contract Labor | \$39,863.88 | \$37,799.00 | \$37,799.00 |
| Subtotal Personnel | \$575,524.39 | \$606,860.00 | \$606,860.00 |

| General Administration | | | |
|--|--------------------|--------------------|--------------------|
| Postage & Freight | \$436.00 | \$1,300.00 | \$1,300.00 |
| Telephone | \$2,767.00 | \$8,500.00 | \$8,500.00 |
| Printing / Duplication | \$7,628.00 | \$3,000.00 | \$3,000.00 |
| Publicity, Dues / Subscriptions | \$3,386.00 | \$2,000.00 | \$2,000.00 |
| Utility Services | \$17,609.43 | \$20,300.00 | \$20,300.00 |
| Professional Services | \$13,000.00 | \$15,000.00 | \$15,000.00 |
| Maintenance Agreements | \$4,536.00 | \$4,000.00 | \$4,000.00 |
| Travel/training | \$12,820.41 | \$6,000.00 | \$6,000.00 |
| Employees | | | |
| Other (please list below) | | | |
| Database Software | \$5,560.00 | \$5,000.00 | \$5,000.00 |
| Tuition Reimbursement | \$4,000.00 | \$4,000.00 | \$4,000.00 |
| Emergency Financial Assistance | \$16,466.00 | \$17,000.00 | \$17,000.00 |
| shelter supplies (food) | \$3,000.00 | \$4,000.00 | \$4,000.00 |
| Equipment Lease | \$4,945.00 | \$4,000.00 | \$4,000.00 |
| moving expenses | \$1,000.00 | \$1,500.00 | |
| Subtotal General Administration | \$97,153.84 | \$95,600.00 | \$94,100.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|--------------------|--------------------|--------------------|
| office supplies | \$23,386.00 | \$21,000.00 | \$21,000.00 |
| Operating | | | |
| Repairs / Maintenance | | | |
| Materials | | | |
| Other (please list below) | | | |
| shelter supplies (food) | \$5,568.00 | \$4,000.00 | \$4,000.00 |
| | | | |
| Subtotal Supplies | \$28,954.00 | \$25,000.00 | \$25,000.00 |

| Fixed Charges | | | |
|-------------------------------|--------------------|--------------------|--------------------|
| Insurance | \$20,762.00 | \$16,000.00 | \$16,000.00 |
| Rent/Lease/Loan | \$42,188.00 | \$42,000.00 | \$42,000.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$62,950.00 | \$58,000.00 | \$58,000.00 |

| Other Expenditures | | | |
|------------------------------------|--------------------|--------------------|--------------------|
| Fundraising Expenses | \$8,035.00 | \$12,500.00 | \$12,500.00 |
| Debt Service | | | |
| Other (please list below) | | | |
| Exp to estate property | \$5,000.00 | | |
| | | | |
| Subtotal Other Expenditures | \$13,035.00 | \$12,500.00 | \$12,500.00 |

| Capital Expenditures | | | |
|------------------------------------|---------------|---------------|---------------|
| Capital Building | | | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|---------------------|---------------------|---------------------|
| TOTAL FOR ALL EXPENDITURES | \$777,617.23 | \$797,960.00 | \$796,460.00 |
|-----------------------------------|---------------------|---------------------|---------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | Current Operating Budget Year Projected Revenue | Next Operating Budget Year Projected Revenue |
|---|--|---|
| Month / Year: Jul-17 to Month / Year: Jun-18 | Month / Year: Jul-18 to Month / Year: Jun-19 | Month / Year: Jul-19 to Month / Year: Jun-20 |

| | | | |
|--------------------------------------|---------------------|---------------------|---------------------|
| Program Fees | \$48,160.96 | \$60,220.00 | \$60,220.00 |
| United Way | \$35,000.00 | \$25,000.00 | \$25,000.00 |
| Donations | \$55,352.00 | \$30,000.00 | \$30,000.00 |
| Grants - State | \$237,673.00 | \$242,252.00 | \$242,252.00 |
| Grants - Federal | \$218,334.00 | \$289,090.00 | \$289,090.00 |
| Grants - Private | \$75,000.00 | \$25,000.00 | \$25,000.00 |
| Interest Income | \$2,407.03 | \$2,500.00 | \$2,500.00 |
| Other Fundraisers | \$45,891.00 | \$55,000.00 | \$60,000.00 |
| Foundations | \$10,000.00 | \$15,000.00 | \$15,000.00 |
| Corporations | | | |
| County Funding | | | |
| City Funding 1% | | | |
| City Funding Community Promotions | | | |
| City Other | | | |
| Other (please list below) | | | |
| City Cap Reallocation | \$23,000.00 | \$23,000.00 | \$35,000.00 |
| Gain on sale of assets | \$24,938.00 | \$0.00 | \$0.00 |
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| SUMMARY OF REVENUES | \$775,755.99 | \$767,062.00 | \$784,062.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|---|---------------------|--------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| Platte Valley Bank | \$527,363.76 | March-38 |
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| TOTAL DEBT | \$527,363.76 | |

| Capital Outlay | | | |
|------------------------|---------------------------------------|--|---|
| | Prior Operating Budget Year Actual | Current Operating Budget Year Projected | Next Operating Budget Year Projected |
| | Month / Year: to Month / Year: | Month / Year: to Month / Year: | Month / Year: to Month / Year: |
| Land | | | |
| Buildings | \$4,536.87 | \$10,000.00 | \$5,000.00 |
| Machinery & Equipment | | | |
| Other (List Below) | | | |
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| Capital Outlay Summary | \$4,536.87 | \$10,000.00 | \$5,000.00 |

REVENUE VS. EXPENDITURE SUMMARY FF0000(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | Month / Year: | Jun-20 |

| | | | | |
|--------------------------------|--|---------------------|---------------------|---------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$775,755.99 | \$767,062.00 | \$784,062.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$777,617.23 | \$797,960.00 | \$796,460.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$4,536.87 | \$10,000.00 | \$5,000.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$782,154.10 | \$807,960.00 | \$801,460.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | (\$6,398.11) | (\$40,898.00) | (\$17,398.00) |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$89,259.28 | \$82,861.17 | \$41,963.17 |
| 7 | Change in Operating Reserve (line #5 from above) | (\$6,398.11) | (\$40,898.00) | (\$17,398.00) |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$82,861.17 | \$41,963.17 | \$24,565.17 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$240,246.00 | \$210,246.00 | \$190,246.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | -\$30,000.00 | -\$20,000.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$210,246.00 | \$190,246.00 | \$190,246.00 |
| TOTAL RESERVES | | \$293,107.17 | \$232,209.17 | \$214,811.17 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

We have \$89259 in our Jonah Bank savings to cover operations when our state and federal reimbursements are delayed. In addition, we use these funds to cover the mortgage as we do not have funding allocated for this expense. We have a money market account with RBC in the amount of \$240,246 that is designated for "rainy day" as well as capital. This is not an endowment.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 3:00 pm August 10, 2018

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

*Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.*

| | |
|----------------------|----------|
| <i>Today's Date:</i> | 08-06-18 |
|----------------------|----------|

| Organization Requesting Funding | | | |
|---------------------------------|------------------------------|------------------------|-------|
| <i>Name:</i> | Casper Mountain Ski Patrol | | |
| <i>Address:</i> | PO Box 935; Casper, WY 82602 | | |
| <i>Phone #:</i> | | <i>Fax:</i> | |
| | | <i>Date Organized:</i> | 1950s |

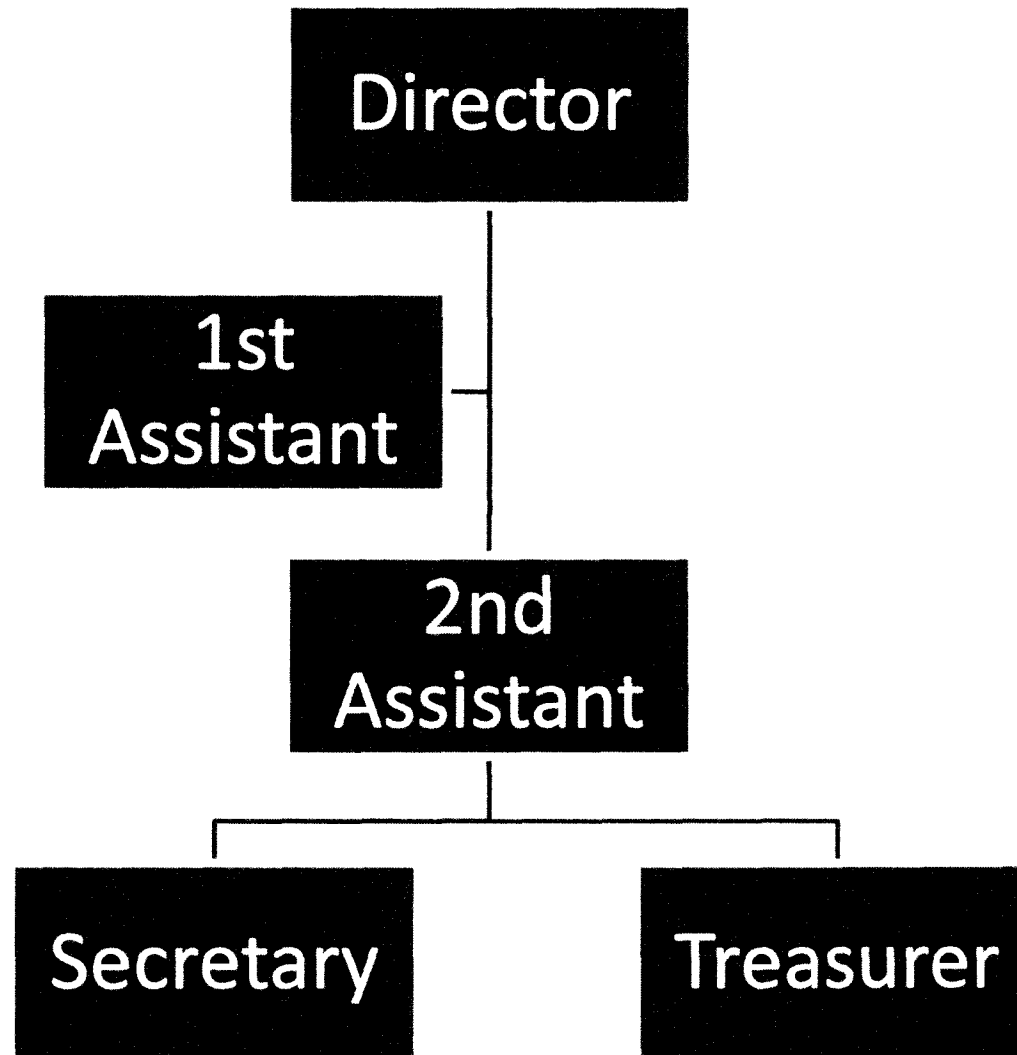
| Organization Contact Person(s) | | | |
|--------------------------------|------------------------------|-----------------|--------------|
| <i>Name and Title:</i> | Sean King - Director | <i>Phone #:</i> | 307-258-7511 |
| <i>Email:</i> | seanchauncey@gmail.com | | |
| <i>Name and Title:</i> | Mark Bower - First Assistant | <i>Phone #:</i> | 307-215-6075 |
| <i>Email:</i> | cfdbower@hotmail.com | | |

| Organization Board Members (if applicable) | | | | | |
|--|--------------|---------------------|------------------|--------------|---------|
| <i>Name:</i> | Sean King | <i>Office Held:</i> | Director | <i>Term:</i> | 2 years |
| <i>Name:</i> | Mark Bower | <i>Office Held:</i> | First Assistant | <i>Term:</i> | 2 years |
| <i>Name:</i> | Kevin Siebke | <i>Office Held:</i> | Second Assistant | <i>Term:</i> | 2 years |
| <i>Name:</i> | Craig Smith | <i>Office Held:</i> | Treasurer | <i>Term:</i> | n/a |
| <i>Name:</i> | Dawn Easton | <i>Office Held:</i> | Secretary | <i>Term:</i> | n/a |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> | |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|------------------|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, <i>please specify</i>) |
| <i>FY 19</i> | | |
| <i>FY 18</i> | | |
| <i>Previous Years (specify what year(s)).</i> | n/a | |

Please Attach an Agency Organizational Chart

Casper Mountain Ski Patrol Organizational Chart



1. What is your organizations mission?

Casper Mountain Ski Patrol's mission is to provide the highest pre-EMS care possible to patients and educate skiiers about safe ski practices.

2. What geographical area & populations are being served by your organization?

We service the customers of Hodadon Basin Ski Area and Casper Mountain.

3. What programs/services are currently offered by your organization?

The Casper Mountain Ski Patrol (CMSP) is a National Ski Patrol affiliated non-profit organization dedicated to providing professional and volunteer emergency medical services to the outdoor recreation community on Casper Mountain.

4. Describe how your 1% #15 funding was used.

n/a

5. Describe how your 1% #16 funding will be used.

n/a

6. If your total grant request is more than the previously requested, please explain why.

n/a

7. How will it affect your program if you do not receive this funding?

If we do not receive this funding, the members of the patrol will need to organize additional fundraising to raise the money needed.

8. How does your organization evaluate itself and programs for effectiveness?

The CMSP has monthly meetings to ensure we are organized and are providing effective services. Typically, in these meetings we will talk about any incidents on the mountain and discuss what went well and what we need to do better. Other ski area's patrollers come to Hogadon at the beginning of the season to evaluate our training. Also, we are evaluated by the City of Casper Leisure Services at the end of the winter season.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|-----------------------------------|-------------------|----------------------|
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| Tobaggon | \$2,500.00 | 83% |
| Cellular Phone Booster | \$500.00 | 17% |
| | | 0% |
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| | | 0% |
| | | 0% |
| TOTAL REQUESTED | \$3,000.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|---|-----------------------|-------------|-------------|-------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | \$55,000.00 | \$20,000.00 | \$2,000.00 |
| CMSP has no paid positions | | | | |
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| TOTALS | | \$0.00 | \$0.00 | \$0.00 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |

| Personnel | | | |
|----------------------------------|--------|--------|--------|
| Full-Time | | | |
| Regular Wages | \$0.00 | \$0.00 | \$0.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Part-Time | | | |
| Regular Wages | \$0.00 | \$0.00 | \$0.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Employer Contributions | | | |
| Taxes | \$0.00 | \$0.00 | \$0.00 |
| Benefits | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | \$0.00 | \$0.00 | \$0.00 |
| | | | |
| Subtotal Personnel | \$0.00 | \$0.00 | \$0.00 |

| General Administration | | | |
|--|------------|------------|------------|
| Postage & Freight | \$0.00 | \$0.00 | \$0.00 |
| Telephone | \$0.00 | \$0.00 | \$0.00 |
| Printing / Duplication | \$0.00 | \$0.00 | \$0.00 |
| Publicity, Dues / Subscriptions | \$500.00 | \$500.00 | \$500.00 |
| Utility Services | \$0.00 | \$0.00 | \$0.00 |
| Professional Services | \$0.00 | \$0.00 | \$0.00 |
| Maintenance Agreements | \$0.00 | \$0.00 | \$0.00 |
| Travel | \$0.00 | \$0.00 | \$0.00 |
| Employees | \$0.00 | \$0.00 | \$0.00 |
| Items listed in Budget Detail | | \$3,000.00 | |
| Training | \$1,000.00 | \$1,000.00 | \$1,000.00 |
| Donations | \$1,000.00 | \$1,000.00 | \$1,000.00 |
| | | | |
| Subtotal General Administration | \$2,500.00 | \$5,500.00 | \$2,500.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|----------|----------|----------|
| Office | | | |
| Operating | | | |
| Repairs / Maintenance | | | |
| Materials | \$500.00 | \$500.00 | \$500.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$500.00 | \$500.00 | \$500.00 |

| Fixed Charges | | | |
|-------------------------------|--------|--------|--------|
| Insurance | \$0.00 | \$0.00 | \$0.00 |
| Rent/Lease | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$0.00 | \$0.00 | \$0.00 |

| Other Expenditures | | | |
|------------------------------------|--------|--------|--------|
| Fundraising Expenses | \$0.00 | \$0.00 | \$0.00 |
| Debt Service | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| Capital Expenditures | | | |
|------------------------------------|--------|--------|--------|
| Capital Building | \$0.00 | \$0.00 | \$0.00 |
| Capital Equipment | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|------------|------------|------------|
| TOTAL FOR ALL EXPENDITURES | \$3,000.00 | \$6,000.00 | \$3,000.00 |
|-----------------------------------|------------|------------|------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |

| | | | |
|--|--------------------|-------------------|-------------------|
| Program Fees | \$0.00 | \$0.00 | \$0.00 |
| United Way | \$0.00 | \$0.00 | \$0.00 |
| Donations | \$0.00 | \$0.00 | \$0.00 |
| Grants - State | \$0.00 | \$0.00 | \$0.00 |
| Grants - Federal | \$0.00 | \$0.00 | \$0.00 |
| Grants - Private | \$0.00 | \$0.00 | \$0.00 |
| Interest Income | \$0.00 | \$0.00 | \$0.00 |
| Other Fundraisers | \$4,600.00 | \$4,000.00 | \$4,000.00 |
| Foundations | \$0.00 | \$0.00 | \$0.00 |
| Corporations | \$0.00 | \$0.00 | \$0.00 |
| County Funding | \$0.00 | \$0.00 | \$0.00 |
| City Funding 1% | \$0.00 | \$0.00 | \$0.00 |
| City Funding Community Promotions | \$0.00 | \$0.00 | \$0.00 |
| City Other | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| Savings | \$8,691.00 | | |
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| SUMMARY OF REVENUES | \$13,291.00 | \$4,000.00 | \$4,000.00 |

DEBT DETAIL - CAPITAL OUTLAY

List all debts owed by your organization.

| Debtor | Amount Owed | Anticipated Pay-off Date |
|------------------------------------|---------------|--------------------------|
| CMSP does not owe any debts | | |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|------------------------|---------------------------------------|--------|--|--------|---|--------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| | to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |
| Land | | | | | | |
| Buildings | | | | | | |
| Machinery & Equipment | | | | | | |
| Other (List Below) | | | | | | |
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| Capital Outlay Summary | \$0.00 | | \$0.00 | | \$0.00 | |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |

| | | | | |
|--------------------------------|--|--------------------|-------------------|-------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$13,291.00 | \$4,000.00 | \$4,000.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$3,000.00 | \$6,000.00 | \$3,000.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$3,000.00 | \$6,000.00 | \$3,000.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$10,291.00 | (\$2,000.00) | \$1,000.00 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | \$10,291.00 | \$8,291.00 |
| 7 | Change in Operating Reserve (line #5 from above) | \$10,291.00 | (\$2,000.00) | \$1,000.00 |
| | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$10,291.00 | \$8,291.00 | \$9,291.00 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| | TOTAL RESERVES | \$10,291.00 | \$8,291.00 | \$9,291.00 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

The reserves that the CMSP holds are all operating but before funds over \$500 can be used, the patrol members must vote to approve.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

RECEIVED

PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 3:00 pm August 10, 2018

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly; form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

| | | | | | |
|--|--|---|--|-------------------|--|
| | | Today's Date: | | 07/31/18 | |
| Organization Requesting Funding | | | | | |
| Name: | | University of Wyoming Extension of Natrona County | | | |
| Address: | | 2011 Fairgrounds Road, Casper, WY 82604 (Or: 1000 E University Avenue, Dept. 3354, Laramie, WY 82071) | | | |
| Phone #: | | 307-235-9400 | | Fax: 307-265-0419 | |
| | | Date Organized: | | | |

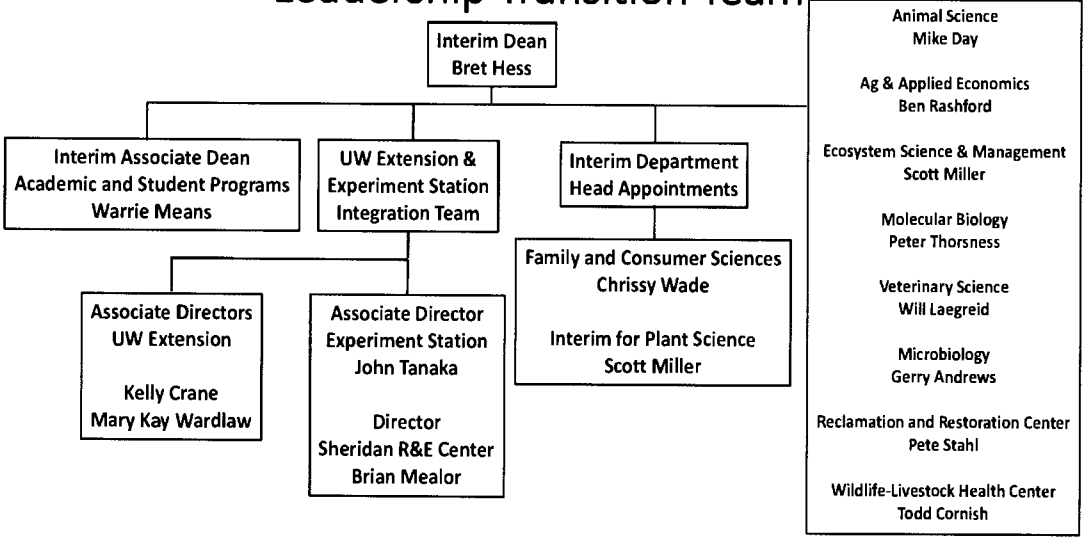
| | | | | | |
|---------------------------------------|--|---|--|-----------------------|--|
| Organization Contact Person(s) | | | | | |
| Name and Title: | | Donna Hoffman, Extension Horticulturist | | Phone #: 307-235-9400 | |
| Email: | | dhoffman@natronacounty-wy.gov | | | |
| Name and Title: | | Mary Kay Wardlaw, Associate Director, University of Wyoming Extension | | Phone #: 307-766-5124 | |
| Email: | | wardlaw@uwyo.edu | | | |

| | | | | | |
|---|----|--------------|--|-------|--|
| Organization Board Members (if applicable) | | | | | |
| Name: | NA | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
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| Name: | | Office Held: | | Term: | |

| | | |
|---|---|--|
| Funding History and Amount Requested (if not applicable, list N/A) | | |
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY19 | 25,890.00 | |
| FY18 | 25,136.53 | |
| Previous Years (specify what year(s)). | Similar contribution to the program effort since 1981 | |

Please Attach an Agency Organizational Chart

College of Agriculture and Natural Resources Leadership Transition Team



1. What is your organizations mission?

The University of Wyoming Cooperative Extension provides lifelong learning opportunities for the people of Wyoming and empowers individuals to make choices that enhance their quality of life for themselves, their families and their communities. UW Extension of Natrona County offers our residents quality, research-based educational programming in Nutrition & Food Safety, Community Development, Horticulture, Agriculture and 4-H (Youth & Volunteer Development). Our County's Extension programs are respected locally, statewide and nationally for our service and accomplishments. Several of our educators, including our Horticulture Educator, have earned noteworthy and prestigious awards and presented educational programming at State, National and Regional conferences and events. We provide the best educational programs and services as resources allow.

The UWE Master Gardener Program mission statement is to train volunteers using sound, research-based, and regionally appropriate horticultural information. UWE Master Gardeners are certified volunteers who help Wyoming gardeners learn to grow.

2. What geographical area & populations are being served by your organization?

University of Wyoming Extension has offices located in each of Wyoming's 23 counties and the Wind River Indian Reservation. UW Extension is an integral part of Wyoming communities. Local partnerships are critical to maintenance of the local presence and programming. UW Extension of Natrona County focuses on clientele in Natrona County, most coming from within the City of Casper, but answers questions from those outside our community as the need or requests arise. This request funds a portion of the horticulture programming efforts for residents of the City of Casper in Natrona County.

As UW Extension is organized in 5 Initiative Teams, the Horticulture Educator participates in the Agriculture and Horticulture Team and their activities. Through this interaction, other Extension Educators and Specialists are available and often serve as resources for programs in this community. As a team member, this educator periodically travels to and teaches in other counties.

3. What programs/services are currently offered by your organization?

UW Extension Horticulture of Natrona County offers advice and growing assistance, as well as weed and pest control recommendations, to citizens upon their request at no charge. We offer educational programming on current topics, often at the request of attendees from previous events. We offer training to groups as requested including Landscapers, Groundskeepers, Arborists, Pesticide Applicators, Specialty Crop producers, Greenhouse & Garden Center employees, Farmers' Market producers, Weed & Pest employees, Parks Department staff, City & County employees, local garden club members, home gardeners, and Master Gardeners. Annual Master Gardener certification programs educate a new group of Horticulture volunteers to answer gardening questions and assist with gardening best practices. Many Horticulture programs and services are provided by certified Master Gardener volunteers. Other services provided through our office come from UW Extension Specialists on campus and/or through connections to other Universities across the nation. We access these resources for difficult diagnosis of plant diseases and pests. Through our diagnostic network we can detect new or unknown pests as they make their way into Wyoming or Natrona County. *From the Ground Up* television segments are taped in locations around the state. The segments air weekly on a Casper television station and are uploaded on the UW Extension YouTube Channel for access in perpetuity. We assist the City Park Supervisor, at his or her request, on horticulture, arboriculture, landscaping and public outreach or public education.

4. Describe how your 1% #15 funding was used.

The City of Casper funding for UW Extension Horticulture has contributed to the salary, benefits, travel and office support for the Horticulture Educator and Master Gardener Program Coordinator. In 1981 the sum of \$22,000.00 went towards salary, benefits, travel and office support. There was a supplemental agreement with the City of Casper and the University of Wyoming in the 1981-1982 fiscal year for an additional \$13,440.00 for salary and travel for the Horticulture Educator. In the past 16 years the City of Casper funds have gone towards salary. All of the funding from the City of Casper was based out of the Weed & Pest Mill Levy from Parks Department budget. In the recent past funds for this agreement did not come out of the General Funds or out of 1% Tax revenues. This position is funded through a partnership with the City of Casper, Natrona County Commissioners and University of Wyoming Extension. Without the support of the City, the position would only have County support making it part-time, non-benefitted, less than 20 hours per week. This would severely limit the horticulture education and support services available to the residents of the City of Casper. Partners provided the following toward the Horticulture Educator position: City of Casper: \$25,136; Natrona County Commissioners: \$15,826 salary plus office, classroom space, land for demonstration gardens and arboretum, storage, .5 of administrative assistant, part-time seasonal groundskeeper, supplies, travel, vehicles for travel, office equipment, and IT support; UW Extension: \$5,586 salary, \$26,457 Employer Paid Benefits, and an estimated \$5,000 professional development, training and travel support.

5. Describe how your 1% #16 funding will be used.

The funds requested from the City via this application will cover a portion of the salary of a full time Horticulture Extension Educator and Master Gardener Program Coordinator. It will leverage the additional funds and support as indicated above.

6. If your total grant request is more than the previously requested, please explain why.

The request includes a 3% increase to reflect the intended salary increases offered at the University of Wyoming.

7. How will it affect your program if you do not receive this funding?

Without City support, the position and partner support for horticulture may be lost. Without leadership, the Master Gardener Program in Natrona County could be eliminated. In addition if we cannot support the Horticulture Educator and Master Gardener Program Coordinator services for plant identification and assistance with plant growing techniques; tree planting, care and pruning advice; educational programming on xeric gardens and food-producing gardens; and Master Gardener activities and programs will be eliminated in Natrona County. Important events impacted include Master Gardener Training program, Annual Spring Garden Conference, Community Gardens, annual Garden Gait garden tours, and Farmers' Markets. The demonstration and trial gardens around the Agricultural Resources and Learning Center would not have staff or volunteers to maintain them and could be dismantled or turned back to turf increasing maintenance demands on the County. The proctoring of City of Casper Arborist licensing tests would be discontinued through the Natrona County Extension office. This function would likely require City personnel to take on more educational and training roles for the public to ensure that arborists meet minimum requirements of training. The weekly *From the Ground Up* segments could be discontinued on our local television stations.

8. How does your organization evaluate itself and programs for effectiveness?

This position is managed, supervised and evaluated by the University of Wyoming Extension administration. Performance is assessed annually using a standardized performance document. Programs and events are assessed using short- and long-term evaluation tools appropriate for the educational purpose. Needs assessments are conducted locally, regionally and statewide. This includes annual area (Converse, Natrona and Niobrara counties) focus groups of stakeholders and citizens. Extension reporting systems collect a variety of qualitative and quantitative impact data. The partnership to fund this program was established when former City of Casper Parks Superintendent, Larry Harms participated in a stakeholder focus group around 1979-1980. The intent was to reduce the demands of educational inquiry on City Parks staff in order for them to focus on infrastructure maintenance. UW Extension Educators and Master Gardener volunteers track individual interactions with clientele. Annual Impact statements capture important program benefits. Each year, we certify from 6 to 26 Master Gardener volunteers who then join the ranks of Active Master Gardeners helping others with garden-related questions. Last year 54 Natrona County Master Gardeners reported 6,211 contacts with gardeners, 2,843.5 volunteer hours, and 585 hours of continuing education. At a rate of \$23.13/hour the value to the community was \$75,873. The Horticulture Educator reported 3,506 contacts.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|---|--------------------|----------------------|
| <i>EXAMPLE:</i> <i>Director's Salary</i> | \$5,000.00 | 6% |
| Extension Horticulture Educator Salary | \$25,890.00 | 100% |
| | | 0% |
| | | 0% |
| | | 0% |
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| | | 0% |
| TOTAL REQUESTED | \$25,890.00 | 100% |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

Personnel

| Full-Time | | | |
|----------------------------------|---------------------|---------------------|---------------------|
| Regular Wages | \$63,606.00 | \$64,360.00 | \$64,360.00 |
| Overtime Wages | | | |
| Part-Time | | | |
| Regular Wages | \$3,650.00 | \$3,650.00 | \$3,650.00 |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$6,366.00 | \$6,366.00 | \$6,366.00 |
| Benefits | \$36,900.00 | \$37,000.00 | \$37,000.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$110,522.00 | \$111,376.00 | \$111,376.00 |

General Administration

| | | | |
|--|--------------------|--------------------|--------------------|
| Postage & Freight | \$100.00 | \$100.00 | \$100.00 |
| Telephone | USDA/County | USDA/County | USDA/County |
| Printing / Duplication | County | County | County |
| Publicity, Dues / Subscriptions | \$400.00 | \$400.00 | \$400.00 |
| Utility Services | \$5,050.60 | \$5,100.00 | \$5,200.00 |
| Professional Services | | | |
| Maintenance Agreements | County | County | County |
| Travel | \$1,000.00 | \$1,000.00 | \$1,000.00 |
| Employees | | | |
| Other (please list below) | | | |
| County-supplied vehicles | \$520.00 | \$520.00 | \$520.00 |
| UW Professional Development | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| | | | |
| Subtotal General Administration | \$12,070.60 | \$12,120.00 | \$12,220.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|--------|--------|--------|
| Office | | | |
| Operating | | | |
| Repairs / Maintenance | | | |
| Materials | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$0.00 | \$0.00 | \$0.00 |

| Fixed Charges | | | |
|-------------------------------|--------|--------|--------|
| Insurance | | | |
| Rent/Lease | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$0.00 | \$0.00 | \$0.00 |

| Other Expenditures | | | |
|------------------------------------|------------|------------|------------|
| Fundraising Expenses | | | |
| Debt Service | | | |
| Other (please list below) | | | |
| Master Gardner Training | \$3,000.00 | \$3,000.00 | \$3,000.00 |
| | | | |
| Subtotal Other Expenditures | \$3,000.00 | \$3,000.00 | \$3,000.00 |

| Capital Expenditures | | | |
|------------------------------------|--------|--------|--------|
| Capital Building | | | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|--------------|--------------|--------------|
| TOTAL FOR ALL EXPENDITURES | \$125,592.60 | \$126,496.00 | \$126,596.00 |
|-----------------------------------|--------------|--------------|--------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | |
|---|---------------------|---------------------|---------------------|
| Program Fees | \$2,170.00 | \$2,000.00 | \$2,000.00 |
| United Way | | | |
| Donations | | | |
| Grants - State | | | |
| Grants - Federal | | | |
| Grants - Private | | | |
| Interest Income | | | |
| Other Fundraisers | | | |
| Foundations | | | |
| Corporations | | | |
| County Funding (salary, office space, support staff, storage, travel) | \$61,765.00 | \$61,765.00 | \$61,765.00 |
| City Funding 1% | \$25,136.53 | \$25,890.00 | \$25,890.00 |
| City Funding Community Promotions | | | |
| City Other | | | |
| Other (please list below) | | | |
| University of Wyoming (salary, benefits, travel, training) | \$37,000.00 | \$37,043.00 | \$37,043.00 |
| | | | |
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| | | | |
| | | | |
| SUMMARY OF REVENUES | \$126,071.53 | \$126,698.00 | \$126,698.00 |

DEBT DETAIL - CAPITAL OUTLAY

List all debts owed by your organization.

| Debtor | Amount Owed | Anticipated Pay-off Date |
|-------------------|---------------|--------------------------|
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| | | |
| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|-------------------------------|---|--------|--|--------|---|--------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| | to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |
| Land | | | | | | |
| Buildings | | | | | | |
| Machinery & Equipment | | | | | | |
| Other (List Below) | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| Capital Outlay Summary | \$0.00 | | \$0.00 | | \$0.00 | |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | Month / Year: | Jun-20 |

| | | | | |
|--------------------------------|--|-----------------|-----------------|-----------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$126,071.53 | \$126,698.00 | \$126,698.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$125,592.60 | \$126,496.00 | \$126,596.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$125,592.60 | \$126,496.00 | \$126,596.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$478.93 | \$202.00 | \$102.00 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | \$478.93 | \$680.93 |
| 7 | Change in Operating Reserve (line #5 from above) | \$478.93 | \$202.00 | \$102.00 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$478.93 | \$680.93 | \$782.93 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$478.93 | \$680.93 | \$782.93 |

Please identify the purpose of all reserves being held by your agency:
 Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 3:00 pm August 10, 2018

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

Today's Date:

| Organization Requesting Funding | | | | |
|---------------------------------|--|------|--------------|---------------------------|
| Name: | Natrona County Public Library | | | |
| Address: | 307 East 2nd Street; Casper, Wyoming 82601 | | | |
| Phone #: | (830) 237-4935 | Fax: | 307-266-3734 | Date Organized: May, 1910 |

| Organization Contact Person(s) | | | |
|--------------------------------|---------------------------------------|----------|---------------|
| Name and Title: | Lisa B. Scroggins, Executive Director | Phone #: | 237-4935 x115 |
| Email: | lscroggins@natronacountylibrary.org | | |
| Name and Title: | | Phone #: | |
| Email: | | | |

| Organization Board Members (if applicable) | | | | | |
|--|-----------------|--------------|----------------|-------|---------------|
| Name: | Hampton O'Neill | Office Held: | President | Term: | 07/13 - 06/19 |
| Name: | Kyle True | Office Held: | Vice President | Term: | 07/15 - 05/21 |
| Name: | Kate Sarosy | Office Held: | Secretary | Term: | 07/13 - 06/19 |
| Name: | Shannon Dutcher | Office Held: | Treasurer | Term: | 07/15 - 05/21 |
| Name: | Linda Nix | Office Held: | Member | Term: | 07/15 - 05/21 |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|--------------------------|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY19 | N/A | \$54,480 will flow-through for We Read organization |
| FY18 | N/A | City = \$54,480 We Read flow-thru; County = \$278,133 books/materials, \$20,907 equip, \$158,390 for facilities (restricted to life safety issues) |
| Previous Years (specify what year(s)). | 1% #14 and 1% #15 cycles | City 1% #14 = \$800,000 Books/Materials; County 1% #14 \$500,000 Books, \$245,000 equipment; City 1% #15 = \$217,922 for We Read (see above); County 1% #15 = \$1,112,532 for books and materials and \$83,628 for equipment |

Please Attach an Agency Organizational Chart

1. What is your organizations mission?

The library's mission is to advocate for literacy, education and a thriving community.

2. What geographical area & populations are being served by your organization?

The Natrona County Library provides services to all residents of Natrona County, as well as providing temporary benefits to visitors and tourists. The Natrona County Library System includes the main library in Casper, two brick-and-mortar branches (one in Mills and one in Edgerton) and a bookmobile that provides services in Casper to daycares, schools, children centers, senior resident facilities and other places throughout the community as well as providing services to the outlying communities of Bar Nonn, Evansville, Alcova, and Powder River. By far, the largest percentage of our patrons are residents of the City of Casper.

3. What programs/services are currently offered by your organization?

The cornerstone of the Natrona County Library's services is to promote literacy and education through the free lend-and-return model of material and resource sharing. In addition to the lending of materials, the Natrona County Library provides a wide array of programs and services including workforce and job training services, business support, literacy building and education. The library offers children's story times, summer reading programs, and we send children's librarians into the schools to reinforce and enrich literacy skills at a critical learning stage. We offer a variety of technology classes to keep our community connected to each other and to world-wide information. We promote the intellectual process by hosting book clubs, writing circles, discussion groups, author talks, and presenters of local interest. We facilitate hands-on and collaborative learning through a variety of events and programs, most notably through our new Creation Station, a community maker space that brings people together to explore, learn, create and share. We promote a sense of community and good citizenship by hosting local history events, election forums, and programming that brings people together such as family and crafting events.

4. Describe how your 1% #15 funding was used.

* The 1% #15 funds Natrona County Library received from the City of Casper were flow-through funds for the We Read Organization. (We Read is a collaboration between the Natrona County Library, The Natrona County School District, the Casper Star-Tribune, and the McMurry Foundation. The organization submitted an application for 1% #15 funds in February, 2015. When the award was made, the City of Casper opted to make the payment to the Natrona County Library as a flow-through for the organization. Those funds were used to directly support the We Read initiative as reported in quarterly reports.)

* The 1% #15 funds received from Natrona County were used for materials and equipment as well as to address life safety issues in our aging facility. (Note: \$158,390 of the County life safety 1% funds were distributed to the library but were not expended in its entirety. These funds are RESTRICTED to SPECIFIC life safety issues in the building. Very little of this life safety funding has been spent and is carried over books as restricted funds cash carry-over.)

5. Describe how your 1% #16 funding will be used.

* One responsibility of a public library is to meet the needs of its community. It is important the library offers interesting, relevant, and current information & materials to our community in order to effectively impact literacy, education and community dynamics. The \$800,000 the Natrona County Library request from the City of Casper for the 1% #16 cycle will be used for books and materials that circulate to and/or are used by our patrons. Our goal is to increase our circulation to 2.6 million, which represents an increase of 2% over the next four years.

* During the 1% #15 cycle, the Natrona County Library System circulated over 2.5 million items to the residents of Casper and Natrona County. This included books, reference materials, periodicals, digital downloadable materials, gaming, CDs, and DVDs.

6. If your total grant request is more than the previously requested, please explain why.

While the Natrona County Library did not apply for and therefore did not receive 1% funds for materials in the 1% #15 cycle, the library did receive 1% funds for materials in the past. I do not know why the previous director did not make a 1% #15 request, but can speak to the current need. As a public library that operates on a lend-and-return model, it is imperative we are able to offer a relative and rich collection to our community which requires on-going collection development. The 1% #16 funds requested from the City of Casper will be used to purchase materials such as books, reference materials, periodicals, digital materials, gaming, CDs and DVDs.

7. How will it affect your program if you do not receive this funding?

Providing books and materials to the residents of Casper and Natrona County is an essential service of the Natrona County Public Library. Without 1% funding from the City of Casper, the quality and relevance of our collection and our ability to provide essential services to this community will be diminished which will have a negative impact on your citizens' ability to access current information, research and apply for jobs, etc.

8. How does your organization evaluate itself and programs for effectiveness?

The effectiveness of our collection is determined through circulation statistics, collection development statistics, and through patron comments and suggestions. We evaluate the effectiveness of our programs through outcomes, attendance, comments and suggestions. We measure the library's overall effectiveness by calculating our return on investment. For FY17, the library's ROI was \$5.35 for every tax dollar invested.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|--|---------------------|----------------------|
| <i>EXAMPLE: Director's Salary</i> | \$5,000.00 | 6% |
| Collection Development (books & materials) | \$800,000.00 | 83% |
| 1/2 Bookmobile (Split with County) | \$162,500.00 | 17% |
| | | 0% |
| | | 0% |
| | | 0% |
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| | | 0% |
| | | 0% |
| | | 0% |
| TOTAL REQUESTED | \$962,500.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|---|------------------------------|-----------------------|---------------------|--------------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Director | Full-time | \$91,800.00 | \$35,664.00 | \$0.00 |
| Asst. Director | Full-time | \$71,539.00 | \$30,388.00 | \$0.00 |
| Business Mgr. | Full-time | \$61,143.00 | \$27,681.00 | \$0.00 |
| CR Coordinator | Full-time | \$50,260.00 | \$24,848.00 | \$0.00 |
| Adult Svc Mgr | Full-time | \$58,788.00 | \$27,068.00 | \$0.00 |
| Reference | Full-time | \$35,303.00 | \$20,953.00 | \$0.00 |
| Reference | Full-time | \$33,945.00 | \$20,573.00 | \$0.00 |
| Reference | Full-time | \$33,945.00 | \$20,599.00 | \$0.00 |
| Circ. Mgr | Full-time | \$42,962.00 | \$22,947.00 | \$0.00 |
| Circ Staff | Full-time | \$38,188.00 | \$21,704.00 | \$0.00 |
| Circ Staff | Full-time | \$29,023.00 | \$19,317.00 | \$0.00 |
| Circ Staff | Full-time | \$30,190.00 | \$19,621.00 | \$0.00 |
| Circ Staff | Part-time | \$12,896.00 | \$3,358.00 | \$0.00 |
| Circ/Shelver/Aide | Part-time | \$14,711.00 | \$9,711.00 | \$0.00 |
| Shelver/Aide | Part-time | \$9,058.00 | \$2,359.00 | \$0.00 |
| Shelver/Aide | Part-time | \$9,058.00 | \$2,359.00 | \$0.00 |
| Shelver/Aide | Part-time | \$9,058.00 | \$2,359.00 | \$0.00 |
| Tech Mgr | Full-time | \$58,788.00 | \$27,068.00 | \$0.00 |
| Tech Staff | Full-time | \$33,945.00 | \$20,599.00 | \$0.00 |
| Tech Staff | Full-time | \$32,651.00 | \$20,262.00 | \$0.00 |
| Tech Staff | Full-time | \$31,399.00 | \$19,936.00 | \$0.00 |
| Tech Staff | Full-time | \$32,651.00 | \$20,262.00 | \$0.00 |
| Tech Staff | Part-time | \$11,778.00 | \$3,067.00 | \$0.00 |
| Youth Services Mgr | Full-time | \$58,788.00 | \$27,068.00 | \$0.00 |
| 3 - Youth Staff | Full-time | \$105,909.00 | \$62,859.00 | \$0.00 |
| Teen MLS | Full-time | \$50,260.00 | \$24,848.00 | \$0.00 |
| Facilities Mgr | Full-time | \$46,462.00 | \$23,859.00 | \$0.00 |
| 3 - Custodians | Full-time | \$89,743.00 | \$57,075.00 | \$0.00 |
| 1 - Outreach | Full-time | \$38,820.00 | \$21,869.00 | \$0.00 |
| 3 - Outreach | Part-time | \$39,520.00 | \$16,171.00 | \$0.00 |
| | | | | |
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| | TOTALS | \$1,262,581.00 | \$656,452.00 | \$0.00 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| Personnel | | | |
|----------------------------------|-----------------------|-----------------------|-----------------------|
| Full-Time | | | |
| Regular Wages | \$1,076,542.00 | \$1,183,420.00 | \$1,183,420.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Part-Time | | | |
| Regular Wages | \$99,751.00 | \$111,360.00 | \$111,360.00 |
| Overtime Wages | \$0.00 | \$0.00 | |
| Employer Contributions | | | |
| Taxes | \$95,662.00 | \$97,624.00 | \$97,624.00 |
| Benefits | \$605,413.00 | \$601,501.00 | \$601,501.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$1,877,368.00 | \$1,993,905.00 | \$1,993,905.00 |

| General Administration | | | |
|--|---------------------|---------------------|---------------------|
| Postage & Freight | \$24,932.00 | \$25,000.00 | \$25,000.00 |
| Telephone | \$8,715.00 | \$10,500.00 | \$10,500.00 |
| Printing / Duplication | \$2,374.00 | \$2,400.00 | \$2,400.00 |
| Publicity, Dues / Subscriptions | \$19,546.00 | \$19,000.00 | \$19,000.00 |
| Utility Services | \$55,548.00 | \$70,000.00 | \$70,000.00 |
| Professional Services | \$73,630.00 | \$70,120.00 | \$70,120.00 |
| Maintenance Agreements | \$68,078.00 | \$81,000.00 | \$81,000.00 |
| Travel | \$15,233.00 | \$15,300.00 | \$15,300.00 |
| Employees (staff development) | \$9,807.00 | \$10,000.00 | \$10,000.00 |
| Other (please list below) | | | |
| Bookmobile Maint | \$3,502.00 | \$3,500.00 | \$3,500.00 |
| We Read Flow Through | \$54,480.00 | \$54,480.00 | \$54,480.00 |
| | | | |
| Subtotal General Administration | \$335,845.00 | \$361,300.00 | \$361,300.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|---------------------|---------------------|---------------------|
| Office | \$8,750.00 | \$10,000.00 | \$10,000.00 |
| Operating | \$18,732.00 | \$19,000.00 | \$19,000.00 |
| Repairs / Maintenance | \$50,467.00 | \$190,891.00 | \$190,891.00 |
| Materials | \$269,005.00 | \$325,123.00 | \$525,123.00 |
| Other (please list below) | | | |
| Programming | \$80,562.00 | \$81,100.00 | \$81,100.00 |
| Equipment | \$27,959.00 | \$40,907.00 | \$40,907.00 |
| Subtotal Supplies | \$455,475.00 | \$667,021.00 | \$867,021.00 |

| Fixed Charges | | | |
|-------------------------------|---------------|---------------|---------------|
| Insurance | N/A | | |
| Rent/Lease | N/A | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$0.00 | \$0.00 | \$0.00 |

| Other Expenditures | | | |
|------------------------------------|---------------|---------------|---------------|
| Fundraising Expenses | N/A | | |
| Debt Service | N/A | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| Capital Expenditures | | | |
|------------------------------------|---------------|---------------|---------------------|
| Capital Building | | | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| 1/2 Bookmobile (Split w/county) | | | \$162,500.00 |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$162,500.00 |

| | | | |
|-----------------------------------|-----------------------|-----------------------|-----------------------|
| TOTAL FOR ALL EXPENDITURES | \$2,668,688.00 | \$3,022,226.00 | \$3,222,226.00 |
|-----------------------------------|-----------------------|-----------------------|-----------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | |
|--|-----------------------|-----------------------|-----------------------|
| Program Fees | | | |
| United Way | | | |
| Donations | \$21,650.00 | \$20,000.00 | \$20,000.00 |
| Grants - State | | | |
| Grants - Federal | | | |
| Grants - Private | | | |
| Interest Income | \$1,614.00 | \$1,200.00 | \$1,200.00 |
| Other Fundraisers | | | |
| Foundations | \$113,802.00 | \$118,250.00 | \$75,000.00 |
| Corporations | | | |
| County Funding | \$2,115,681.00 | \$2,161,681.00 | \$2,161,681.00 |
| City Funding 1% | \$54,480.50 | \$54,480.50 | \$254,480.00 |
| City Funding Community Promotions | | | |
| City Other | | | |
| Other (please list below) | | | |
| County 1% | \$299,040.00 | \$299,040.00 | \$299,040.00 |
| NC Joint Rec. Board | \$49,000.00 | | \$49,000.00 |
| Miscellaneous | \$1,619.00 | \$1,800.00 | \$1,800.00 |
| Services (copies, fax, etc.) | \$10,636.00 | \$10,000.00 | \$10,000.00 |
| Fines/Damage Fees | \$30,471.00 | \$29,000.00 | \$29,000.00 |
| | | | |
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| | | | |
| SUMMARY OF REVENUES | \$2,697,993.50 | \$2,695,451.50 | \$2,901,201.00 |

DEBT DETAIL - CAPITAL OUTLAY

List all debts owed by your organization.

| Debtor | Amount Owed | Anticipated Pay-off Date |
|-------------------|---------------|--------------------------|
| Not Applicable | | |
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| | | |
| TOTAL DEBT | \$0.00 | |

Capital Outlay

| | Prior Operating Budget Year Actual | Current Operating Budget Year Projected | Next Operating Budget Year Projected |
|------------------------|---------------------------------------|--|---|
| | Month / Year: to Month / Year: | Jul-17 Jun-18 | Month / Year: to Month / Year: |
| | | | Jul-18 Jun-19 |
| | | Month / Year: to Month / Year: | Jul-19 Jun-20 |
| Land | N/A | | |
| Buildings | | | |
| Machinery & Equipment | | | |
| Other (List Below) | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Capital Outlay Summary | \$0.00 | \$0.00 | \$0.00 |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | | |
|--------------------------------|--|---------------------|----------------|-----------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$2,697,993.50 | \$2,695,451.50 | \$2,901,201.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$2,668,688.00 | \$3,022,226.00 | \$3,222,226.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$2,668,688.00 | \$3,022,226.00 | \$3,222,226.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$29,305.50 | (\$326,774.50) | (\$321,025.00) |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$297,469.00 | \$326,774.50 | \$0.00 |
| 7 | Change in Operating Reserve (line #5 from above) | \$29,305.50 | (\$326,774.50) | (\$321,025.00) |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$326,774.50 | \$0.00 | (\$321,025.00) |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$326,774.50 | \$0.00 | (\$321,025.00) |

Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)

The reserves from FY18 are OPERATING RESERVES. They include (1) \$148,787 of RESTRICTED County 1% #15 for LIFE SAFETY facility issues, (2) \$49,000 grant from the Joint Powers Recreation Board that spans FY18 and FY19 for our Summer Reading Program. The balance simply reflects conscientious spending and funds that were not expended prior to the end of FY18. These have been rolled into our current FY19 budget.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

APPROVED

6

Today's Date: 08/01/18

Organization Requesting Funding

| | | | |
|-----------------|------------------------------------|------|--------------|
| Name: | CASA of Natrona County | | |
| Address: | 350 Big Horn Rd., Casper, WY 82601 | | |
| Phone #: | 307.237.0889 | Fax: | 307.316.8115 |
| Date Organized: | 04/01/01 | | |

Organization Contact Person(s)

| | | | |
|-----------------|-----------------------------------|----------|--------------|
| Name and Title: | Chandra Ortiz, Executive Director | Phone #: | 307.237.0889 |
| Email: | chandra@casanc.net | | |
| Name and Title: | | Phone #: | |
| Email: | | | |

Organization Board Members (if applicable)

| Name : | Office Held: | Term: |
|-------------------|------------------|-------|
| Aaron Rodolph | President | 2 |
| Crystal Kull | Vice President | 1 |
| Stephen Willadson | Treasurer | 3 |
| Cynthia Sweet | Secretary | 3 |
| JoAnn True | Member | 1 |
| Brian Cetak | Member | 1 |
| Alaina Hall | Member | 2 |
| Thomas DeVoogd | Member | 2 |
| John Wallingford | Advocate Liaison | 2 |
| Name : | Office Held: | Term: |
| Name : | Office Held: | Term: |

Funding History and Amount Requested (if not applicable, list N/A)

| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
|---|------------------|--|
| FY 19 | N/A | \$20,000 |
| FY18 | N/A | 0 |
| Previous Years (specify what year(s)). | N/A | 0 |

Please Attach an Agency Organizational Chart

1. What is your organizations mission?

Mission Statement

CASA (Court Appointed Special Advocates) of Natrona County is a caring non-profit organization that speaks for the best interests of abused and neglected children within the juvenile court system. CASA recruits, trains and supports volunteers drawn from a diverse population to provide this service.

Vision

By giving a voice to children, we break the cycle of abuse and neglect, one child at a time.

Values

C – with Compassion, we care about the children we serve and promote awareness of the issues

H – with Honor, we act with courage to do the right things for the best interests of the children

I – with Integrity, we are open and transparent with public and faithful to confidentiality

L – with Leadership, we perform our duties with the utmost focus on professionalism, mutual respect, and competency

D – with Development, we work collaboratively and cooperatively with partner organizations and within our teams

2. What geographical area & populations are being served by your organization?

Abused and neglected children ages 0 - 18 years old in Natrona County. The children in the CASA program have all been removed from their homes and placed into State custody because they have been abused and/or neglected by their caregivers. These children range in age from 0 to 18 years old. 80% of the children in our program are under the age of 11 years old.

3. What programs/services are currently offered by your organization?

Direct advocacy provided by trained volunteers. The trained volunteers advocate for children during their entire court process; they investigate the child's circumstances. They monitor the progress of the child throughout their court case and make recommendations about services and placement. They make recommendations to the Judges about the child/children's educational, mental, physical, emotional and permanent placement and conditions. They meet at least monthly with the child, many times more often than once a month. CASA and the advocates try to ensure that the children have every opportunity to thrive and have healthy, responsible adult and role models who contribute to their well-being so they can contribute to our community.

4. Describe how your 1% #15 funding was used.

CASA has not been awarded 1% #15 funding before.

5. Describe how your 1% #16 funding will be used.

CASA currently has 84 trained volunteer advocates providing advocacy to these 240 children. The quality of training and screening of the volunteers CASA brings to the lives of these abused children is so important. CASA has gone to great lengths to ensure that our volunteer advocates receive on-going monthly trainings to stay apprised of child welfare laws, new services and programs in our community, emerging issues in foster care and many other issues surrounding the welfare and success of children who are placed in the foster care system.

With the yearly increase in the number of children entering the welfare system, and in return, CASA, we have an increased need to recruit and train more community volunteers. It becomes essential that we have enough volunteer advocates trained so that when a child comes into care, they are assigned that advocate who will ensure they have a committed adult assuring their voice and their needs are being heard. As the number of children entering the welfare system increases, so does our need to recruit, train and support committed qualified volunteers to advocate for them. CASA has increased our number of yearly initial training sessions from three (3) to five (5) to meet the increasing needs of having volunteer advocates available for the abused and neglected children entering our program. CASA has revamped its training sessions to incorporate a real case scenario and throughout the training the trainees will follow the case, write the reports and go through the entire legal process. We have also implemented a Flex-Training. This is a partially on-line and in-person training, which gives today's working advocates a learning opportunity to still volunteer and maintain this busy schedules. Advocates already trained and sworn in will maintain an additional 12 hours of approved training per year. This training includes books, webinars, conferences and on-site training. It costs approximately \$5150.00 per year to train and support a volunteer advocate.

6. If your total grant request is more than the previously requested, please explain why.

This is a first time request for CASA of Natrona County.

7. How will it affect your program if you do not receive this funding?

CASA is a non-profit agency, so our ability to provide service directly correlates with our ability to retain quality efficient staff, recruiting and training effective caring advocates and to receive funding for those purposes. Without funding, we are unable to complete background and child registry checks, provide essential child protection training and to provide assistant to those advocates who volunteer their time to be a voice for children and make sure they have a reliable, consistent support through the legal system, when so many others have failed them. It is the inability to increase funding that leads to lessened case managers and advocates serving the increasing number of abused children entering our court system and our program every day. CASA will continue to seek other funding sources and with any funds obtained, will continue to provide quality services to the number of children it can with the resources available. The hope of CASA is to provide an advocate to EVERY child removed from their home due to abuse and neglect who is placed into State custody through no fault of their own. It is our goal to have advocates on the waiting list, not children.

8. How does your organization evaluate itself and programs for effectiveness?

CASA will continue to provide supervision over the volunteers who provide direct advocacy to the abused and neglected children appointed to CASA. The interactions and meetings attended by the volunteers, with the children, the courts and meetings and persons of interest they talk to are all recorded on time sheets and are entered into the CASA Manger database. This ensures that the volunteers are spending an adequate amount of time on the case they were assigned and are meeting with and attending all relations for their case.

CASA enters into the same CASA Manger database, all training modules advocates attend, as well as any in-service, conference, webinar, etc. This ensures they are receiving their yearly required hours of training and are staying apprised of child welfare laws, new services and programs in our community, emerging issues in foster care and many other issues surrounding the welfare and success of children who are placed in the foster care system.

CASA hosts an annual meeting for the Judges, DA's, and GAL's to better the communication and processes they have with CASA. This ensures that CASA is working in partnership and on the same team with each agency involved with the children that are appointed to CASA. This helps to ensure that the children in the court system find a safe permanent home in a timely manner. Children with a CASA advocate are half as likely to linger in the foster care system and are half as likely to re-enter the foster care system.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|------------------------------------|--------------------|----------------------|
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| Program Manager's Salary - partial | \$20,000.00 | 100% |
| | | 0% |
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| | | 0% |
| TOTAL REQUESTED | \$20,000.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|---|------------------------------|--------------------|--------------------|--------------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Executive Director | Full-Time | \$67,750.00 | \$2,518.00 | \$0.00 |
| Program Manager | Full-Time | \$55,350.00 | \$7,514.00 | \$0.00 |
| Case Manager #1 | Full-Time | \$37,740.00 | \$4,444.00 | \$0.00 |
| Case Manager #2 | Full-Time | \$33,280.00 | \$998.00 | \$0.00 |
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| | TOTALS | \$194,120.00 | \$15,474.00 | \$0.00 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| Personnel | | | |
|----------------------------------|---------------------|---------------------|---------------------|
| Full-Time | | | |
| Regular Wages | \$203,285.00 | \$227,100.00 | \$233,913.00 |
| Overtime Wages | | | |
| Part-Time | | | |
| Regular Wages | | | |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$19,295.00 | \$23,806.00 | \$24,520.00 |
| Benefits | \$13,799.00 | \$18,141.00 | \$19,050.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$236,379.00 | \$269,047.00 | \$277,483.00 |

| General Administration | | | |
|--|--------------------|--------------------|--------------------|
| Postage & Freight | \$1,334.00 | \$1,500.00 | \$1,500.00 |
| Telephone | \$5,787.00 | \$5,800.00 | \$5,800.00 |
| Printing / Duplication | \$4,788.00 | \$7,500.00 | \$7,500.00 |
| Publicity, Dues / Subscriptions | \$5,220.00 | \$4,135.00 | \$4,135.00 |
| Utility Services | | | |
| Professional Services | \$8,452.00 | \$8,500.00 | \$8,500.00 |
| Maintenance Agreements | | | |
| Travel | \$591.00 | \$4,500.00 | \$4,500.00 |
| Employees | | | |
| Other (please list below) | | | |
| Volunteer train/recog/recruit | \$1,337.00 | \$5,000.00 | \$5,000.00 |
| Marketing/Advertising/Ou treach | \$301.00 | \$61,000.00 | \$61,000.00 |
| | | | |
| Subtotal General Administration | \$27,810.00 | \$97,935.00 | \$97,935.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|-------------------|-------------------|-------------------|
| Office | \$7,040.00 | \$5,000.00 | \$5,000.00 |
| Operating | | | |
| Repairs / Maintenance | | | |
| Materials | | | |
| Other (please list below) | | | |
| Equipment | \$1,772.00 | \$2,000.00 | \$2,000.00 |
| | | | |
| Subtotal Supplies | \$8,812.00 | \$7,000.00 | \$7,000.00 |

| Fixed Charges | | | |
|-------------------------------|-------------------|--------------------|--------------------|
| Insurance | \$3,866.00 | \$3,600.00 | \$3,600.00 |
| Rent/Lease | \$6,000.00 | \$14,400.00 | \$14,400.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Fixed Charges | \$9,866.00 | \$18,000.00 | \$18,000.00 |

| Other Expenditures | | | |
|------------------------------------|--------------------|--------------------|--------------------|
| Fundraising Expenses | \$31,566.00 | \$31,000.00 | \$31,000.00 |
| Debt Service | | | |
| Other (please list below) | | | |
| Consultant | | \$48,000.00 | \$48,000.00 |
| | | | |
| Subtotal Other Expenditures | \$31,566.00 | \$79,000.00 | \$79,000.00 |

| Capital Expenditures | | | |
|------------------------------------|---------------|---------------|---------------|
| Capital Building | | | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|---------------------|---------------------|---------------------|
| TOTAL FOR ALL EXPENDITURES | \$314,433.00 | \$470,982.00 | \$479,418.00 |
|-----------------------------------|---------------------|---------------------|---------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | |
|--|---------------------|---------------------|---------------------|
| Program Fees | | | |
| United Way | \$30,000.00 | \$25,000.00 | \$25,000.00 |
| Donations | \$7,918.00 | | |
| Grants - State | | | |
| Grants - Federal | \$50,000.00 | \$89,250.00 | \$89,250.00 |
| Grants - Private | | | |
| Interest Income | \$1,899.00 | | |
| Other Fundraisers | \$148,233.00 | \$141,000.00 | \$150,000.00 |
| Foundations | \$32,280.00 | \$40,000.00 | \$40,000.00 |
| Corporations | | | |
| County Funding | | | |
| City Funding 1% | | | |
| City Funding Community Promotions | | | |
| City Other - CAP | \$13,250.00 | \$15,000.00 | \$15,000.00 |
| Other (please list below) | | | |
| Reserves | \$24,870.00 | \$160,732.00 | \$160,168.00 |
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| SUMMARY OF REVENUES | \$308,450.00 | \$470,982.00 | \$479,418.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|--------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|-------------------------------|---|------------------|--|------------------|---|------------------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | Month / Year: to Month / Year: | Jul-17 Jun-18 | Month / Year: to Month / Year: | Jul-18 Jun-19 | Month / Year: to Month / Year: | Jul-19 Jun-20 |
| Land | | | | | | |
| Buildings | | | | | | |
| Machinery & Equipment | | | | | | |
| Other (List Below) | | | | | | |
| | | | | | | |
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| Capital Outlay Summary | \$0.00 | | \$0.00 | | \$0.00 | |

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

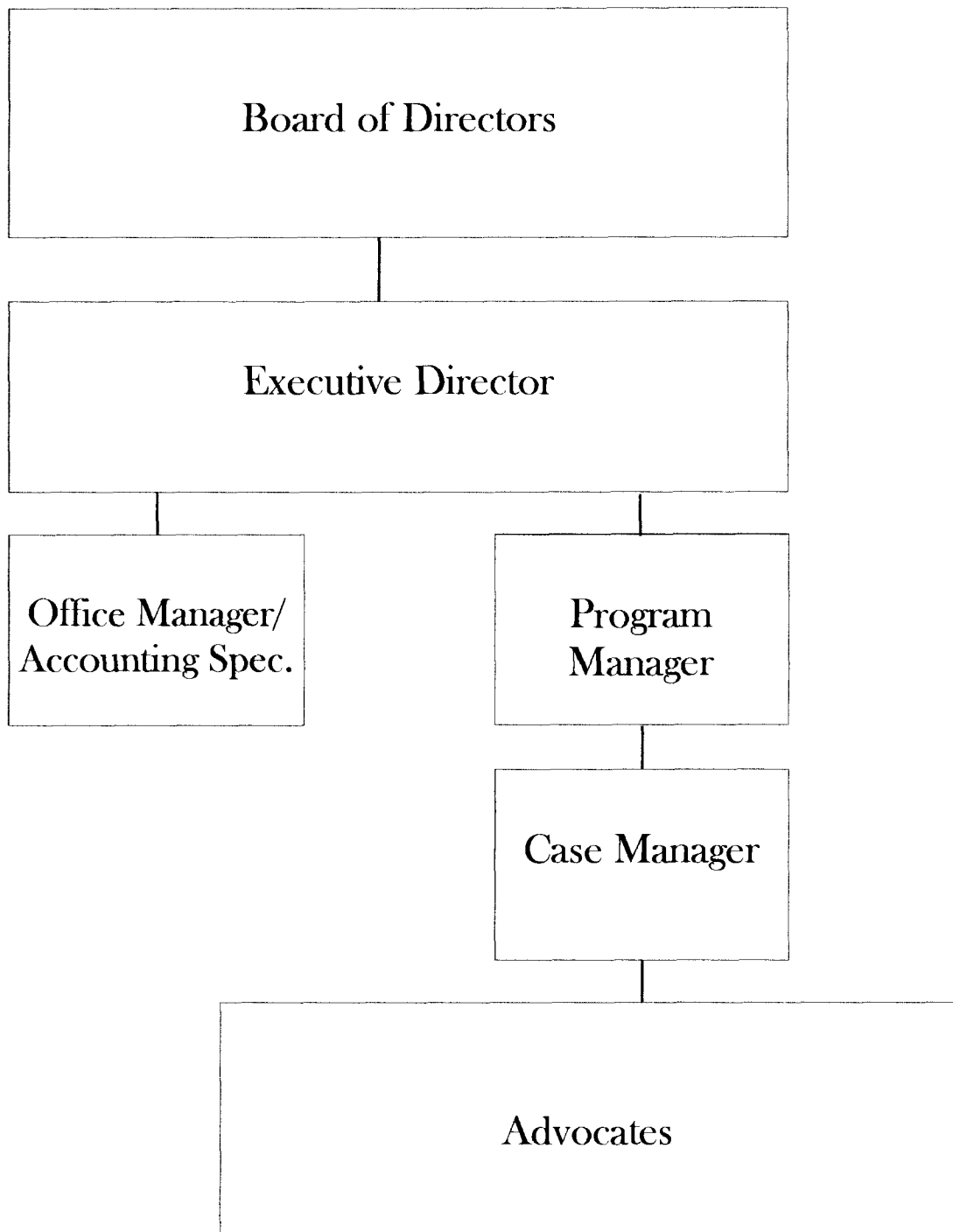
| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | Month / Year: | Jun-20 |

| | | | | |
|--------------------------------|--|---------------|---------------|---------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$308,450.00 | \$470,982.00 | \$479,418.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$314,433.00 | \$470,982.00 | \$479,418.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$314,433.00 | \$470,982.00 | \$479,418.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | (\$5,983.00) | \$0.00 | \$0.00 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$5,983.00 | \$0.00 | \$0.00 |
| 7 | Change in Operating Reserve (line #5 from above) | (\$5,983.00) | \$0.00 | \$0.00 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$0.00 | \$0.00 | \$0.00 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$0.00 | \$0.00 | \$0.00 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

| Below are the definitions for Reserves: |
|--|
| *Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue. |
| * Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future |

**CASA of Natrona County
Organizational Chart showing
Lines of Authority**



PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 3:00 pm August 10, 2018

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

Today's Date: 08/07/18

| Organization Requesting Funding | | | |
|---------------------------------|--|------|--------------|
| Name: | Platte River Trails Trust | | |
| Address: | P.O. Box 1228, 1775 W. 1st Street, Casper, WY 82602-1228 | | |
| Phone #: | 307 577-1206 | Fax: | 307 265-6809 |
| Date Organized: | 12/23/82 | | |

| Organization Contact Person(s) | | | |
|--------------------------------|--|----------|--------------|
| Name and Title: | Angela Emery, Executive Director | Phone #: | 307 577-1206 |
| Email: | platteriver@wyoming.com | | |
| Name and Title: | Chris Smith, Treasurer | Phone #: | 307 265-3800 |
| Email: | ChrisS@lrileyco.com | | |

| Organization Board Members (if applicable) | | | | | |
|--|-----------------|--------------|----------------------|-------|--------------|
| Name : | Clarke Turner | Office Held: | Board President | Term: | Ends 3/20/19 |
| Name : | Eric Easton | Office Held: | Board Vice-President | Term: | Ends 3/20/19 |
| Name : | David Hough | Office Held: | Board Secretary | Term: | Ends 3/20/19 |
| Name : | Chris Smith | Office Held: | Board Treasurer | Term: | Ends 3/20/19 |
| Name : | Bart Rea | Office Held: | Board Member | Term: | Ends: 2019 |
| Name : | Keith Tyler | Office Held: | Board Member | Term: | Ends: 2020 |
| Name : | Nancy Witzeling | Office Held: | Board Member | Term: | Ends 2019 |
| Name : | Miguel Leotta | Office Held: | Board Member | Term: | Ends 2019 |
| Name : | Heidi Walker | Office Held: | Board Member | Term: | Ends: 2020 |
| Name : | David Hough | Office Held: | Board Member | Term: | Ends: 2019 |
| Name : | Debra Swedberg | Office Held: | Board Member | Term: | Ends: 2019 |
| Name : | Bruce English | Office Held: | Board Member | Term: | Ends: 2020 |
| Name : | Pamela Mills | Office Held: | Board Member | Term: | Ends: 2020 |
| Name : | Art Boatright | Office Held: | Board Member | Term: | Ends: 2020 |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|---|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | | \$50,000 - City |
| FY18 | | |
| Previous Years (specify what year(s)). | \$50,000 per year for last three years. | |

Please Attach an Agency Organizational Chart

Platte River Trails Trust - Board of Directors

Last Update: 8-Mar-18

| Last Name | First Name | Position | Address | Work | FAX | Cell | E-mail |
|-----------|------------|--|---|----------|----------|------------------|--|
| Turner | Clarke | President Trails Chair 2018 | 10785 E. Platte River Rd. Evansville, WY 82636 | 233-4800 | | 262-3306 | fish_goldentrout@gmail.com |
| Easton | Eric | Vice-President Management/Finance 2020 | P. O. Box 2114 Casper, WY 82602 | 265-2225 | 265-2623 | 277-2592 | eric.easton@wyo.gov |
| Hough | David | Secretary 2019 | | | | 307-462-3877 | drhough@bresnan.net |
| Smith | Chris | Treasurer 2020 | Leo Riley & Co. 141 S. Center St. #200 Casper, WY 82601 | 265-3800 | 234-0585 | 277-0430 | ChrisS@LRileyCo.com |
| English | Bruce | Past - President 2020 | 3761 Carmel Dr. Casper, WY 82604 | | | 262-4002 | english3761@yahoo.com |
| Mills | Pamela | 2020 | 1301 Beaumont Dr. Casper, WY 82601 | 265-2461 | 265-2492 | 259-1656 | pamelamills54@outlook.com |
| Walker | Heidi | 2020 | 3250 Ridgecrest Dr. Casper, WY 82604 | 265-5205 | | 259-8410 | heidi.walker@bresnan.net |
| Witzeling | Nancy | Marketing Chair 2019 | 1044 South Wolcott Casper, WY 82601 | 234-5121 | | 277-4646 | nanwitz@gmail.com |
| Tyler | Keith | 2020 | 421 S. Center Suite 201 Casper, WY 82601 | 266-0129 | 235-9154 | 262-1603 | Keithpt@earthlink.net |
| Leotta | Miguel | Maintenance 2019 | Design Studio, Inc. 535 W. Yellowstone Casper, WY 82601 | 266-3389 | 234-6924 | 259-0453 | designstudio@vcn.com |
| Rea | Bart | 2019 | 139 W. 2nd St. Casper, WY 82601 | 234-4363 | | 234-6282 (Hm) | bdrea@tribcsp.com |
| Boatright | Art | 2020 | 1114 S. Durbin Casper, WY 82601 | 237-9333 | | | artboatright@aol.com |

Platte River Trails Trust Organizational Chart

Executive Committee
(Officers and Committee
Chairs of BOD)

Board of Directors

Executive Director
(Angela Emery)

Maintenance
(Sheri Kolb)

Contract labor or
temporary staff

1. What is your organizations mission?

MISSION AND ORGANIZATION:

The mission of the Platte River Trails Trust is to develop a river pathway while preserving the scenic, natural and historic value of the North Platte River, and to assist with the development of a network of trails that contribute to our community's non-motorized transportation options, economic vitality and quality of life. We are a nonprofit IRC 501(c)(3) organized to facilitate construction of projects that align with our mission by bringing together private and public partners in the community.

Our Values:

- Transportation and Safety
- Quality of Life
- Health and Recreation
- Environmental Stewardship
- Historic Preservation
- Citizen Involvement
- Public – Private Partnerships
- Leadership in Pathways and Trail

Our Goals:

- Expand the river and city pathway infrastructure as a transportation and recreation corridor; and assist in the development of a community trail network that allows citizens to access parts of the city via non-motorized transportation.
- Manage and maintain an outstanding trails network and related facilities that allows for alternative transportation in the Casper, WY metropolitan area.
- Improve awareness of the benefits of trails to public and private entities.
- Provide and promote opportunities activities and events for non-motorized transportation, outdoor recreation, education and public wellness utilizing the trails and related facilities.
- Maintain the fiscal integrity of the Platte River Trails to enable our organization to accomplish our mission and goals.

2. What geographical area & populations are being served by your organization?

The Platte River Trails serves all of the citizens of Natrona County, roughly 72,000 children, women and men, as well as tourists who visit our community. We get numerous requests for trail maps and directions to trails from tourists that visit Natrona County as well as our own citizens.

3. What programs/services are currently offered by your organization?

The Platte River Trails offers the following services.

- With assistance from City staff, writes WYDOT TAP grants for trails projects that use Optional One Cent funds allocated to our organization as the cash match.
- Write other grants to Foundations and entities to further leverage the One Cent funds allocated to our organization for trail projects.
- Work with City and County staff, and local engineers, on design and implementation of trail projects.
- Manage the Platte River Trail including supervision of our own maintenance employee who works in concert with City Parks to maintain the River Trail.
- Maintain a website that provides information to the public about community trails, events and future projects.
- Produce a community trail map that is made available at key locations around the community.
- Serve as the fiscal agent for the Respect Our River committee that has installed life jacket loaner stations at key points along the river trail and works to raise awareness of the importance of river safety.
- Serve as the face of Trails to and provide customer service to the public regarding trail maintenance and expansion.
- Organize events and programs that support non-motorized travel as well as health and wellness and quality of life. Ex. Spring Trail Clean-up, Arbor Day Celebrations, Food Truck Friday, Food Truck Friday, and other educational efforts.
- Provide input to the City on non-motorized transportation needs in the community.

4. Describe how your 1% #15 funding was used.

The 1% #15 funds allocated to the PRTT were earmarked primarily for 3 phases of the Casper Mountain Road to Rotary Park trail. By applying for other grant funds, and a good bidding environment, the PRTT was able to accomplish much more. The PRTT used our 1% #15 in the following ways:

Provided the cash match for Phase I of the Casper Mountain Road to Rotary Park trail project -

We were able to minimize the amount of One Cent funds we used by leveraging funds and raised additional funds from the Black Hills Energy Foundation and the Natrona County Recreation Joint Powers Board.

Provided the cash match for Phase II of the Casper Mountain Road to Rotary Park project -

We were able to minimize the amount of One Cent funds we used by additional funds from the Natrona County Recreation Joint Powers Board

PRTT One Cent #15 funds were used for major renovation of one of the oldest segments of River Trail, new 10 ft. wide concrete trail, from below the Overlook Shelter 3000 east towards the Pedestrian Bridge.

PRTT One Cent #15 funds were used for a necessary asphalt overlay project on the River Trail from the new segment of concrete trail east of the Overlook Shelter to the Pedestrian Bridge

PRTT One Cent #15 funds have been earmarked for a cash match for a WYDOT TAP grant to install a new trail, Morad to Walmart, from the River Trail across CY Avenue into the Walmart Shopping Center to connect many housing areas and businesses on the south side of Wyoming Blvd. adjacent to the Walmart and Wolf Creek neighborhood.

PRTT One Cent #15 funds have been earmarked for a cash match cash match for a WYDOT TAP grant to construct Phase III of the Casper Mountain Road to Rotary Park trail.

5. Describe how your 1% #16 funding will be used.

The PRTT has identified several non-motorized trail infrastructure projects to be addressed during the #16 One Cent cycle. The PRTT socialized these projects with the City and received input on the projects that were selected. Although the PRTT has tentatively assigned dates to the identified projects, we appreciate the option of having our One Cent funds allocated to us in a block grant fashion with the understanding that we will take on projects when the timing is right.

- Overhead Support
- 2020: Paradise Valley to west of Robertson Road
- 2021: Harmony Hills – Casper Mtn. Rd. to Poplar – South Side
- 2022: Rehab of BN area from 1st St.- in partnership with the River Restoration project
- 2023: Phase II Robertson Rd.

6. If your total grant request is more than the previously requested, please explain why.

This request is not more than our #15 request. In the past four one cent cycles (since 2003), we have requested in excess of \$1,000,000 in each cycle for projects. In the past two one cent cycles, the City has provided us with overhead funds that were provided outside of the one cent process. However, this request does include funding for Overhead Support based on feedback from City of Casper staff.

7. How will it affect your program if you do not receive this funding?

If the PRTT does not receive this funding there will be 2 outcomes, 1) Citizen input on our community's non-motorized infrastructure system will be drastically reduced. PRTT Board members donate thousands of hours of professional services, as well as financial resources, to developing, shepherding and overseeing trail infrastructure projects with the public. However, without new projects in the works, keeping the Board members energized will be difficult. 2) City staff workload on trails projects will increase and citizen engagement will decrease.

8. How does your organization evaluate itself and programs for effectiveness?

The most data driven evaluation method the PRTT uses are the 7 trail counters the City installed along our community trails in 2016. From 12/1/16 through 10/31/17 the trail counters reported over 350,800 trail counts with Morad Park being the highest usage section of trail followed by Crossroads and the Pumphouse. A powerful anecdotal evaluation of Phase II of the Casper Mountain Road to Rotary Park Trail came by way of "organic hits" (no money was spent to boost this post) to a Facebook post the PRTT launched on July 5, 2018. To date this post has reached 7,290 people, close to 10% of Natrona County residents. Another anecdotal evaluation came to the PRTT recently when our organization was named "Business of the Year" by the Casper Realtors Association. We also evaluate ourselves on other less data driven indicators such as attendance at our events and sponsorship of our mile markers and events, and by the number of smiles we see along the trail system.

REQUESTED BUDGET DETAIL

| Outline in the table below specifically how your request will be used. <i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i> | | |
|---|-----------------------|----------------------|
| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| OVERHEAD FUNDING - | \$200,000.00 | 20% |
| Our budgeted overhead costs for the four year period will be around \$628,000,544. We are requesting \$200,000 of One-Cent #16 funds at a rate of \$50,000 per year. The remaining \$428,000 (68%) of our overhead budget will be raised by PRTT fundraising efforts. | | 0% |
| | | 0% |
| PROJECT FUNDING - | \$800,000.00 | 80% |
| We have the following projects in the pipeline, and will work on getting them all completed based on leveraging the One-Cent Fund, with WYDOT, NCSD Rec Board, and private grant opportunities. The sequence of the projects will be determined based on input from the City and other funding organizations. | | 0% |
| Paradise Valley connection to Robertson Road trail. | | 0% |
| West of Robertson Road to get around the housing development and bring the trail system back to the riverbank. | | 0% |
| Connection along Wyoming Boulevard to connect Casper Mountain Road to Poplar St./Garden Cr. Rd. (Harmony Hills) | | 0% |
| Connection between College Drive and 15th St. | | 0% |
| Rehabilitation of the old trail in Burlington Northern section (behind K-2 radio) | | 0% |
| | | 0% |
| | | 0% |
| TOTAL REQUESTED | \$1,000,000.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|--|-----------------------|--------------------|--------------------|-------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Executive Director | Full-Time | \$60,000.00 | \$9,000.00 | \$3,000.00 |
| Maintenance person | Part-Time | \$5,500.00 | | \$2,500.00 |
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| TOTALS | | \$65,500.00 | \$9,000.00 | \$5,500.00 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| Personnel | | | |
|----------------------------------|--------------------|--------------------|--------------------|
| Full-Time | | | |
| Regular Wages | \$58,000.00 | \$63,000.00 | \$64,000.00 |
| Overtime Wages | \$9,000.00 | \$9,000.00 | \$9,000.00 |
| Part-Time | | | |
| Regular Wages | \$4,526.00 | \$8,000.00 | \$8,000.00 |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$7,840.00 | \$8,600.00 | \$8,700.00 |
| Benefits | | | |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$79,366.00 | \$88,600.00 | \$89,700.00 |

| General Administration | | | |
|--|--------------------|--------------------|--------------------|
| Postage & Freight | \$652.00 | \$1,000.00 | \$1,000.00 |
| Telephone | \$4,679.00 | \$800.00 | \$800.00 |
| Printing / Duplication | \$1,065.00 | \$500.00 | \$500.00 |
| Publicity, Dues / Subscriptions | \$4,867.00 | \$5,200.00 | \$5,300.00 |
| Utility Services | | | |
| Professional Services | \$23,495.00 | \$23,200.00 | \$24,000.00 |
| Maintenance Agreements | | | |
| Travel | \$428.00 | \$500.00 | \$500.00 |
| Employees | | | |
| Other (please list below) | | | |
| Occupancy Costs | \$13,067.00 | \$12,600.00 | \$13,500.00 |
| Workshops & Seminars | | \$1,600.00 | \$1,600.00 |
| | | | |
| Subtotal General Administration | \$48,253.00 | \$45,400.00 | \$47,200.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|-------------------|-------------------|-------------------|
| Office | \$3,458.00 | \$3,050.00 | \$3,050.00 |
| Operating | | | |
| Repairs / Maintenance | | | |
| Materials | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$3,458.00 | \$3,050.00 | \$3,050.00 |

| Fixed Charges | | | |
|-------------------------------|--------------------|--------------------|--------------------|
| Insurance | \$11,608.00 | \$12,000.00 | \$13,000.00 |
| Rent/Lease | | | |
| Other (please list below) | | | |
| | | | |
| Subtotal Fixed Charges | \$11,608.00 | \$12,000.00 | \$13,000.00 |

| Other Expenditures | | | |
|------------------------------------|-------------------|--------------------|--------------------|
| Fundraising Expenses | | | |
| Dbt Service | | | |
| Other (please list below) | | | |
| Educational Materials | | \$1,600.00 | \$1,600.00 |
| Board Sponsored Events | (\$362.00) | \$2,000.00 | \$2,000.00 |
| Trail Maintenance | \$3,541.00 | \$18,000.00 | \$18,500.00 |
| River Safety | \$701.00 | \$7,500.00 | \$1,000.00 |
| | | | |
| Subtotal Other Expenditures | \$3,880.00 | \$29,100.00 | \$23,100.00 |

| Capital Expenditures | | | |
|---|---------------------|---------------------|---------------------|
| Capital Building | | | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| Amoco Parking Lot Rehab | \$118,902.00 | | |
| Casper Mtn. Trail - Phase I | \$630,358.00 | | |
| Casper Mtn. Trail - Phase II | | \$497,275.00 | |
| Casper Mtn. Trail - Phase III | | | \$363,474.00 |
| Robertson Road crossing | \$100,000.00 | | |
| Morad to Walmart | | | \$275,408.00 |
| Trail Overlay (Historic Trails Sec | | \$75,000.00 | |
| Replace Overlook Trail | | \$225,000.00 | |
| One Cent #16 Projects as reflected in Budget Detail | | | \$200,000.00 |
| | | | |
| Subtotal Other Expenditures | \$849,260.00 | \$797,275.00 | \$838,882.00 |

| | | | |
|-----------------------------------|---------------------|---------------------|-----------------------|
| TOTAL FOR ALL EXPENDITURES | \$995,825.00 | \$975,425.00 | \$1,014,932.00 |
|-----------------------------------|---------------------|---------------------|-----------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | |
|--|-----------------------|---------------------|-----------------------|
| Program Fees | | | |
| United Way | | | |
| Donations | \$35,065.00 | \$30,000.00 | \$30,000.00 |
| Grants - State | | | |
| Grants - Federal | \$493,902.00 | \$375,000.00 | \$511,106.00 |
| Grants - Private | \$186,415.00 | \$26,000.00 | \$26,000.00 |
| Interest Income | | | |
| Other Fundraisers | | | |
| Foundations | | | |
| Corporations | | | |
| County Funding | \$100,000.00 | | |
| City Funding 1% | \$150,358.00 | \$372,375.00 | \$377,776.00 |
| City Funding Community Promotions | | | |
| City Other | \$49,980.00 | | |
| Other (please list below) | | | |
| RiverFest (Net) | \$44,677.00 | \$37,800.00 | \$37,800.00 |
| Food Truck Friday's | \$10,600.00 | \$6,000.00 | \$6,000.00 |
| Interest income | \$4,970.00 | \$3,000.00 | \$3,000.00 |
| Pumphouse (Net) | \$12,571.00 | \$2,300.00 | \$2,300.00 |
| Sign Sponsorship | \$21,718.00 | \$21,000.00 | \$21,000.00 |
| Other Income | \$150.00 | | |
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| SUMMARY OF REVENUES | \$1,110,406.00 | \$873,475.00 | \$1,014,982.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|---|---------------|--------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| N/A | | |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|------------------------|---|--------|--|--------|---|--------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| | to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |
| Land | | | | | | |
| Buildings | | | | | | |
| Machinery & Equipment | | | | | | |
| Other (List Below) | | | | | | |
| | All reflected on Expenditure Detail Sheet | | All reflected on Expenditure Detail Sheet | | All reflected on Expenditure Detail Sheet | |
| | | | | | | |
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| Capital Outlay Summary | \$0.00 | | \$0.00 | | \$0.00 | |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | | |
|--------------------------------|--|---------------------|---------------------|---------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$1,110,406.00 | \$873,475.00 | \$1,014,982.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$995,825.00 | \$975,425.00 | \$1,014,932.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$995,825.00 | \$975,425.00 | \$1,014,932.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$114,581.00 | (\$101,950.00) | \$50.00 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$251,929.00 | \$366,510.00 | \$264,560.00 |
| 7 | Change in Operating Reserve (line #5 from above) | \$114,581.00 | (\$101,950.00) | \$50.00 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$366,510.00 | \$264,560.00 | \$264,610.00 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$366,510.00 | \$264,560.00 | \$264,610.00 |

Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)

At June 30, 2018, PRTT held \$122,680 in donor restricted funds for future projects or maintenance, \$50,000 in Board Designated funds that are held for emergency contingencies and \$366,510 in unrestricted funds that are for operations and future maintenance needs.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 3:00 pm August 10, 2018

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

*Type or print clearly, form is available in electronic format
Please. DO NOT submit any additional documentation unless requested.*

| | | | | | |
|--|----------------|---|----------------|------------------------|----------|
| <i>Todays Date:</i> | | | | 08/06/18 | |
| Organization Requesting Funding | | | | | |
| <i>Name:</i> | | Mercer Family Resource Center | | | |
| <i>Address:</i> | | 535 W. Yellowstone Ave., Casper, WY 82601 | | | |
| <i>Phone #:</i> | (307) 265-7366 | <i>Fax:</i> | (307) 473-2650 | <i>Date Organized:</i> | 01/22/71 |

| | | | | | |
|---------------------------------------|--|--------------------------|--|--------------------------------|--|
| Organization Contact Person(s) | | | | | |
| <i>Name and Title:</i> | | Cori Cosner-Burton | | <i>(307) 265-7366</i> | |
| <i>Email:</i> | | cburton@mercercasper.com | | | |
| <i>Name and Title:</i> | | Debbie Huber | | <i>Phone #:</i> (307) 265-7366 | |
| <i>Email:</i> | | dhuber@mercercasper.com | | | |

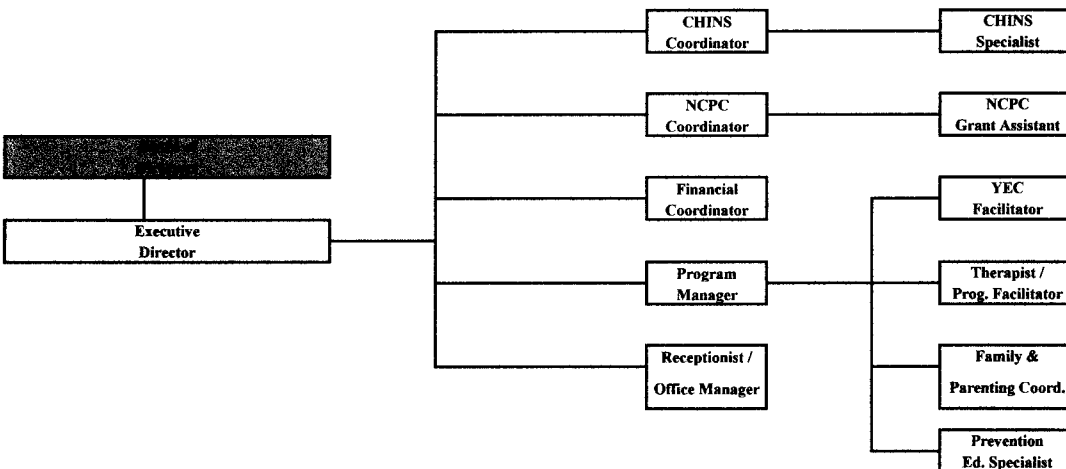
| | | | | | |
|---|-----------------|---------------------|--------------------|--------------|-----------------|
| Organization Board Members (if applicable) | | | | | |
| <i>Name:</i> | Natalie Betcher | <i>Office Held:</i> | President | <i>Term:</i> | 11/2011-current |
| <i>Name:</i> | Cathy Berens | <i>Office Held:</i> | Vice President | <i>Term:</i> | 1/2017-current |
| <i>Name:</i> | Larame Barnett | <i>Office Held:</i> | Secretary | <i>Term:</i> | 9/2013-current |
| <i>Name:</i> | Lane Sorensen | <i>Office Held:</i> | Treasurer | <i>Term:</i> | 11/2011-current |
| <i>Name:</i> | Bob Turner | <i>Office Held:</i> | Board of Directors | <i>Term:</i> | 10/2011-current |
| <i>Name:</i> | Dr. Mike Harris | <i>Office Held:</i> | Board of Directors | <i>Term:</i> | 3/2010-current |
| <i>Name:</i> | Kyle Ridgeway | <i>Office Held:</i> | Board of Directors | <i>Term:</i> | 10/2017-current |
| <i>Name:</i> | Taylor Courtney | <i>Office Held:</i> | Board of Directors | <i>Term:</i> | 3/2017-current |
| <i>Name:</i> | Carissa Marak | <i>Office Held:</i> | Board of Directors | <i>Term:</i> | 2/2014-current |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> | |

| | | |
|---|---|---|
| Funding History and Amount Requested (if not applicable, list N/A) | | |
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 20-23 | | 1% #16 \$190,000 for 4 years (\$22,500 YEC & \$25,000 Mercer FRC each year) |
| FY 19 | Youth Empowerment Council applied \$22,500 | 1% #15/CAP applied \$25,000 |
| FY18 | Youth Empowerment Council \$22,500 | NA from City; requested \$32,000 & received \$16,750 from CAP |
| <i>Previous Years (specify what year(s)).</i> | YEC since under Mercer 2007 avg of \$20,000 | CAP funding since 2005 avg \$20,000; 1% in 1/2014 \$150,000 |

Please Attach an Agency Organizational Chart

I - ORGANIZATIONAL CHART

Employees in each column are supervised by, and report to, the employee to the left or above according to the lines shown.



1. What is your organizations mission?

Mercer Family Resource Center (Mercer FRC) has provided education, counseling, and prevention services that build stronger and healthier youth and families in our community since 1971. In our vision to build a unified community with strong families and healthy youth, Mercer FRC provides family and parenting education, adult and youth intervention, and community connections that are proactive, impactful, and accessible to anyone in the community! Each year we serve approximately 3,000 families through direct services and reach an additional 80% of the population through substance abuse and suicide prevention/awareness presentations and campaigns. Our programs are evidence based and track outcomes including: Decreased future intent to use drugs, family conflict, rebelliousness and increased family management, social skills and opportunities for pro-social community involvement. The Youth Empowerment Council (YEC) became a program of Mercer FRC in 2007. YEC is a substance free, responsible, open, group of young leaders that collaborate to better the community, support one another, inspire youth, grow, and lead by example; for youth, by youth.

2. What geographical area & populations are being served by your organization?

Natrona County is primarily rural with about 70% living in the City of Casper and 30% living in surrounding areas. The clients we serve are reflective of the US Census Bureau for our State and County for gender, race and ethnicity. While 22% of Natrona County residents are considered low-income, twice the poverty level according to federal guidelines, the majority of our clients fall well below the poverty line. 75% of clients at Mercer FRC meet federal and state guidelines for poverty (Based on 250% of federal poverty guidelines; yearly individual income of less than \$29,700). Being a non-profit, services are provided on a sliding-fee scale and many of our counseling clients are seen for free. Almost all of our clients have children who are identified at-risk by other agencies, such as DFS, NCS#1, and/or Department of Corrections. Mercer FRC has a long history of collaborating with community partners to ensure comprehensive, successful programs without duplication. The YEC program reaches youth in Natrona County from various cultural, ethnic and socio-economic backgrounds that feel they have an advocate in the Council. It is a safe place for young people to come and voice concerns, learn valuable leadership skills, and see their ideas come to fruition. Youth who participate in the Council are dedicated to making our community a place where all youth are welcome and know they are heard. The makeup of the youth council is diverse and we continue to reach out and draw our members from all over the city. There are youth represented from the majority of middle schools and all high schools in Casper.

3. What programs/services are currently offered by your organization?

Family & Parenting: Strengthening Families works on cohesiveness, aggression, substance abuse, school success and is designed for parents with youth ages 10-16 (youth attend with their parents and after dinner break into peer groups); Make Parenting a Pleasure focuses on child development, communication, stress management and self-care (designed for parents with youth ages birth-8); and Love and Logic is dedicated to making parenting fun and rewarding instead of stressful and chaotic, through conflict resolution and empathy building (for parents with children of all ages). We know that families who are connected and communicate with each other create a healthier environment for daily living. They are better able to cope with life-changing situations and decrease family conflicts. Counseling and some classes are available in Spanish, as well as offer childcare and meals. Mercer FRC offers several early intervention classes for first-time offending youth, in lieu of being suspended from school and becoming involved in the juvenile justice system: Child In Need of Supervision is an assessment and referral process to prevent out of home placement of youth who are habitually truant, have run away from home or habitually disobey their parents; Insight II is substance prevention education for minors; Anger Management identifies triggers and develops coping skills; Tobacco Ed teaches minors the dangers of tobacco products; Corrective Thinking focuses on recognizing criminal thinking barriers versus healthy thought processes; and Something for Nothing redirects participants to learn positive thinking patterns and associate the risks of shoplifting. We know that children who are connected with educational programs have the information they need to make positive life choices. Mercer FRC connects youth with the educational tools they need to create healthier lives for themselves physically, emotionally, and mentally. In addition to individual and family counseling, Mercer FRC also offers Youth Mental Health First Aid (YMHFA) to community members. YMHFA teaches anyone that interacts with youth, the signs of addictions and mental illnesses. It is an in-person training on how to help young people in crisis. Further programming includes YEC. Primarily youth run, YEC's main goal is to improve the Casper community. The youth choose events and projects to sponsor that they believe need changed in a positive way. YEC creates a safe place for youth to congregate while giving them a valuable voice in the community. Members of YEC strive to keep expanding the group and continue efforts in making the community better for everyone. Part of the community outreach is the Suicide Prevention Awareness Team (SPAT), a sub-committee of YEC. SPAT is a group of teens that volunteer to speak at different schools, for all grade levels, about suicide prevention. SPAT also serves county-wide with the Natrona County Suicide Prevention Task Force. Since Wyoming has one of the highest suicide rates education to youth and adults is vital. YEC has also implemented a Bullying Awareness Team that presents for local junior high and high schools. Finally, YEC started a local substance abuse prevention sub-program called #WyAmplify. #WyAmplify gives youth other opportunities to find out what really gets them excited such as outdoor activities, sports, arts, music, science, or literature as an alternative to substance use and risky behavior.

4. Describe how your 1% #15 funding was used.

The current request for 1% #15 and formerly CAP funds, were used to support direct service and provider salaries. These services are essential to the continued operation and expansion of all Mercer FRC programs and services. 75% of overall clients at Mercer FRC meet federal and state guidelines for poverty. The Child in Need of Supervision program was successful with 94% of youth last year, who would have otherwise been adjudicated to probation or an out-of-home placement. Counseling clients dealing with emotional or mental health challenges met their service plan goals with a minimum of 85% success. 93% of students reported feeling more informed about suicide. 95% of youth and parents reported feeling more informed about healthy alternatives to substance use. The general agency funding from the City supported the mission of the Youth Empowerment Council (YEC). Without the generous funding and support from the City of Casper, this program would not be successful in reaching so many young people in our community. Traditionally, many of the youth who participate in the YEC events are only able to because the event is of no cost to them. We see the value of providing such events and opportunities to local youth, who do not otherwise have the chance to participate in these activities. Along with pro-social and substance free events for youth, we also relied on the funding for our Suicide Prevention Awareness Team and Bullying Prevention Awareness Team. The Council understands the continuous need for prevention and awareness in our community, and are thankful for the opportunity that this funding has allowed us this past year.

5. Describe how your 1% #16 funding will be used.

These funds will primarily be used to augment all of our program needs for family and parenting, early intervention/education, and counseling services related to fiscal management, supplies/occupancy expenses and staff training. The most difficult budget item to get funded through grants in recent years has been salaries, which is a program cost. Our agency is an education and counseling facility which requires us to hire Bachelor and Master level staff per our certifications. Retaining employment at a non-profit is hard enough when they can go to the private sector and exponentially increase their income. We strive to be in the 50th percentile with other non-profit agencies but cannot compete with state retirement. Additionally, requested funding will be used to support the mission of the Youth Empowerment Council. With the continued support of the City of Casper, NCSD#1, Gertrude Kamps Foundation and the fundraising efforts of Mercer FRC and the YEC youth to offset deficits, the program will be successful in reaching many youth in Natrona County. YEC will plan and facilitate pro-social and substance free events for youth and relies on funding to provide prevention and awareness efforts in our community through the Suicide Prevention Awareness Team and Bullying Prevention Awareness Team.

6. If your total grant request is more than the previously requested, please explain why.

Our grant request is for the average amount of dollars we have received, from CAP to support Mercer FRC programming and from the City to support YEC, over the years. This funding will allow us to keep current facilitators and dedicate more staff time to our waiting list, in turn reaching more youth and families in our community. Mercer FRC respectfully requests these funds to support salary and benefit expenses, as well as training and curriculum updates for our programming. As a fiscal agent and grant manager, we have to train staff as trainers in new curriculums; in addition, we have had changes in staff members. The Youth Empowerment Council's request for funding is the same as the previous year, for which we are grateful. However any reductions in funds would negatively impact the youth and programs planned.

7. How will it affect your program if you do not receive this funding?

Natrona County youth and families would be severely impacted by the loss of these dollars. We would be forced to reduce the number of classes we offer and clients we serve. With the growth of our programs, Mercer FRC uses this money to provide oversight and direct services to our clients. During the last fiscal year both federal and state grants have supported 71% of our programs and match requirements have averaged 33%. Our agency continues to do more with less, as grant awards and fundraising amounts decrease while operational costs increase. Through needs assessments and strategic plans, we strive to collaborate in our community and not duplicate these needed services. In addition, YEC is currently facing uncertain times in funding, as most of our community has been negatively impacted by the current economic climate. Effects from the budget cuts that YEC faces, are a decrease in youth involvement and a decrease in activities in our community. In the past, YEC has provided young community members with annual substance-free activities. Limited funding for YEC in the past has forced coordinators and youth to alternate activities. Without funding YEC will have to cut the number of times events are offered or events entirely. Further, funding cuts result in a reduction of individuals served. As a peer group, reduction in attendance can result in a lack of continued interest from local youth. Finally, outreach to the school district with the Suicide Prevention and Bullying Prevention task-forces would be reduced. This outreach provides all youth the tools to recognize warning signs, risk factors, and protective factors for suicidal behaviors, as well as provide guidance when a friend or family member may be in crisis. YEC youth consider this partnership a main priority and YEC's ability to continue the partnership relies heavily on the support of the City of Casper.

8. How does your organization evaluate itself and programs for effectiveness?

Mercer FRC regularly evaluates all of our programming for effectiveness, which supports our sustainability efforts, as well as provides us information to improve services for the benefit of families and youth in our county. Evaluation is conducted for both short-term and long-term outcomes. Evaluation tools are different based on funding requirements and desired outcome. Our objectives are measured with pre and post surveys administered to participants. These surveys reveal the level of knowledge at the end of the program. These are used with parenting and family education, as well as life skills education services. The Wyoming Survey and Analysis Center (WYSAC) provided a tool for evaluation of data, which we have incorporated with our client satisfaction surveys. Mercer FRC tracks statistics internally using Google Docs and SurveyMonkey to continue updating our evaluation plan based on our program goals and objectives. Each therapist tracks the success of their clients, utilizing treatment plan goals. As each client's case is closed, we track the percent of goals met. YEC has been a part of our agency for over ten years and the City of Casper for even longer. They have continuously been inspiring youth to be leaders, to support one another to learn and grow, and to be great community partners. YEC does pre and post surveys with all sub-committee programs that they offer including Suicide Prevention Awareness Team, Bullying Awareness Team, and #WYAmplify. Through the surveys, YEC is informed of things that they are doing well and ways they can improve. In addition, YEC has had two youth town hall meetings where they hear the voice of many youth from our community. Here they are able to discuss the positives and negatives of YEC activities and make plans for the future of our young people, who will one day be many of our town's great leaders.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|--------------------------------------|---------------------|----------------------|
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| 2020 YEC Operating Salaries | \$15,200.00 | 8% |
| 2020 YEC Programs | \$7,300.00 | 4% |
| 2021 YEC Operating Salaries | \$15,200.00 | 8% |
| 2021 YEC Programs | \$7,300.00 | 4% |
| 2022 YEC Operating Salaries | \$15,200.00 | 8% |
| 2022 YEC Programs | \$7,300.00 | 4% |
| 2023 YEC Operating Salaries | \$15,200.00 | 8% |
| 2023 YEC Programs | \$7,300.00 | 4% |
| 2020 Counseling/Facilitator Salaries | \$22,750.00 | 12% |
| 2020 Parenting/Intervention Programs | \$2,250.00 | 1% |
| 2021 Counseling/Facilitator Salaries | \$22,750.00 | 12% |
| 2021 Parenting/Intervention Programs | \$2,250.00 | 1% |
| 2022 Counseling/Facilitator Salaries | \$22,750.00 | 12% |
| 2022 Parenting/Intervention Programs | \$2,250.00 | 1% |
| 2023 Counseling/Facilitator Salaries | \$22,750.00 | 12% |
| 2023 Parenting/Intervention Programs | \$2,250.00 | 1% |
| | | 0% |
| | | 0% |
| | | 0% |
| | | 0% |
| | | 0% |
| | | 0% |
| | | 0% |
| | | 0% |
| | | 0% |
| | | 0% |
| TOTAL REQUESTED | \$190,000.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|--|-----------------------|--------------------|--------------------|-------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Executive Director | Full-time | \$73,973.00 | \$15,534.00 | \$7,282.00 |
| Counselor/Prog Mngr | Full-time | \$50,925.00 | \$6,620.00 | \$5,220.00 |
| Counselor/Intervention | Part-time | \$32,760.00 | \$3,276.00 | \$1,638.00 |
| YEC Coordinator | Part-time | \$24,614.00 | \$3,199.00 | \$1,230.00 |
| CHINS Coordinator | Full-time | \$34,923.00 | \$8,281.00 | \$1,746.00 |
| Finance Coordinator | Full-time | \$40,560.00 | \$5,015.00 | \$2,028.00 |
| Finance Coordinator | Part-time | \$18,252.00 | \$2,372.00 | \$1,870.00 |
| Office Manager | Full-time | \$26,364.00 | \$7,381.00 | \$2,702.00 |
| Parenting Coordinator | Full-time | \$38,850.00 | \$8,935.00 | \$3,981.00 |
| Program Facilitator | Part-time | \$3,536.00 | \$353.00 | \$180.00 |
| CCLC Grant Coord | Full-time | \$40,170.00 | \$10,444.00 | \$208.00 |
| CCLC Grant Assist | Part-time | \$25,350.00 | \$2,535.00 | \$2,597.00 |
| NCPC Coordinator | Part-time | \$10,920.00 | \$1,092.00 | \$520.00 |
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| TOTALS | | \$421,197.00 | \$75,037.00 | \$31,202.00 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jul-20 |

| Personnel | | | |
|----------------------------------|---------------------|---------------------|---------------------|
| Full-Time | | | |
| Regular Wages | \$446,038.00 | \$441,790.00 | \$446,208.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Part-Time | | | |
| Regular Wages | \$11,500.00 | \$15,200.00 | \$15,200.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Employer Contributions | | | |
| Taxes | \$45,990.00 | \$44,371.00 | \$44,814.00 |
| Benefits | \$29,518.00 | \$34,957.00 | \$35,306.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Personnel | \$533,046.00 | \$536,318.00 | \$541,528.00 |

| General Administration | | | |
|--|--------------------|---------------------|---------------------|
| Postage & Freight | \$1,960.00 | \$2,690.00 | \$2,690.00 |
| Telephone | \$8,934.00 | \$8,430.00 | \$8,530.00 |
| Printing / Duplication | \$2,738.00 | \$4,432.00 | \$4,432.00 |
| Publicity, Dues / Subscriptions | \$3,453.00 | \$4,500.00 | \$4,500.00 |
| Utility Services | \$8,709.00 | \$9,010.00 | \$9,010.00 |
| Professional Services | \$27,350.00 | \$28,600.00 | \$28,600.00 |
| Maintenance Agreements | \$5,960.00 | \$7,340.00 | \$7,266.00 |
| Travel | \$20,418.00 | \$21,861.00 | \$21,205.00 |
| Employees | \$5,990.00 | \$4,830.00 | \$4,830.00 |
| Other (please list below) | \$1,725.00 | \$2,234.00 | \$2,234.00 |
| | \$4,388.00 | \$8,225.00 | \$8,000.00 |
| | \$4,274.00 | \$7,442.00 | \$6,900.00 |
| | | | |
| Subtotal General Administration | \$95,899.00 | \$109,594.00 | \$108,197.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|--------------------|--------------------|--------------------|
| Office | \$16,217.00 | \$16,300.00 | \$16,789.00 |
| Operating | \$29,923.00 | \$15,411.00 | \$15,873.00 |
| Repairs / Maintenance | \$12,605.00 | \$15,100.00 | \$16,600.00 |
| Materials | \$7,769.00 | \$8,100.00 | \$5,100.00 |
| Other (please list below) | \$1,330.00 | \$2,500.00 | \$4,000.00 |
| | \$481.00 | \$880.00 | \$800.00 |
| | | | |
| Subtotal Supplies | \$68,325.00 | \$58,291.00 | \$59,162.00 |

| Fixed Charges | | | |
|-------------------------------|--------------------|--------------------|--------------------|
| Insurance | \$5,428.00 | \$5,430.00 | \$5,500.00 |
| Rent/Lease | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | \$6,357.00 | \$6,500.00 | \$6,500.00 |
| | \$5,004.00 | \$5,200.00 | \$5,300.00 |
| | | | |
| Subtotal Fixed Charges | \$16,789.00 | \$17,130.00 | \$17,300.00 |

| Other Expenditures | | | |
|------------------------------------|---------------------|---------------------|---------------------|
| Fundraising Expenses | \$57,788.00 | \$60,000.00 | \$61,000.00 |
| Debt Service | -\$3,213.00 | -\$1,200.00 | -\$1,200.00 |
| Other (please list below) | | | |
| Pass-through (Fed/State) | \$320,223.00 | \$365,600.00 | \$365,600.00 |
| | | | |
| Subtotal Other Expenditures | \$374,798.00 | \$424,400.00 | \$425,400.00 |

| Capital Expenditures | | | |
|------------------------------------|--------------------|--------------------|--------------------|
| Capital Building | \$39,369.00 | \$16,141.00 | \$10,000.00 |
| Capital Equipment | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Other Expenditures | \$39,369.00 | \$16,141.00 | \$10,000.00 |

| | | | |
|-----------------------------------|-----------------------|-----------------------|-----------------------|
| TOTAL FOR ALL EXPENDITURES | \$1,088,857.00 | \$1,145,733.00 | \$1,151,587.00 |
|-----------------------------------|-----------------------|-----------------------|-----------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jul-20 |

| | | | |
|--|---------------------|-----------------------|-----------------------|
| Program Fees | \$60,118.00 | \$54,320.00 | \$54,300.00 |
| United Way | \$34,271.00 | \$35,150.00 | \$35,150.00 |
| Donations | \$27,163.00 | \$30,500.00 | \$30,500.00 |
| Grants - State | \$60,856.00 | \$164,653.00 | \$164,653.00 |
| Grants - Federal | \$79,828.00 | \$98,080.00 | \$98,080.00 |
| Grants - Private | \$18,750.00 | \$75,000.00 | \$75,000.00 |
| Interest Income | \$2,822.00 | \$2,600.00 | \$2,700.00 |
| Other Fundraisers | \$137,984.00 | \$168,000.00 | \$168,000.00 |
| Foundations | \$73,782.00 | \$42,500.00 | \$42,500.00 |
| Corporations | \$0.00 | \$16,000.00 | \$16,000.00 |
| County Funding | \$16,750.00 | \$0.00 | \$0.00 |
| City Funding 1% | \$0.00 | \$47,500.00 | \$47,500.00 |
| City Funding Community Promotions | \$22,500.00 | \$0.00 | \$0.00 |
| City Other | \$20,000.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| Rental Income | \$15,520.00 | \$15,600.00 | \$16,560.00 |
| Pass-through Federal | \$262,210.00 | \$297,216.00 | \$297,216.00 |
| Pass-through State | \$58,013.00 | \$68,384.00 | \$68,384.00 |
| Other Income | \$15,411.00 | \$10,000.00 | \$10,000.00 |
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| SUMMARY OF REVENUES | \$905,978.00 | \$1,125,503.00 | \$1,126,543.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|--------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| Rapid Fire Protections, Inc. | \$16,141.00 | July-05 |
| Accounts Payable - operating | \$10,334.00 | Paid in full monthly |
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| TOTAL DEBT | \$26,475.00 | |

| Capital Outlay | | | | | | |
|------------------------|---|------------------|--|------------------|---|------------------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | Month / Year: to Month / Year: | Jul-17 Jun-18 | Month / Year: to Month / Year: | Jul-18 Jun-19 | Month / Year: to Month / Year: | Jul-19 Jul-20 |
| Land | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Buildings | \$39,369.00 | \$16,141.00 | \$16,141.00 | \$10,000.00 | \$10,000.00 | \$10,000.00 |
| Machinery & Equipment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other (List Below) | | | | | | |
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| Capital Outlay Summary | \$39,369.00 | \$16,141.00 | \$16,141.00 | \$10,000.00 | \$10,000.00 | \$10,000.00 |

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | Current Budget Year Projected Values | Next Budgeted Year Projected Values |
|------------------------------------|---|--|
| Month / Year: Jul-17 | Month / Year: Jul-18 | Month / Year: Jul-19 |
| to Month / Year: Jun-18 | to Month / Year: Jun-19 | Month / Year: Jul-20 |

| | | | | |
|--------------------------------|---|---------------------|---------------------|---------------------|
| 1 | Revenue <small>(Line 15 Revenue Detail)</small> | \$905,978.00 | \$1,125,503.00 | \$1,126,543.00 |
| 2 | Expenditure Summary <small>(Total from Expenditure Detail)</small> | \$1,088,857.00 | \$1,145,733.00 | \$1,151,587.00 |
| 3 | Capital Outlay Summary <small>(Total from Capital Outlay Detail)</small> | \$39,369.00 | \$16,141.00 | \$10,000.00 |
| 4 | Total Expenditures <small>(Line #2 plus line #3 from above)</small> | \$1,128,226.00 | \$1,161,874.00 | \$1,161,587.00 |
| 5 | Over/Under Revenues <small>(Subtract line #4 from line#1 above)</small> | (\$222,248.00) | (\$36,371.00) | (\$35,044.00) |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year <small>(see below for definition)</small> | \$383,840.00 | \$161,592.00 | \$125,221.00 |
| 7 | Change in Operating Reserve <small>(line #5 from above)</small> | (\$222,248.00) | (\$36,371.00) | (\$35,044.00) |
| 8 | New Operating Reserve <small>(line #6 (+ or -) line #7 from above)</small> | \$161,592.00 | \$125,221.00 | \$90,177.00 |
| 9 | Capital Reserves From Prior Year <small>(see definition below)</small> | \$702,160.00 | \$662,791.00 | \$646,650.00 |
| 10 | Change in Capital Reserve <small>(any additions or uses of capital reserves)</small> | -\$39,369.00 | -\$16,141.00 | -\$10,000.00 |
| 11 | New Capital Reserve <small>(line #9 (+ or -) line #10 from above)</small> | \$662,791.00 | \$646,650.00 | \$636,650.00 |
| TOTAL RESERVES | | \$824,383.00 | \$771,871.00 | \$726,827.00 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

Below are the definitions for Reserves:

***Operating Reserves** - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

**** Capital Reserves** - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

W006070

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

Today's Date: 08/02/18

| Organization Requesting Funding | | | |
|---------------------------------|---|------|--------------|
| Name: | Children's Advocacy Project, Inc. | | |
| Address: | 350 North Ash Casper WY 82601 | | |
| Phone #: | 307-232-0159 | Fax: | 307-232-0163 |
| Date Organized: | Incorporated 2006; Has provided services since 2002 | | |

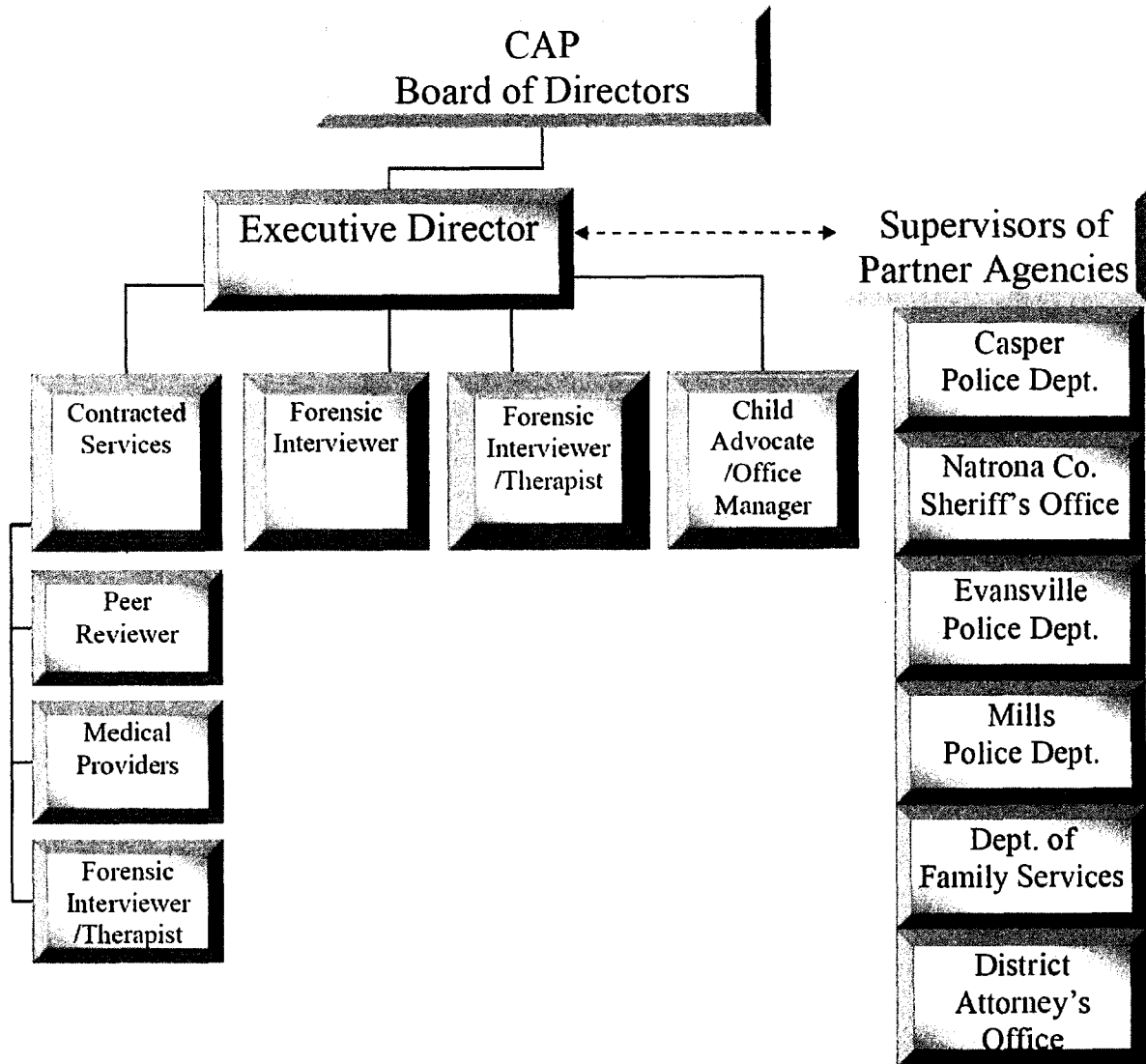
| Organization Contact Person(s) | | | |
|--------------------------------|------------------------------------|-----------|----------|
| Name and Title : | Stacy M. Nelson | Phone # : | 232-0159 |
| Email: | stacy@childrensadvocacyproject.org | | |
| Name and Title : | | Phone # : | |
| Email: | | | |

| Organization Board Members (if applicable) | | | | | |
|--|--------------------|--------------|----------------|-------|----------------------------|
| Name : | Mike Steinberg | Office Held: | President | Term: | 1 yr as officer/3 yr board |
| Name : | Chris Hadlock | Office Held: | Vice Presidnet | Term: | 1 yr as officer/3 yr board |
| Name : | Leah Schieck | Office Held: | Treasurer | Term: | 1 yr as officer/3 yr board |
| Name : | Fleur Tremel | Office Held: | Secretary | Term: | 1 yr as officer/3 yr board |
| Name : | Paul Fritzler | Office Held: | | Term: | 3 years |
| Name : | Stephanie Hambrick | Office Held: | | Term: | 3 years |
| Name : | Bryan Preciado | Office Held: | | Term: | 3 years |
| Name : | Emily Rankin | Office Held: | | Term: | 3 years |
| Name: | Jennifer Schieck | Office Held: | | Term: | 3 years |
| Name : | Kevin Taheri | Office Held: | | Term: | 3 years |
| Name : | Jeremy Tremel | Office Held: | | Term: | 3 years |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|--|---|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | Request \$160,000 (\$40,000 per year for four years) | Community Action Partnership Reallocated Fund Request: \$17,000.00 |
| FY18 | Requested \$36,000 Received \$40,000 | Community Action Partnership Request: \$25,000 / Received \$17,000 |
| Previous Years (specify what year(s)). | FY 17: Requested \$36,000 Received \$36,000 FY 16: Requested \$40,000 Received \$40,000 | Community Action Partnership: FY17: Requested \$25,000: Received \$17,000 FY16: Requested \$32,000: Received \$17,900 |

Please Attach an Agency Organizational Chart

**Children's Advocacy Project, Inc.
Organizational Chart**



1. What is your organizations mission?

CAP is a team of committed agencies and individuals who work together to provide coordinated forensic and comprehensive services for alleged victims of child abuse and neglect in order to minimize trauma to children, to break the cycle of abuse and to foster a more effective and efficient community response to child maltreatment.

2. What geographical area & populations are being served by your organization?

Geographical Area Served:

CAP provides services to Natrona County, as well as surrounding cities and counties within Wyoming. CAP also conducts courtesy interviews for out of state law enforcement agencies when the victim is living in the Casper area. During calendar year 2017, CAP conducted interviews for 11 counties in Wyoming and courtesy interviews for Arkansas, Colorado and Nebraska. CAP also has an MOU in place with the Federal Bureau of Investigation.

Population Served:

CAP is entirely comprised of services for victims of severe child maltreatment. Nearly 90% of CAP cases consist of children who have been sexually abused. The other 10% of CAP cases include child victims of severe physical abuse (burns, broken bones, etc.), severe long-term neglect (children locked in enclosures, long term malnutrition, long term medical neglect), children who have witnessed a violent crime (domestic violence, suspected homicide), or drug endangered children. Last year CAP provided services to 303 children from across the State of Wyoming, 192 of which were children from within Natrona County. Since operations began in 2002, CAP has provided services to 3,342 children. CAP also provides services for developmentally disabled adult victims of abuse.

3. What programs/services are currently offered by your organization?

The services provided at the Children's Advocacy Project are integral to the investigation of the many alleged child abuse cases and the efforts to address the issue of child maltreatment in Wyoming. During calendar year 2017, CAP conducted 303 forensic interviews for 11 counties in Wyoming, and three states outside of Wyoming. Of the 303 interviews, 192 were conducted for child victims in Natrona County. Children who come to CAP are welcomed into a child-friendly environment and have a forensic interview conducted by a highly skilled interviewer. The forensic interview is monitored by a multi-disciplinary team conducting the investigation and prosecution. The forensic interview process maximizes the information that can be gained from the child about the incident while protecting his/her integrity. CAP's approach helps each client feel they are being listened to and heard by caring, trained individuals. Research in the field indicates children who are believed and offered support when they disclose their victimization are in a better position to heal and recover from the incident. Specific Programs are listed below:

- CAP conducts forensic interviews for child victims of abuse and severe maltreatment, as well as for adults with disabilities.
- CAP provides trauma focused therapy for children and their non-offending families. CAP also facilitates group therapy for female adolescents.
- CAP provides victim advocacy services for children and non-offending family members. This includes explaining the process of the forensic interview, what to expect following the forensic interview including the investigation process and court process, assisting them with obtaining counseling services, and referring them to community agencies for needed services.
- CAP conducts community trainings on issues related to child sexual abuse such as recognizing signs of abuse, how to report, ways to protect children, body safety etc.. Trainings vary depending upon the audience and are directed at adult caretakers and junior high age students.
- CAP provides an annual two-day training, the "CAP Symposium" to the MDTs (Multi-Disciplinary Teams) who are involved in child abuse investigations from across the state. The MDT includes law enforcement investigators, prosecutors, Department of Family Services, victim service departments, and advocacy center staff. The training held in February 2018, "Child Sex Trafficking-From Suspicion to Disclosure" was facilitated by two members of the National Criminal Justice Training Center who currently investigate these crimes. The following day, titled, "Sex Offenders---Responding to Crimes Against Children", was facilitated by Cory Jewell Jensen, a nationally known speaker on the subject. These annual trainings are POST (Peace Officer Standards in Training) certified and provided at a minimal cost or free to all attendees.

4. Describe how your 1% #15 funding was used.

CAP utilized 1% #15 funds to support general operational costs. These funds directly assisted CAP in meeting the goals of CAP. Specifically, funds were utilized for costs associated with providing forensic interviews, counseling for child victims of abuse, and community education and trainings. Costs include:

- Direct service employee salaries. The positions supported include two full time licensed therapists/forensic interviewers, one contract forensic interviewer and two child and family advocate positions.
- Operational costs related to office supplies, equipment costs, printing costs, and legal fees. Supplies include basic office materials and supplies needed to facilitate bi-weekly group therapy for adolescent girls. Legal fees are strictly related to protecting the privacy of children in the event a subpoena is served requesting a digital copy of the forensic interview in a civil case not related to abuse. Release of forensic interviews in civil cases are specifically protected under Wyoming State Statute State Statute 14-3-214(h).

• Education/Training Expenses:

CAP facilitates Stewards of Children (SOC) to raise awareness of child sexual abuse. SOC is an adult-focused prevention training program that centers on improving the awareness of the prevalence, consequences, and circumstances of child sexual abuse (CSA). The training aims to educate adults to prevent, recognize, and react responsibly to child sexual assault.

CAP holds an annual "CAP Symposium", which is a two day training offered free to investigative team members from across the state (investigators, victim service workers, DFS workers, and advocacy center staff). FY 2018 training "Child Sex Trafficking-From Suspicion to Disclosure" was facilitated by two members of the National Criminal Justice Training Center who currently investigate these crimes. The following day, titled, "Sex Offenders-Responding to Crimes Against Children, was facilitated by Cory Jewell Jensen, a nationally known speaker on the subject. These trainings were POST (Peace Officer Standards in Training) certified.

CAP also provided free training to all 8th grade students at Dean Morgan Junior High. Topics addressed include sexual abuse, body safety, how to report abuse, dangers of sexting, grooming behaviors of sex offenders, and other age appropriate topics.

CAP partners with a CPD officer to conduct a four hour post-academy training to new officers related to the investigation of child abuse and protocols of a CAP forensic interview. This training is also POST certified.

5. Describe how your 1% #16 funding will be used.

The Children's Advocacy Project's request for 1% #16 funds of \$160,000.00 (\$40,000.00 per year for four years) will be utilized to support the continued efforts of CAP to provide quality forensic interview, therapy and advocacy services to child victims of abuse, neglect and maltreatment. CAP Funding will be allocated to general operations including salaries, training costs to maintain staff's licenses and certifications, training and activities required to maintain the National Children's Advocacy Center accreditation requirements, office supplies, maintenance and technology costs, as well as community education activities to enhance awareness of child abuse issues. Funds will also support the annual CAP Symposium held to train MDT members involved in the investigation and prosecution of child abuse cases.

6. If your total grant request is more than the previously requested, please explain why.

CAP's request of \$160,000 (\$40,000.00 per year for four years) does not exceed the previous annual award.

7. How will it affect your program if you do not receive this funding?

Funding from the City of Casper is integral to CAP's operations. Maintaining a braided funding system is integral for sustainability. Additionally, support from the City of Casper lends credibility to other funding sources, some of which require a cash match. Loss of funding from the City of Casper would be significant to CAP's operations. Should a loss of funding occur, CAP will continue to seek alternative funding sources through fundraising and grant writing in an effort to avoid cutting positions or programs, which would potentially at risk should a loss of funding occur.

8. How does your organization evaluate itself and programs for effectiveness?

CAP maintains qualitative and quantitative information related to the services provided at CAP in an effort to evaluate the effectiveness and need for services. Specifically, staff collects information in the following ways:

- OMS Survey--CAP provides each caregiver the opportunity to complete a five-to-ten minute, anonymous electronic survey related to the services provided at CAP. The survey provides the opportunity for a narrative feedback as well as a basic evaluation. CAP also provides each MDT member the opportunity to complete the "MDT" survey. The survey provides evaluation of the CAP process as it relates to the coordination of investigations. The Executive Director can then access the results of the surveys and analyze areas of need and success.
- Supervisor Meetings--CAP facilitates a monthly meeting with investigation supervisors from the District Attorney's Office, the Department of Family Services and local law enforcement investigators. This is a time when the MDT has the opportunity to address concerns, needs, and provide feedback regarding the CAP process and services.
- CAP Case Review: Case review meetings are held monthly with the District Attorney's Office, Department of Family Services, and law enforcement to review cases, status of criminal cases, needs of the family and other related issues to ensure the investigation is progressing and the family's needs are being addressed.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|---|--------------------|----------------------|
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| Director' Salary | \$2,000.00 | 5% |
| Forensic Interviewer/Therapist Salary | \$3,500.00 | 9% |
| Forensic Interviewer/Therapist Salary | \$3,500.00 | 9% |
| Forensic Interviewer--Contract | \$3,500.00 | 9% |
| Child and Family Advocate | \$4,000.00 | 10% |
| Child and Family Advocate / Office Manager | \$4,000.00 | 10% |
| Training/Education MDT Members relevant to investigations | \$5,000.00 | 13% |
| Community Education/Outreach/Prevention | \$7,000.00 | 18% |
| General Admin--printing, professional services | \$4,000.00 | 10% |
| Supplies--Office Supplies/Snacks & Supplies for clients in therapy and emergency interveiws | \$3,500.00 | 9% |
| | | 0% |
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| | | 0% |
| TOTAL REQUESTED | \$40,000.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|---|------------------------------|---------------------|--------------------|--------------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE: Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Executive Director | Full-time | \$73,440.00 | \$6,434.00 | \$0.00 |
| Forensic Interviewer/Therapist | Full-time | \$53,207.00 | \$17,620.00 | \$1,565.00 |
| Forensic Interviewer/Therapist | Full-time | \$48,195.00 | \$11,003.00 | \$1,418.00 |
| Child and Family Advocate | Full-time | \$38,984.40 | \$11,203.00 | \$1,147.00 |
| Child and Family Advocate / Office | Full-time | \$41,000.00 | \$10,033.00 | \$4,500.00 |
| Forensic Interviewer-- Contract | | \$38,024.00 | \$0.00 | \$0.00 |
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| | TOTALS | \$292,850.40 | \$56,293.00 | \$8,630.00 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| Personnel | | | |
|---|---------------------|---------------------|---------------------|
| Full-Time | | | |
| Regular Wages <i>(included 2% COLA FY20)</i> | \$248,789.00 | \$258,914.28 | \$264,092.56 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Part-Time | | | |
| Regular Wages | \$0.00 | \$0.00 | \$0.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Employer Contributions | | | |
| Taxes | \$22,022.00 | \$23,641.34 | \$24,111.65 |
| Benefits <i>(included anticipated % increase in rates FY20)</i> | \$55,956.64 | \$60,031.60 | \$64,683.30 |
| Other (please list below) | | | |
| Contract Forensic | \$42,332.00 | \$42,332.00 | \$42,332.00 |
| Subtotal Personnel | \$369,099.64 | \$384,919.22 | \$395,219.51 |

| General Administration | | | |
|--|---------------------|---------------------|---------------------|
| Postage & Freight | \$1,500.00 | \$1,000.00 | \$1,000.00 |
| Telephone | \$3,334.00 | \$3,000.00 | \$3,150.00 |
| Printing / Duplication | \$2,500.00 | \$3,500.00 | \$3,500.00 |
| Publicity, Dues / Subscriptions | \$5,300.00 | \$6,000.00 | \$6,000.00 |
| Utility Services | \$5,200.00 | \$4,400.00 | \$4,620.00 |
| Professional Services | \$26,680.00 | \$26,140.00 | \$26,140.00 |
| Maintenance Agreements | \$2,000.00 | \$2,500.00 | \$2,500.00 |
| Travel | \$9,000.00 | \$13,500.00 | \$13,500.00 |
| Employees | \$9,000.00 | \$8,000.00 | \$8,000.00 |
| Other (please list below) | | | |
| Website | \$2,500.00 | \$2,000.00 | \$2,000.00 |
| Education/Outreach | \$12,684.00 | \$14,428.00 | \$14,428.00 |
| Marketing / Development | \$25,716.00 | \$25,716.00 | \$25,716.00 |
| Subtotal General Administration | \$105,414.00 | \$110,184.00 | \$110,554.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|-------------------|--------------------|--------------------|
| Office | \$3,500.00 | \$5,000.00 | \$5,000.00 |
| Operating | \$3,000.00 | \$2,500.00 | \$2,500.00 |
| Repairs / Maintenance | \$2,000.00 | \$2,000.00 | \$2,000.00 |
| Materials | | \$5,000.00 | \$5,000.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$8,500.00 | \$14,500.00 | \$14,500.00 |

| Fixed Charges | | | |
|-------------------------------|-------------------|-------------------|-------------------|
| Insurance | \$7,468.00 | \$7,400.00 | \$7,770.00 |
| Rent/Lease | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$7,468.00 | \$7,400.00 | \$7,770.00 |

| Other Expenditures | | | |
|------------------------------------|--------------------|--------------------|--------------------|
| Fundraising Expenses | \$22,000.00 | \$19,000.00 | \$19,000.00 |
| Debt Service | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$22,000.00 | \$19,000.00 | \$19,000.00 |

| Capital Expenditures | | | |
|------------------------------------|---------------|---------------|---------------|
| Capital Building | | | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|---------------------|---------------------|---------------------|
| TOTAL FOR ALL EXPENDITURES | \$512,481.64 | \$536,003.22 | \$547,043.51 |
|-----------------------------------|---------------------|---------------------|---------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | |
|--|---------------------|---------------------|---------------------|
| Program Fees | \$68,000.00 | \$69,000.00 | \$69,000.00 |
| United Way | \$20,000.00 | \$20,000.00 | \$20,000.00 |
| Donations | \$15,000.00 | \$12,000.00 | \$12,000.00 |
| Grants - State | \$0.00 | | |
| Grants - Federal | \$158,311.00 | \$169,541.00 | \$169,541.00 |
| Grants - Private | \$17,000.00 | \$17,000.00 | \$17,000.00 |
| Interest Income | \$3,500.00 | \$3,500.00 | \$3,500.00 |
| Other Fundraisers | \$58,000.00 | \$58,000.00 | \$58,000.00 |
| Foundations | \$90,000.00 | \$90,000.00 | \$90,000.00 |
| Corporations | | | |
| County Funding | \$35,000.00 | \$35,000.00 | \$35,000.00 |
| City Funding 1% | \$40,000.00 | \$40,000.00 | \$40,000.00 |
| City Funding Community Promotions | | | |
| City Other | | | |
| Other (please list below) | | | |
| National Childrens Alliance | \$7,000.00 | \$7,000.00 | \$7,000.00 |
| Town of Evansville | \$1,500.00 | \$1,500.00 | \$1,500.00 |
| Town of Mills | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| Big Horn County | \$3,000.00 | \$3,000.00 | \$3,000.00 |
| Carbon County | \$3,000.00 | \$3,000.00 | \$3,000.00 |
| City of Douglas | \$2,000.00 | \$2,000.00 | \$2,000.00 |
| City of Rawlins | \$2,640.00 | \$2,640.00 | \$2,640.00 |
| City of Riverton | \$3,500.00 | \$2,500.00 | \$2,500.00 |
| City of Worland | \$1,500.00 | \$1,500.00 | \$1,500.00 |
| Converse County | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| Fremont County | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| Hot Springs County | \$3,000.00 | \$1,800.00 | \$1,800.00 |
| Lovell Town Council | \$1,500.00 | \$1,500.00 | \$1,500.00 |
| Town of Glenrock | \$1,500.00 | \$2,000.00 | \$2,000.00 |
| Town of Wheatland | \$3,000.00 | \$3,000.00 | \$3,000.00 |
| Washakie County | \$3,000.00 | \$3,000.00 | \$3,000.00 |
| | | | |
| | | | |
| SUMMARY OF REVENUES | \$553,451.00 | \$560,981.00 | \$560,981.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|--------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| N/A | \$0.00 | 0 |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|-------------------------------|------------------------------------|---------------|--------------------------------------|---------------|-----------------------------------|---------------|
| | Prior Operating Budget Year | | Current Operating Budget Year | | Next Operating Budget Year | |
| | Actual | | Projected | | Projected | |
| | Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| | to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |
| Land | \$0.00 | | \$0.00 | | \$0.00 | |
| Buildings | \$0.00 | | \$0.00 | | \$0.00 | |
| Machinery & Equipment | \$1,000.00 | | \$3,000.00 | | \$5,000.00 | |
| Other (List Below) | | | | | | |
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| Capital Outlay Summary | \$1,000.00 | | \$3,000.00 | | \$5,000.00 | |

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | Current Budget Year Projected Values | Next Budgeted Year Projected Values |
|------------------------------------|---|--|
| Month / Year: Jul-17 | Month / Year: Jul-18 | Month / Year: Jul-19 |
| to Month / Year: Jun-18 | to Month / Year: Jun-19 | to Month / Year: Jun-20 |

| | | | | |
|--------------------------------|---|---------------------|---------------------|---------------------|
| 1 | Revenue <small>(Line 15 Revenue Detail)</small> | \$553,451.00 | \$560,981.00 | \$560,981.00 |
| 2 | Expenditure Summary <small>(Total from Expenditure Detail)</small> | \$512,481.64 | \$536,003.22 | \$547,043.51 |
| 3 | Capital Outlay Summary <small>(Total from Capital Outlay Detail)</small> | \$1,000.00 | \$3,000.00 | \$5,000.00 |
| 4 | Total Expenditures <small>(Line #2 plus line #3 from above)</small> | \$513,481.64 | \$539,003.22 | \$552,043.51 |
| 5 | Over/Under Revenues <small>(Subtract line #4 from line#1 above)</small> | \$39,969.36 | \$21,977.78 | \$8,937.49 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year <small>(see below for definition)</small> | \$520,121.51 | \$560,090.87 | \$582,068.65 |
| 7 | Change in Operating Reserve <small>(line #5 from above)</small> | \$39,969.36 | \$21,977.78 | \$8,937.49 |
| 8 | New Operating Reserve <small>(line #6 (+ or -) line #7 from above)</small> | \$560,090.87 | \$582,068.65 | \$591,006.14 |
| 9 | Capital Reserves From Prior Year <small>(see definition below)</small> | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve <small>(any additions or uses of capital reserves)</small> | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve <small>(line #9 (+ or -) line #10 from above)</small> | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$560,090.87 | \$582,068.65 | \$591,006.14 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

CAP's operating reserves identified in row 6, column c in the amount of \$520,121 are funds which have been invested and are specifically intended for future use to ensure sustainability should funding be frozen or eliminated. This amount reflects the FY18 year end investment balance. CAP believes it is critical to maintain reserve funding to ensure services to child victims of abuse continue without interruption when funding is at risk.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

CAP and Poverty Resistance Funding Reallocation Application

COMMUNITY AGENCY FUNDING REQUEST

*Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.*

| | | | | <i>Todays Date:</i> | 07/29/18 |
|---------------------------------|--|-------------|--|------------------------|----------|
| Organization Requesting Funding | | | | | |
| <i>Name:</i> | Joshua's Storehouse and Dstribution Center | | | | |
| <i>Address:</i> | 334 S. Wolcott St. Casper WY 82601 | | | | |
| <i>Phone #:</i> | 307-265-0242 | <i>Fax:</i> | | <i>Date Organized:</i> | 01/01/94 |

| Organization Contact Person(s) | | | |
|--------------------------------|------------------------|-----------------|--------------|
| <i>Name and Title:</i> | Kim Perez - CEO | <i>Phone #:</i> | 307-265-0242 |
| <i>Email:</i> | kimpereziceo@gmail.com | | |
| <i>Name and Title:</i> | | <i>Phone #:</i> | |
| <i>Email:</i> | | | |

| Organization Board Members (if applicable) | | | | |
|--|------------------|---------------------|----------------|--|
| <i>Name:</i> | Crystal Bratvold | <i>Office Held:</i> | President | <i>Term:</i> January 2017- January 2018 |
| <i>Name:</i> | Johnna Bigelow | <i>Office Held:</i> | Vice President | <i>Term:</i> January 2017- January 2018 |
| <i>Name:</i> | Brian Wagner | <i>Office Held:</i> | Secretary | <i>Term:</i> May 2018-may 2019 |
| <i>Name:</i> | Sylvester Graham | <i>Office Held:</i> | Treasurer | <i>Term:</i> June 2018-june 2019 |
| <i>Name:</i> | Angela Reddick | <i>Office Held:</i> | Member | <i>Term:</i> March 2018- March 2019 |
| <i>Name:</i> | Jason LeFabre | <i>Office Held:</i> | Member | <i>Term:</i> April 2018-April 2019 |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|------|---|
| Fiscal Year | City | CAP/Poverty Resistance (or both, please indicate.) |
| <i>FY19</i> | | |
| <i>FY18</i> | | CAP requested \$90,000.00 Received \$20,000.00 Poverty Resistance Funds requested \$5,000.00 Received \$6148.60 |
| <i>Previous Years (specify what year(s)).</i> | | |

Please Attach an Agency Organizational Chart

Joshua's Storehouse and Distribution Center Organizational Chart



| | |
|---|--|
| 1 | 1. What is your organizations mission? |
| 2 | <p>MISSION STATEMENT</p> <p>JOSHUA'S STOREHOUSE HELPS TO ALLEVIATE HUNGER IN NATRONA COUNTY BY PROVIDING RESIDENTS IN NEED WITH UNIQUE PROGRAMS THAT:</p> <ul style="list-style-type: none"> •PROVIDE NUTRITIONAL FOOD •PROMOTE THE VALUE NUTRITION •INCREASE SELF SUFFICIENCY and •INSTILL HOPE THROUGH HONESTY, INTEGRITY, POSITIVITY, AND DEDICATION TO OUR COMMUNITY |
| 3 | |
| 4 | 2. What geographical area & populations are being served by your organization? |
| 5 | <p>Joshua's Storehouse currently serves the residents of Natrona County, with a major focus on the City of Casper. We serve the homeless, unemployed, underemployed, senior citizens, disabled and those residents that find themselves in a financial crisis and need a "hand up". We encourage people to come in and utilize our services if they are working but are still not able to purchase food for their family. We do not restrict services to anyone based on income because we at Joshua's understand that life happens and unexpected expenses may prevent them from purchasing food from time to time.</p> |
| 6 | |
| 7 | 3. What programs/services are currently offered by your organization? |
| 8 | <p>Please see attached sheets.</p> |

Joshua's Storehouse and Distribution Center currently provides services to 25,204 persons so far this year, with distribution of 359,876 pounds of food since January 1, 2018. We provide fresh, nutritious food, to the homeless, seniors, children, unemployed, under-employed and working poor. We believe that every resident should have enough food to ensure their health and welfare. We have made changes to ensure that our services are easy to obtain and accessible to everyone that may experience a financial hardship or be at risk of hunger. Joshua's has provided 281,154 meals to our clientele to date in 2018.

Currently we are serving more households that **do** have an income but are still not able to make "ends meet" than ever before. Some programs with other funding sources have specific income guidelines and ID requirement that we must follow to provide the best service available for the client. If the clients chose not to participate in a program with ID or income requirements, they still receive our services within the scope that we can serve them. We have also extended services to our clients by inviting them to come to our agency on a weekly basis for fresh produce and bread. This allows the clients that have limited space to have fresh food every week instead of trying to get enough to last one month, as was the practice before. Also, by better serving the clients on a weekly basis, the amount of food waste has decreased immensely. Clients are now offered services any day of the month instead of having an assigned day and time as had been the case in the past. We still provide the monthly "staple box" to every household that includes: canned soups, meat (beef, pork, chicken and fish), boxed meals, rice, pasta, pasta sauces and other pantry items. Clients that find themselves in need of supplemental food before the month end are also encouraged to reach out to us for what they need.

With our overall mission of serving the hungry in mind, we have enhanced our services to provide much needed services that other food pantries do not provide, including;

- Delivery service to senior citizens, the disabled, mentally ill and to those unable to come to the pantry. Our senior citizen food delivery program provides a service that no other program provides: we offer hygiene and paper products, adult incontinence care products, fresh nutritional, caloric appropriate meals that are microwave ready as well as fresh fruit and vegetables. Joshua's has partnered with several local agencies to deliver to seniors, including the Casper Police Dept., Code enforcement, Casper Fire and EMS, Boys and Girls Club, to name a few. By inviting the police officers, firemen and other city employees in to help with deliveries, we have opened a line of communication that may not have existed before. The senior residents can ask questions and have their concerns heard. (Videos can be seen on our Facebook page)
- Joshua's has partnered with the Casper College Campus Kitchen to collect excess food from the college cafeteria to give to homeless persons and to the senior citizens in our programs. This eliminates waste and provides another unduplicated service.
- The **Milk for Minors** program is unique to Casper. Joshua's is the only food pantry that distributes milk to every child in our program between the ages 1 and 18. We provide every child with one quart of shelf stable per week.
- Services for the homeless in Casper are also enhanced at Joshua's. We provide fresh sandwiches, burritos, or salads along with fruit and beverages daily to those in need. We have a special select variety of non-perishable foods as well and allow them into our kitchen to utilize the microwave to prepare hot meals as needed. We also provide shower vouchers, bus tokens, a current list of community resources and hygiene products.
- Joshua's Storehouse is also the only pantry that provides baby food, formula and diapers 4 days per week as well as on an emergency basis.

- We now have "special Needs" dietary foods. We provide gluten free, dairy free, and vegan products as recommended by physicians. We are also required by Feed America guidelines to make every effort to accommodate special needs.
- Joshua's also provides 24/7 emergency service for those in crisis situations. We understand that as a helping agency, we must be on call for emergencies and to ensure that we are providing services to the Casper residents that are most in need. We have been called to crime scenes to deliver or to ready food for pick up by police officers, social workers, and crime victim services to families in need, victims of domestic violence, senior citizens and crime victims.
- We recently opened a thrift store that provides low-cost or free clothing, household items and furniture to better serve our community. One of the new programs that the Joshua's Thrift Store, in partnership with Department of Corrections Re-Entry Program is to, provide special services to Casper residents that are recently released from prison or treatment. Many of the people that were sentence to mandatory minimum sentences of 25+ years are now coming out of the prison system with little or no skills. We provide the necessary household items to set up housekeeping; bedding, toiletries, kitchen items, etc. We also invite them to come into a "safe environment" to begin their re-entry back into society by volunteering with us and learning job skills, people skills, how to appropriately use the new technology as well as to provide resources that they may not be aware of. The philosophy behind this service is our belief that in helping pave the way to access services, we may be helping these unique clients to focus more on employment and treatment. Our hope is that we can lower recidivism.
- Joshua's staff and volunteers are excited about another program that we hope will enhance relationships and communication between juveniles at risk and local law enforcement. We will partner with Big Brothers Big Sisters Progressive Youth participants, that have had negative contact with law enforcement to make "care packages" for the local officers to have in their vehicles while on patrol. The bags will include non-perishable food items, hand sanitizer, and water. The Progressive Youth participants will deliver these bags to the Casper Police Dept for the officers to give to children, victims or to use while they are unable to leave a scene. The expected outcome of this program is that the youth will be given the opportunity to think about how the officers must deal with a variety of issues and people every day. The youth may see the officers as less of the "enemy" and more of a friend and public servant. Joshua's will buy the products necessary to make the bags. Big Brother Big Sisters will provide the adult supervisors for the program.
- We also offer free Notary Public services and Spanish/English interpreters.

4. Describe how your 2017-18 funding was used (or was going to be used). Please indicate what funding was city from CAP or Poverty resistance.

The funds requested and partially received from CAP were used for operating expenses including; vehicle maintenance, fuel, utilities, office supplies, postage, refrigeration repairs and rent.

The funds from Poverty Resistance were entirely spent on food product for distribution at Joshua's Storehouse.

5. Describe how your 2018-19 funding will be used.

Any funding received will be utilized to the fullest to purchase food supplies, and for operational expenses (utilities, fuel, vehicle maintenance, etc.) to continue providing the same quality services as well as to enhance the current programs offered.

6. If your total grant request is more than the previous year's award, please explain why.

This request is for less than last year's. We originally requested \$90,000.00 from the City of Casper and were promised \$40,000.00 by CAP and eventually received \$20,000.00 from CAP funds. Poverty Resistance funds were originally to be \$5000.00 for each of the 8 pantries involved in the collaboration. When one pantry (Evansville Church) closed the food pantry unexpectedly, they offered their portion of the grant to Joshua's Storehouse, but it was decided that the remainder of the grant would be divided amongst the other 7 pantries with a total distribution of \$5900. 00 to each pantry.

7. How will it affect your program if you do not receive this funding?

Despite the efforts of the Board of Directors, CEO and volunteers to raise the funds, by holding weekly fundraisers at Casper Speedway, opening a thrift store, and cutting costs where ever possible, we have had to make several budget revisions in order to continue serving the number of continuous clients and new clients. Our Thrift Store has seen a loss in revenue due to the new "Free Store" opening two blocks away, the food budget has been stretched to the limit due to the recent nearly six week closure of the Wyoming Food Bank of the Rockies forcing Joshua's to purchase product that was previously available at no charge. We have also experienced unexpected fuel and maintenance increases.

During Wyoming's economic downturn low income households in Casper were dramatically effected by the lack of jobs, therefore increasing the number of clients Joshua's serves weekly. The economic downturn effected Joshua's in several ways. The restructuring, closing and income loss for our past major business donors has decreased the number and amounts of donations we are receiving. The wages and number of jobs have decreased, but food costs, rent and other daily living expenses have stayed the same. Joshua's has made a concerted effort to help keep our skilled work force in Casper, by extending a "hand up" to those residents that are working, but are still not able to make ends meet, by offering free, nutritional food. The increase in clients has nearly depleted our funds to continue operations at the current level due to the increase of food that has had to be purchased to supply the demand. With the economy improving, the *opposite* of what we at Joshua's had thought would happen, a decrease in clients, has happened. We are currently seeing the number of new clients increasing weekly. A recent random survey of new clients indicated that many people are moving into Casper with the hopes of finding jobs, but have found the cost of living to be more than expected, therefore presenting the need to utilize the free food offered at Joshua's.

Without funding from the City of Casper, we will be forced to limit the number of new clients we will be able to serve. Major programs, such as delivering food to the seniors and shut-ins will have to be reevaluated to determine if we can continue to provide the service. Discontinuing this service will be detrimental to many elderly and disabled clients. The 24/7 services offered to the Casper Police Department, Department of Family Services and the Victim's Services will also be effected by the decrease in funds we will experience. In early 2018 Joshua's evaluated the hours we were open and had to make the decision to decrease hours of operation by 2.5 hours per week in order to save expenses on utilities, as well as to better utilize the volunteer work force instead of paid staff. Without City funding, we will be forced to decrease the hours of operation again as well as the products we are able to provide our current clients.

8. How does your organization evaluate itself and programs for effectiveness?

Joshua's currently uses a data base that records all client visits and services provided. We are in the process of updating our current system with a new software program specifically designed for food pantry management. The updates will allow us to better track the services provided daily, weekly and monthly. The number of persons served will provide the data to evaluate the effectiveness of all current services as well as to help evaluate the need for future services. Tracking the number of visits a client makes to our agency, will allow us to evaluate the need for further services and community referrals to other community agencies. This system will also help us to show the need for current as well as future needs of our community and provide necessary information for obtaining new grant opportunities. Our current system requires the use of paper forms, the updates will allow us to go paperless, as well as to retain client information in a more controlled secure area. Joshua's also conducts periodic client survey's on services received, what services are needed and how we can better serve the public.

REQUESTED BUDGET DETAIL

| Outline in the table below specifically how your request will be used. <i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i> | | |
|---|--------------------|----------------------|
| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
| <i>EXAMPLE: Director's Salary</i> | \$5,000.00 | 6% |
| pantry utilities, insurance, office supplies, vehicle insurance, fuel and maintenance | \$13,000.00 | 50% |
| food purchases | \$13,000.00 | 50% |
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| TOTAL REQUESTED | \$26,000.00 | 100% |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Jun-18 | to Month / Year: | Dec-19 |

| Personnel | | | |
|----------------------------------|--------------------|--------------------|--|
| Full-Time | | | |
| Regular Wages | \$47,211.62 | \$24,417.61 | Budget has not been approved by Board of Directors |
| Overtime Wages | \$0.00 | | |
| Part-Time | | | |
| Regular Wages | | \$309.00 | |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$14,586.49 | \$4,962.67 | |
| Benefits | \$456.00 | \$2,736.00 | |
| Other (please list below) | | | |
| payroll services | \$200.00 | \$58.50 | |
| Subtotal Personnel | \$62,454.11 | \$32,483.78 | \$0.00 |

| General Administration | | | |
|----------------------------------|-------------|-------------|--|
| Postage & Freight | \$2,691.07 | \$210.50 | |
| Telephone | \$3,442.73 | \$1,967.85 | |
| Printing / Duplication | \$225.95 | | |
| Publicity, Dues / Subscriptions | \$5,856.04 | | |
| Utility Services | \$15,790.93 | \$11,979.50 | |
| Professional Services | \$6,058.49 | \$1,084.90 | |
| Maintenance Agreements | \$8,806.80 | \$1,572.00 | |
| Travel | | \$340.57 | |
| Employees | \$237.75 | \$137.83 | |
| Other (please list below) | | | |
| Food Bank of Rockies | \$16,953.59 | \$6,501.61 | |
| Food Retail | \$19,216.22 | \$2,002.05 | |
| Food Wholesale | \$10,310.65 | | |
| Grocers-other | \$255.50 | \$940.00 | |
| Milk for Minors | \$12,372.22 | | |
| Bank fees | \$144.50 | \$58.40 | |
| Taxes | \$426.85 | \$3,095.60 | |
| Thrift Store start up | \$2,796.14 | \$2,180.48 | |

PROGRAM EXPENDITURE DETAIL

| | | | | | |
|--|---------------------|--|--------------------|--|---------------|
| Transfer to other account (checkine) | \$80,241.74 | | | | |
| Auto | \$15,019.22 | | \$7,859.88 | | |
| Business expense | \$1,184.59 | | | | |
| Subtotal General Administration | \$202,030.98 | | \$39,931.17 | | \$0.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|-------------------|-------------------|---------------|
| Office | | \$1,399.00 | |
| Operating | \$6,230.03 | \$4,401.94 | |
| Repairs / Maintenance | \$184.01 | \$2,572.09 | |
| Materials | | \$1,374.09 | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$6,414.04 | \$9,747.12 | \$0.00 |

| Fixed Charges | | | |
|-------------------------------|-------------------|--------------------|---------------|
| Insurance | \$1,819.00 | \$2,959.00 | |
| Rent/Lease | \$6,000.00 | \$10,500.00 | |
| Other (please list below) | | | |
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| | | | |
| Subtotal Fixed Charges | \$7,819.00 | \$13,459.00 | \$0.00 |

| Other Expenditures | | | |
|------------------------------------|-----------------|---------------|---------------|
| Fundraising Expenses | \$372.42 | | |
| Debt Service | | | |
| Other (please list below) | | | |
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| Subtotal Other Expenditures | \$372.42 | \$0.00 | \$0.00 |

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|-----------------------------------|---------------------|--------------------|---------------|
| TOTAL FOR ALL EXPENDITURES | \$279,090.55 | \$95,621.07 | \$0.00 |
|-----------------------------------|---------------------|--------------------|---------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Jun-18 | to Month / Year: | Dec-19 |

| | | | |
|--|---------------------------------|--------------------|---------------|
| Program Fees | \$0.00 | | |
| United Way | \$0.00 | | |
| Donations | \$2,315.63 | \$4,131.17 | |
| Grants - State | | | |
| Grants - Federal | | | |
| Grants - Private | \$1,885.89 | \$7,860.11 | |
| Interest Income | | | |
| Other Fundraisers | \$5,168.10 | \$2,889.89 | |
| Foundations | \$147,844.53 | \$22,916.68 | |
| Corporations | \$77,026.17 | \$30,032.25 | |
| County Funding | \$0.00 | | |
| City Funding I% | Funds promised but not received | \$25,900.00 | |
| City Funding Community Promotions | | | |
| City Other | | | |
| Other (please list below) | | | |
| Savings | \$103,448.09 | | |
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| SUMMARY OF REVENUES | \$337,688.41 | \$93,730.10 | \$0.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|--------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|-------------------------------|---|------------------|--|------------------|---|------------------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | Month / Year: to Month / Year: | Jan-17 Dec-17 | Month / Year: to Month / Year: | Jan-18 Jun-18 | Month / Year: to Month / Year: | Jan-19 Dec-19 |
| Land | \$0.00 | | \$0.00 | | | |
| Buildings | \$0.00 | | \$0.00 | | | |
| Machinery & Equipment | \$0.00 | | \$0.00 | | | |
| Other (List Below) | | | | | | |
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| Capital Outlay Summary | \$0.00 | | \$0.00 | | \$0.00 | |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Jun-18 | Month / Year: | Dec-19 |

| | | | | |
|--------------------------------|--|--------------------|--------------------|--------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$337,688.41 | \$93,730.10 | \$0.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$279,090.55 | \$95,621.07 | \$0.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$279,090.55 | \$95,621.07 | \$0.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$58,597.86 | (\$1,890.97) | \$0.00 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | \$58,597.86 | \$56,706.89 |
| 7 | Change in Operating Reserve (line #5 from above) | \$58,597.86 | (\$1,890.97) | \$0.00 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$58,597.86 | \$56,706.89 | \$56,706.89 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$58,597.86 | \$56,706.89 | \$56,706.89 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Jun-18 | Month / Year: | Dec-19 |

| | | | | |
|--------------------------------|--|--------------------|--------------------|--------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$337,688.41 | \$93,730.10 | \$0.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$279,090.55 | \$95,621.07 | \$0.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$279,090.55 | \$95,621.07 | \$0.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$58,597.86 | (\$1,890.97) | \$0.00 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | \$58,597.86 | \$56,706.89 |
| 7 | Change in Operating Reserve (line #5 from above) | \$58,597.86 | (\$1,890.97) | \$0.00 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$58,597.86 | \$56,706.89 | \$56,706.89 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$58,597.86 | \$56,706.89 | \$56,706.89 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|--------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|------------------------|---|------------------|--|------------------|---|------------------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | Month / Year: to Month / Year: | Jan-17 Dec-17 | Month / Year: to Month / Year: | Jan-18 Jun-18 | Month / Year: to Month / Year: | Jan-19 Dec-19 |
| Land | \$0.00 | | \$0.00 | | | |
| Buildings | \$0.00 | | \$0.00 | | | |
| Machinery & Equipment | \$0.00 | | \$0.00 | | | |
| Other (List Below) | | | | | | |
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| Capital Outlay Summary | \$0.00 | | \$0.00 | | \$0.00 | |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|-------------------|-------------------|---------------|
| Office | | \$1,399.00 | |
| Operating | \$6,230.03 | \$4,401.94 | |
| Repairs / Maintenance | \$184.01 | \$2,572.09 | |
| Materials | | \$1,374.09 | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$6,414.04 | \$9,747.12 | \$0.00 |

| Fixed Charges | | | |
|-------------------------------|-------------------|--------------------|---------------|
| Insurance | \$1,819.00 | \$2,959.00 | |
| Rent/Lease | \$6,000.00 | \$10,500.00 | |
| Other (please list below) | | | |
| | | | |
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| | | | |
| Subtotal Fixed Charges | \$7,819.00 | \$13,459.00 | \$0.00 |

| Other Expenditures | | | |
|------------------------------------|-----------------|---------------|---------------|
| Fundraising Expenses | \$372.42 | | |
| Debt Service | | | |
| Other (please list below) | | | |
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| Subtotal Other Expenditures | \$372.42 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|---------------------|--------------------|---------------|
| TOTAL FOR ALL EXPENDITURES | \$279,090.55 | \$95,621.07 | \$0.00 |
|-----------------------------------|---------------------|--------------------|---------------|

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PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 3:00 pm August 10, 2018

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

*Type or print clearly, form is available in electronic format
Please, **DO NOT** submit any additional documentation unless requested.*

| | |
|---------------------|----------|
| <i>Todays Date:</i> | 08/09/18 |
|---------------------|----------|

| Organization Requesting Funding | | | |
|---------------------------------|---|------------------------|----------|
| <i>Name:</i> | Casper Sports Alliance | | |
| <i>Address:</i> | 139 West 2nd Street Suite 1B Casper Wyoming 82601 | | |
| <i>Phone #:</i> | 307-234-5362 | <i>Fax:</i> | |
| | | <i>Date Organized:</i> | 08/15/14 |

| Organization Contact Person(s) | | | |
|--------------------------------|--------------------------|-----------------|--------------|
| <i>Name and Title :</i> | John Giantonio, Director | <i>Phone #:</i> | 307-234-5362 |
| <i>Email:</i> | john@visitcasper.com | | |
| <i>Name and Title :</i> | | <i>Phone #:</i> | |
| <i>Email:</i> | | | |

| Organization Board Members (if applicable) | | | | | |
|--|-------------------|---------------------|-----------|--------------|-------------|
| <i>Name :</i> | John Giantonio | <i>Office Held:</i> | Chair | <i>Term:</i> | 2018 - 2022 |
| <i>Name :</i> | Brook Kaufman | <i>Office Held:</i> | Treasurer | <i>Term:</i> | 2018 - 2022 |
| <i>Name :</i> | Christopher Smith | <i>Office Held:</i> | Secretary | <i>Term:</i> | 2018 - 2022 |
| <i>Name :</i> | Amy Crawford | <i>Office Held:</i> | Member | <i>Term:</i> | 2018 - 2022 |
| <i>Name :</i> | Peter Wold | <i>Office Held:</i> | Member | <i>Term:</i> | 2018 - 2022 |
| <i>Name :</i> | Jim Foss | <i>Office Held:</i> | Member | <i>Term:</i> | 2018 - 2022 |
| <i>Name :</i> | Brad Murphy | <i>Office Held:</i> | Member | <i>Term:</i> | 2018 - 2022 |
| <i>Name :</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name :</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name :</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name :</i> | | <i>Office Held:</i> | | <i>Term:</i> | |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|------------------|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, <i>please specify</i>) |
| FY 19 | | |
| FY18 | | |
| <i>Previous Years (specify what year(s)).</i> | #15 | \$35,125 |

| |
|---|
| Please Attach an Agency Organizational Chart |
|---|

1. What is your organizations mission?

The Casper Sports Alliance will pursue, support and attract sporting events and sport-related business opportunities to the Casper Area of Wyoming that will positively impact the destination's economy.

The events created and recruited by the Casper Sports Alliance, including the Cowboy State Games, will provide: an improved quality of life for our residents and their visiting friends & relatives; a more vibrant community for our visitors, residents and meetings & conventions attendees; the city of Casper and Natrona County a reputation as a place where people want to work and live; a wider range of activities in the community, providing Visit Casper's marketing and public relations efforts a more favorable position with more happening on the area; economic development agencies added value in the opportunity to attract business relocation to our area and value to our businesses and overall economy through overnight stays and day-visits.

These efforts will continuously sustain and improve the reputation of the Casper area while establishing it as a premier sports tourism destination.

2. What geographical area & populations are being served by your organization?

City of Casper, Natrona County, Wyoming.

3. What programs/services are currently offered by your organization?

The Casper Sports Alliance (CSA) operates its own events and manages the Cowboy State Games. These sports events include Bear Bait 8 mountain bike endurance race; 3x3 basketball tournament and 22 other sports events. Of the 22 events, 15 of the events are held in Casper. To date, more than 1,000 athletes have competed in our events. The Cowboy State Games is one of the country's 34 National Congress of State Games. This association gives our medaling athletes the opportunity to compete and represent Wyoming in a national championship in selected sports every other year. The Cowboy State Games are the Official Games of the State of Wyoming. Cowboy State Games events held in Casper include: Nordic skiing, downhill skiing, Biathlon, figure skating, wrestling, bmx, karate, judo, grappling, 5K run, summer biathlon, table tennis, weightlifting, fitness, cornhole and pickleball. Sports being developed - trap/skeet shooting, indoor shooting, chess, knife and axe throwing and swimming. The Casper Sports Alliance has relationships with the Amateur Athletic Union and is currently recruiting Power to Play Sports and Triple Crown Sports to develop and promote events in Casper.

4. Describe how your 1% #15 funding was used.

The Casper Sports Alliance secured funding for a one-time buy of two timing systems used by the CSA and local user groups. The city provided \$35,125 toward the purchase and Visit Casper provided the remaining \$15,000.00. The system has been used for more than 85 events saving user groups in excess of \$100,000.00. More than 8,500 people have crossed the finish line where these systems have been used.

5. Describe how your 1% #16 funding will be used.

The requested funding will be used to offset costs directly related to the hosting our events held here in Casper. None of the grant will be used for overhead, capital purchases, salaries, etcetera. As outlined in the requested budget detail, all the items outlined are directly related to the actual events and the associated costs to hosting the events.

6. If your total grant request is more than the previously requested, please explain why.

Yes. The previous request was a one-time purchase by the Casper Sports Alliance. The #15 application for funding included requests of other local user groups to purchase a timing system. By request of the city, a single application was submitted versus three. This current request is a different program and the funds will be used to support the CSA efforts to bring sports tourism events to Casper by offsetting costs related to items listed in the budget detail. These expenses are directly related to the events' operations and should be considered if-not-for to the success and our ability to host these events in Casper.

7. How will it affect your program if you do not receive this funding?

There will be a reduction in our ability to provide more competition and opportunities for our competitors. Being able to offset costs related to venue fees, officials and expenses directly related to the actual operation of the Games is critical. Each year, we anticipate increased costs related to the venues and officials. The continual increases pushes many events into the red. Without the ability to offset some of these costs those programs will be dropped resulting in decreasing the access to quality of life events for our residents, fewer healthy activities and a loss of recognition for Casper as being a must visit; must live destination. The Casper Sports Alliance is striving to provide opportunities for youth who may not want to compete in traditional stick & ball sports while driving economic impact to our area. In the world of sports, these can be seen as the "forgotten" kids. Expanding into these events will require additional funding.

8. How does your organization evaluate itself and programs for effectiveness?

During the first year, we intend to establish a baseline of success to use as a measure for future success. Our goal for the 2018 year is to have 1,000 athletes in the combined games. We have set a future five-year goals of 5,000 athletes competing annually.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director’s salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|-----------------------------------|--------------------|----------------------|
| <i>EXAMPLE: Director's Salary</i> | \$5,000.00 | 6% |
| Venues | \$20,000.00 | 23% |
| Officials | \$11,500.00 | 13% |
| Permits | \$500.00 | 1% |
| Marketing | \$25,000.00 | 29% |
| Awards and Medals | \$10,000.00 | 11% |
| Bid Fees | \$12,500.00 | 14% |
| Venue Management | \$500.00 | 1% |
| Equipment | \$2,000.00 | 2% |
| Portalets | \$2,000.00 | 2% |
| Medical | \$2,000.00 | 2% |
| Security | \$1,250.00 | 1% |
| | | 0% |
| | | 0% |
| | | 0% |
| | | 0% |
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| | | 0% |
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| | | 0% |
| | | 0% |
| | | 0% |
| TOTAL REQUESTED | \$87,250.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|--|-----------------------|--------------------|--------------------|-------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Director | Full-time | \$65,923.82 | \$11,689.00 | \$0.00 |
| Marketing Manager | Full-time | \$10,098.00 | \$1,151.00 | \$0.00 |
| Administrative Assistant | Full-time | \$12,133.00 | \$1,802.00 | |
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| | TOTALS | \$88,154.82 | \$14,642.00 | \$0.00 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

Personnel

| Full-Time | | | |
|----------------------------------|--------------------|---------------------|---------------------|
| Regular Wages | \$67,500.00 | \$88,154.82 | \$88,154.82 |
| Overtime Wages | | | |
| Part-Time | | | |
| Regular Wages | | | |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | | | |
| Benefits | | \$14,674.00 | \$14,674.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$67,500.00 | \$102,828.82 | \$102,828.82 |

General Administration

| | | | |
|--|--------------------|--------------------|--------------------|
| Postage & Freight | \$1,000.00 | \$1,250.00 | \$1,250.00 |
| Telephone | \$500.00 | \$500.00 | \$500.00 |
| Printing / Duplication | \$1,945.00 | \$1,945.00 | \$1,945.00 |
| Publicity, Dues / Subscriptions | \$200.00 | \$2,311.00 | \$2,311.00 |
| Utility Services | | | |
| Professional Services | \$1,500.00 | \$4,285.00 | \$4,285.00 |
| Maintenance Agreements | \$7,100.00 | \$7,100.00 | \$7,100.00 |
| Travel | \$4,500.00 | \$4,500.00 | \$4,500.00 |
| Bank Charges | \$113.75 | \$113.75 | \$113.75 |
| Other (please list below) | | | |
| CSA Administration | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| | | | |
| | | | |
| Subtotal General Administration | \$21,858.75 | \$27,004.75 | \$27,004.75 |

Supplies

| | | | |
|-----------|----------|----------|----------|
| Office | \$645.00 | \$645.00 | \$645.00 |
| Operating | | | |

PROGRAM EXPENDITURE DETAIL

| | | | |
|---------------------------|-------------------|-------------------|-------------------|
| Repairs / Maintenance | | | |
| Materials | | | |
| Other (please list below) | | | |
| Printing | \$1,750.00 | \$1,750.00 | \$1,750.00 |
| | | | |
| Subtotal Supplies | \$2,395.00 | \$2,395.00 | \$2,395.00 |

| | | | |
|-------------------------------|-------------------|-------------------|-------------------|
| Fixed Charges | | | |
| Insurance | \$1,500.00 | \$1,500.00 | \$1,500.00 |
| Rent/Lease | \$7,100.00 | \$7,100.00 | \$7,100.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Fixed Charges | \$8,600.00 | \$8,600.00 | \$8,600.00 |

| | | | |
|---------------------------------------|--------------------|--------------------|--------------------|
| Other Expenditures | | | |
| Fundraising Expenses | \$2,250.00 | \$2,250.00 | \$2,250.00 |
| Debt Service | | | |
| Other (please list below) | | | |
| Conference Registration & memberships | \$4,120.00 | \$4,120.00 | \$4,120.00 |
| Memberships | \$2,600.00 | \$2,600.00 | \$2,600.00 |
| Refunds | \$0.00 | \$0.00 | \$0.00 |
| Event Expenses | \$47,586.00 | \$47,586.00 | \$47,586.00 |
| Advertising/Design/Product ion | \$35,000.00 | \$35,000.00 | \$35,000.00 |
| Staff Travel | \$4,500.00 | \$4,500.00 | \$4,500.00 |
| Subtotal Other Expenditures | \$96,056.00 | \$96,056.00 | \$96,056.00 |

| | | | |
|------------------------------------|--------------------|--------------------|--------------------|
| Capital Expenditures | | | |
| Capital Building | \$2,000.00 | \$2,000.00 | \$2,000.00 |
| Capital Equipment | \$27,050.00 | \$27,050.00 | \$27,050.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Other Expenditures | \$29,050.00 | \$29,050.00 | \$29,050.00 |

| | | | |
|-----------------------------------|---------------------|---------------------|---------------------|
| TOTAL FOR ALL EXPENDITURES | \$225,459.75 | \$265,934.57 | \$265,934.57 |
|-----------------------------------|---------------------|---------------------|---------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | |
|--|---------------------|---------------------|---------------------|
| Program Fees | \$45,000.00 | \$45,000.00 | \$45,000.00 |
| United Way | | | |
| Donations | | | |
| Grants - State | | | |
| Grants - Federal | | | |
| Grants - Private | \$40,000.00 | | \$0.00 |
| Interest Income | | | |
| Other Fundraisers | | | |
| Foundations | | | |
| Corporations | | | |
| County Funding | | | |
| City Funding 1% | | \$87,250.00 | \$87,250.00 |
| City Funding Community Promotions | | | |
| City Other | | | |
| Other (please list below) | | | |
| | | | |
| Merchandise Sales | \$20,000.00 | \$24,000.00 | \$24,000.00 |
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| SUMMARY OF REVENUES | \$105,000.00 | \$156,250.00 | \$156,250.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|--------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| N/A | | |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | |
|------------------------|---|---|---|
| | Prior Operating Budget Year Actual | Current Operating Budget Year Projected | Next Operating Budget Year Projected |
| | Month / Year: Jul-17 to Month / Year: Jun-18 | Month / Year: Jul-18 to Month / Year: Jun-19 | Month / Year: Jul-19 to Month / Year: Jun-20 |
| Land | N/A | | |
| Buildings | | | |
| Machinery & Equipment | | | |
| Other (List Below) | | | |
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| Capital Outlay Summary | \$0.00 | \$0.00 | \$0.00 |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | Month / Year: | Jun-20 |

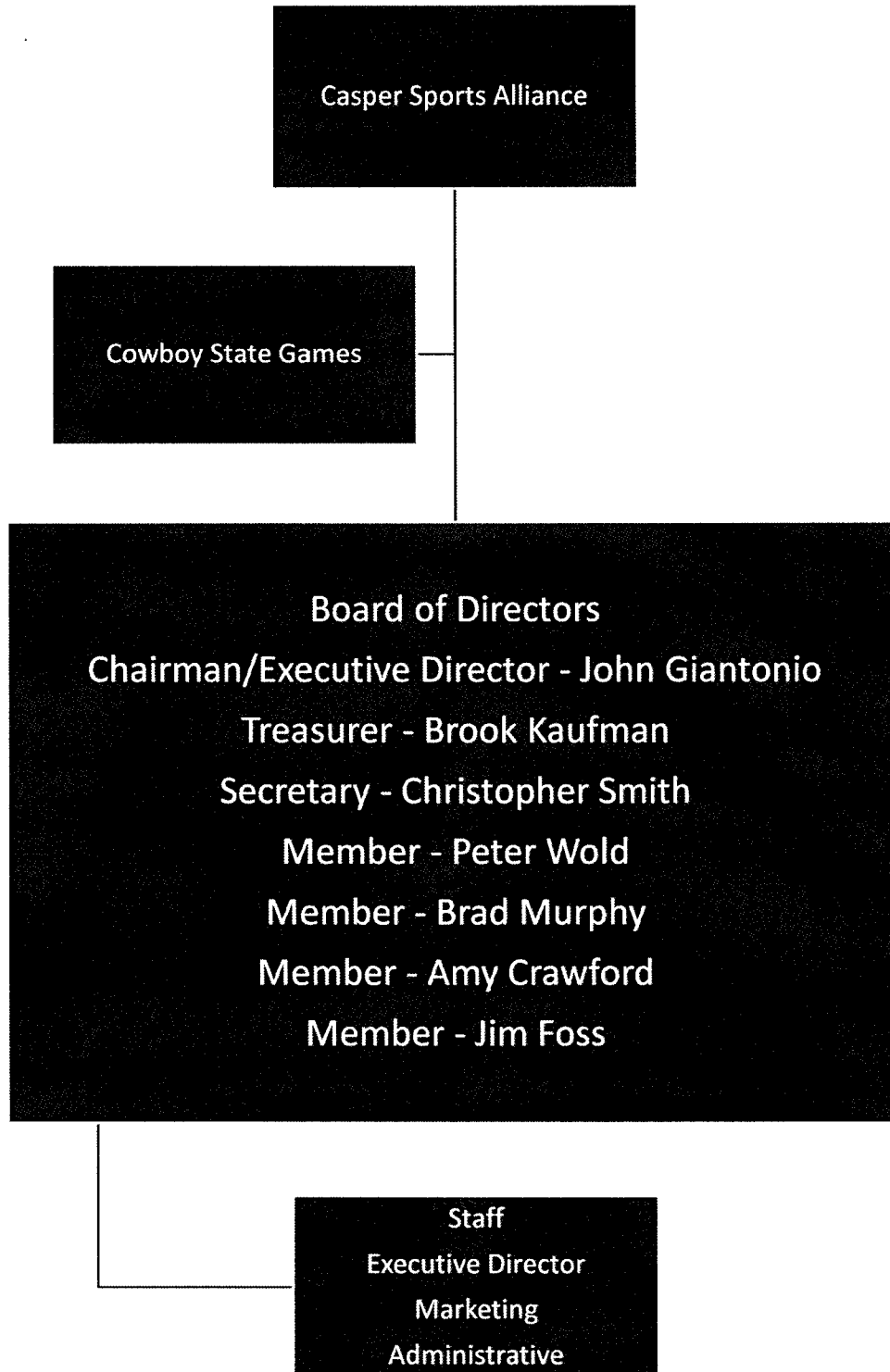
| | | | | |
|--------------------------------|--|-----------------------|-----------------------|-----------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$105,000.00 | \$156,250.00 | \$156,250.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$225,459.75 | \$265,934.57 | \$265,934.57 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$225,459.75 | \$265,934.57 | \$265,934.57 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | (\$120,459.75) | (\$109,684.57) | (\$109,684.57) |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | (\$120,459.75) | (\$230,144.32) |
| 7 | Change in Operating Reserve (line #5 from above) | (\$120,459.75) | (\$109,684.57) | (\$109,684.57) |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | (\$120,459.75) | (\$230,144.32) | (\$339,828.89) |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | (\$120,459.75) | (\$230,144.32) | (\$339,828.89) |

Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future



RECEIVED

PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 3:00 pm August 10, 2018

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

| | |
|---------------|----------|
| Today's Date: | 08/09/18 |
|---------------|----------|

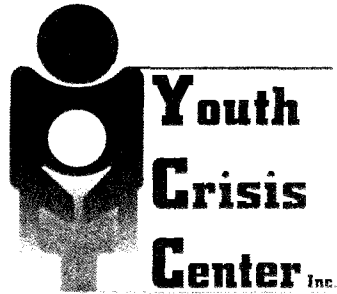
| Organization Requesting Funding | | | |
|---------------------------------|--------------------------------------|------|--------------|
| Name: | Youth Crisis Center, Inc | | |
| Address: | 1656 E. 12th Street Casper, WY 82601 | | |
| Phone #: | 307-577-5718 | Fax: | 307-577-5716 |
| Date Organized: | 07/25/84 | | |

| Organization Contact Person(s) | | | |
|--------------------------------|------------------------------------|----------|--------------|
| Name and Title: | Traci Blevins - Executive Director | Phone #: | 307-577-5718 |
| Email: | tblevins@casperycc.org | | |
| Name and Title: | | Phone #: | |
| Email: | | | |

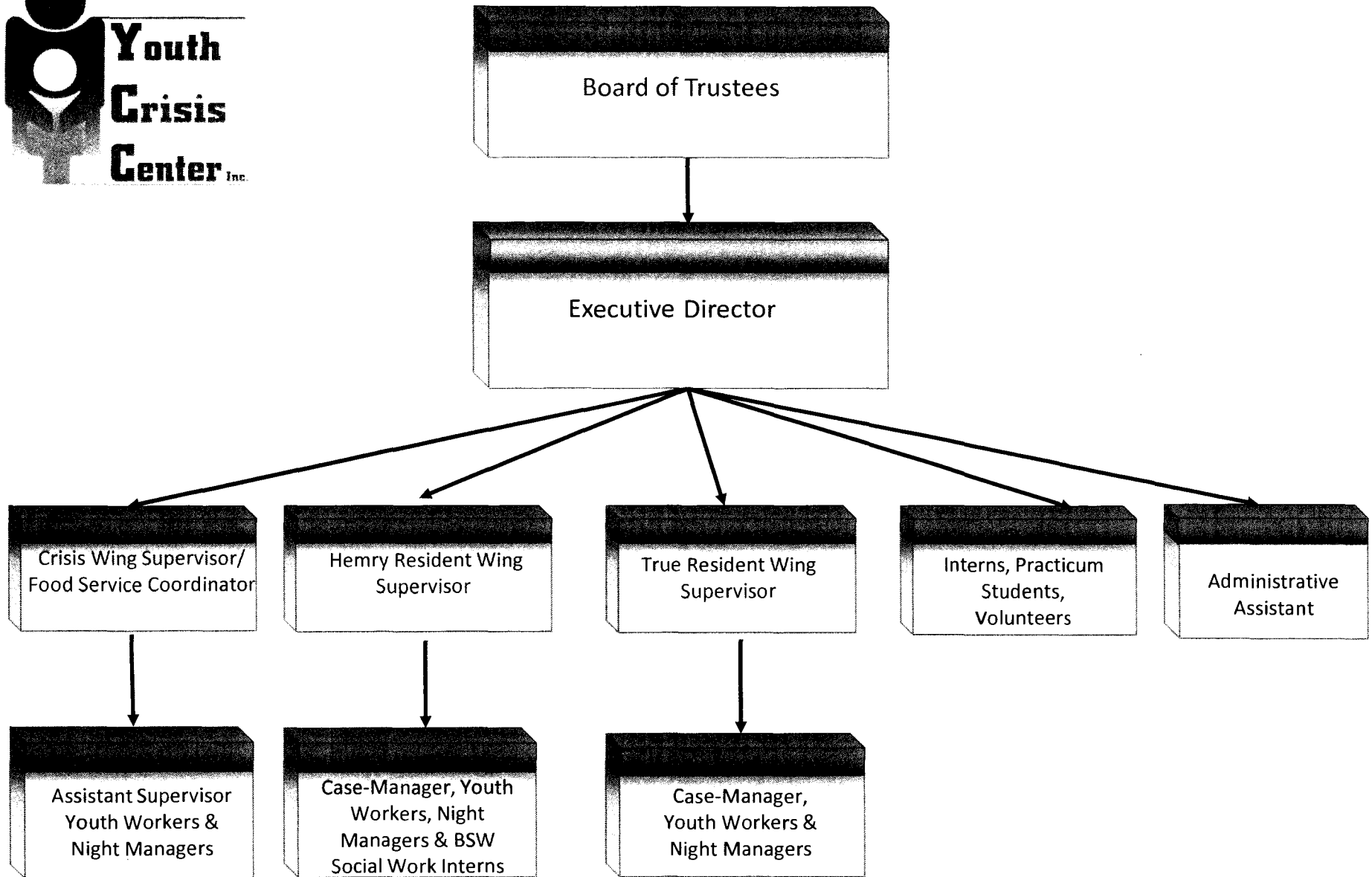
| Organization Board Members (if applicable) | | | | | |
|--|-------------------|--------------|----------------|-------|--------|
| Name: | Janet Sowell | Office Held: | President | Term: | 1 Year |
| Name: | Jo Anne Wenberg | Office Held: | Vice President | Term: | 1 Year |
| Name: | Sable Donisthorpe | Office Held: | Treasurer | Term: | 1 Year |
| Name: | Rachel Hansen | Office Held: | Secretary | Term: | 1 Year |
| Name: | Ed Atchley | Office Held: | Member | Term: | 1 Year |
| Name: | Adam Booth | Office Held: | Member | Term: | 1 Year |
| Name: | Timothy Cortez | Office Held: | Member | Term: | 1 Year |
| Name: | Gary Lathrop | Office Held: | Member | Term: | 1 Year |
| Name: | Steve Schulz | Office Held: | Member | Term: | 1 Year |
| Name: | Dave Tuttle | Office Held: | Member | Term: | 1 Year |
| Name: | | Office Held: | | Term: | |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|--------|--|
| Fiscal Year | City | CAP/Poverty Resistance (or both, please indicate.) |
| FY 19 | 60,000 | 12000 (CAP request through City) |
| FY18 | 60,000 | 9270 (CAP) |
| Previous Years (specify what year(s)). | | |

Please Attach an Agency Organizational Chart



O - 3



1. What is your organizations mission?

The Youth Crisis Center (YCC) provides emergency shelter, crisis intervention, and group home services to youth and their families.

2. What geographical area & populations are being served by your organization?

YCC provides crisis shelter and group home services to children, birth to 17, in Natrona County. Crisis shelter services are also available to youth from out of County and out of State (though the latter occurs rarely). Group Home services are available to out of County youth, however very few residents are from out of county.

3. What programs/services are currently offered by your organization?

The Youth Crisis Center, Inc. offers 3 programs: 1) Crisis Shelter, 2) Group Home, and 3) Aftercare Support/Wrap Around Services. 1) YCC's crisis shelter continues to be the most utilized crisis shelter in the state of Wyoming, serving between 500 & 600 children ages 0-17, each year, for short term crisis placement. The average stay at the crisis shelter is currently 3-4 days. The crisis shelter provides crisis intervention (safety planning, youth development, family intervention, and/or support in other crisis situations) and basic needs (food, clothing, shelter, safety, and educational support). 2) YCC's group home program serves between 18-30 youth ages 10-17, each year, for long-term placement; the average stay at the group home is 73 days. The group home provides youth development (life skills groups/trainings, goals groups, case management, safety planning, and family support) and basic needs (food, clothing, safety, and education support). Residents of the group home work toward reintegration with family or independent living and work with case managers on individualized case plans to support their transition. 3) Aftercare Support/Wrap Around services focus on supporting the youth and family after they leave the Youth Crisis Center. 48 hours after a youth leaves the crisis shelter families receive an aftercare support call. Aftercare support calls provide additional resources, assess other needs of the family (and address those needs when possible), and provide additional information/resources to the family. Youth who prepare to leave the YCC Group Home participate in High Fidelity Wrap Around services which follow them out of the program and provides up to 6 months of support to the youth and family, assisting them with continued success. This service also provides support to families in our community, who may have never needed to place their children at the crisis shelter or group home. This form of support serves as a preventative measure to keep youth from needing out of home placement.

4. Describe how your 1% #15 funding was used.

YCC did not receive 1% #15 funding in the last cycle. However funding from both CAP and Agency funding was received to provide for the direct care and services of youth in our crisis shelter and group home.

5. Describe how your 1% #16 funding will be used.

Over the next four years, YCC expects to see a continued increase in need for crisis shelter, group home, and wraparound services. YCC serves all youth in our community however, we continue to see an increase of families struggling with increased trauma, substance use/abuse, poverty, and mental/behavioral health challenges. These struggles directly impact the wellbeing of the youth we serve. All funding will be used to directly serve the youth in our care. All salary expenses will be used for direct services including: case management, cooking, and counseling services; food/non-food items are used for the direct care of youth; staff development and training which impacts the direct care and service youth receive; utilities, building and equipment maintenance, furniture and appliances, landscaping/snow removal, and resident clothing all directly provide for the overall care of the youth while they are in our group home or crisis shelter.

6. If your total grant request is more than the previously requested, please explain why.

The 1% #16 funding will replace the CAP and Agency funding we have received from the City in the past; total funding requested for 2018/2019 in CAP and Agency funding is \$72,000. At this time we request \$329,964 or \$82,491 per year for the four year cycle. This is an increase of \$10,491 each year. While we anticipate an increase in services needed of the crisis shelter and group home, we are also in the process of making improvements to our staffing and programs, with anticipated increase in expenses. As we continue to build and strengthen our programs to improve outputs and outcomes we will build a strengths based case management system for youth and families who need more time in the crisis shelter; the purpose of this program will be to identify the need of the youth and family, assist in accessing referrals (currently we are providing referrals, however unable to assist with accessing those referrals), and building family plans for crisis management and planning which reduce the need for crisis shelter placement. Group home changes will include a strengths based case management model, that will increase family engagement, strengthen family resources and support, and strengthen goal achievement for youth.

7. How will it affect your program if you do not receive this funding?

The Youth Crisis Center continues to be the most utilized crisis shelter in the state of Wyoming, and while State funding is provided, we receive between 55%-60% of the actual cost of our programs through State support. A total loss of funding from the City would be detrimental to our community. It would decrease the number of youth and families able to access our services drastically, and would disallow us to be able to provide a greater level of care for the youth and families we serve, reducing our services to meeting basic needs alone, and leaving us unable to provide assistance that addresses the reason the youth needed our services.

8. How does your organization evaluate itself and programs for effectiveness?

YCC sets goals to measure outcomes and achieve effectiveness. Goals set this year include: 1) 85% of families will report satisfaction with services provided by YCC (including meals, referrals to community agencies, shelter, and safety) - this is measured by aftercare support calls made to families after youth depart the program; 2) 80% of families will obtain referrals to other community supports - this is measured by case management during stay and through aftercare support calls made to families after youth depart the program; 3) 85% of group home residents participate in weekly life-skills groups which focus on 3 areas: career and skill building, healthy relationships and boundaries, and nutrition and cooking. (the 15% of youth who do not participate in this life-skills group will attend other life-skills building opportunities such as: jobs, college courses, training programs, family/group counseling, family classes, etc.) - this is measured by case management and reported on monthly reporting; 4) 80% of youth in group home program will successfully complete the program - this is measured by case management through goal completion, progress through level system, and/or successful reunification with family or integration to independent living; and 5) 85% of youth case plans will work to improve or sustain passing grades (all youth in the YCC Group Home must have educational goals, the 15% of youth who do not have a specific plan to sustain or pass grade, may have already graduated High School or may be completing their GED/High School Equivalency) - this is measured by case managers reporting and tracking grade improvement using Natrona County School District Infinite Campus system. Additionally, staff are evaluated every 6 months according to our staff "Habits of Highly Successful YCC Staff", which measure the success of staff on 13 defined habits that directly impact programing, professionalism, and working with youth and families.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|--|---------------------|----------------------|
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| Case Manager Salary | \$16,000.00 | 5% |
| Clinical Supervisor Salary | \$26,000.00 | 8% |
| Kitchen Staff/Cook Salary (2 staff) | \$32,000.00 | 10% |
| Staff Training, background checks, development | \$42,464.00 | 13% |
| Food | \$28,000.00 | 8% |
| Non Food | \$8,000.00 | 2% |
| Building Maintenance & Repair | \$48,200.00 | 15% |
| Landscaping & Snow Removal | \$24,000.00 | 7% |
| Utilities | \$38,500.00 | 12% |
| Equipment Maintenance & Repair | \$34,000.00 | 10% |
| Furniture and Appliances | \$28,000.00 | 8% |
| Resident Clothing | \$2,800.00 | 1% |
| Resident Allowance & Activities | \$2,000.00 | 1% |
| | | 0% |
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| | | 0% |
| | | 0% |
| | | 0% |
| TOTAL REQUESTED | \$329,964.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|---|-----------------------|---------------------|--------------------|--------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE: Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Director | Full-time | \$68,250.00 | \$8,872.50 | \$3,412.50 |
| Administrative Assistant | Full-time | \$43,680.00 | \$5,678.40 | \$2,184.00 |
| Counselor (funding requested for this position) | Full-time | \$44,720.00 | \$5,813.60 | \$3,130.00 |
| Case manager/supervisor | Full-time | \$37,024.00 | \$4,813.12 | \$4,442.88 |
| Youth Care Workers (11) | Full-time | \$300,872.00 | \$39,113.36 | \$22,825.92 |
| Kitchen staff (2) (funding requested for these positions) | Full-time | \$65,603.20 | \$8,528.42 | \$2,885.38 |
| Case managers (2) (funding requested for these positions) | Full-time | \$57,200.00 | \$7,436.00 | \$4,752.80 |
| Family Care Coordinator (2) | Full-time | \$48,181.12 | \$6,263.55 | \$1,684.00 |
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| TOTALS | | \$665,530.32 | \$86,518.94 | \$45,317.48 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|--------------------|--------------------|--------------------|
| Office | \$3,909.00 | \$2,800.00 | \$2,800.00 |
| Operating | | | |
| Repairs / Maintenance | \$8,500.00 | \$10,500.00 | \$10,500.00 |
| Materials | \$3,000.00 | \$3,000.00 | \$3,000.00 |
| Other (please list below) | | | |
| Food | \$20,140.00 | \$26,000.00 | \$26,000.00 |
| Non-Food | \$11,414.00 | \$8,300.00 | \$8,300.00 |
| Subtotal Supplies | \$46,963.00 | \$50,600.00 | \$50,600.00 |

| Fixed Charges | | | |
|----------------------------------|--------------------|--------------------|--------------------|
| Insurance | \$24,392.00 | \$24,392.00 | \$24,392.00 |
| Rent/Lease | | | |
| Other (please list below) | | | |
| Security Monitoring | \$360.00 | \$360.00 | \$360.00 |
| Aftercare Family Support Program | \$1,417.00 | \$1,417.00 | \$1,417.00 |
| Electronic Health Records System | | \$9,600.00 | \$9,600.00 |
| Depreciation | | | |
| Subtotal Fixed Charges | \$26,169.00 | \$35,769.00 | \$35,769.00 |

| Other Expenditures | | | |
|------------------------------------|--------------------|--------------------|--------------------|
| Fundraising Expenses | \$7,000.00 | \$7,000.00 | \$7,000.00 |
| Debt Service | | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| Expense In Kind Donations | \$7,117.00 | \$7,117.00 | \$7,117.00 |
| Employee Training | \$8,616.00 | \$10,000.00 | \$10,000.00 |
| Resident Clothing | \$1,200.00 | \$1,500.00 | \$1,500.00 |
| Resident Allowance | \$1,250.00 | \$1,500.00 | \$1,500.00 |
| Resident Activity | \$1,500.00 | \$1,250.00 | \$1,250.00 |
| Car Fuel & Maintenance | \$3,549.00 | \$3,549.00 | \$3,549.00 |
| Landscape & Snow Removal | \$7,500.00 | \$6,000.00 | \$6,000.00 |
| Subtotal Other Expenditures | \$37,732.00 | \$37,916.00 | \$37,916.00 |

| Capital Expenditures | | | |
|------------------------------------|--------------------|--------------------|---------------|
| Capital Building | \$11,800.00 | \$5,780.00 | \$0.00 |
| Capital Equipment | \$1,864.00 | \$30,000.00 | \$0.00 |
| Other (please list below) | \$0.00 | \$0.00 | \$0.00 |
| Subtotal Other Expenditures | \$13,664.00 | \$35,780.00 | \$0.00 |

| | | | |
|-----------------------------------|---------------------|---------------------|-----------------------|
| TOTAL FOR ALL EXPENDITURES | \$875,781.81 | \$990,686.00 | \$1,034,549.00 |
|-----------------------------------|---------------------|---------------------|-----------------------|

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| Personnel | | | |
|----------------------------------|--------------|--------------|--------------|
| Full-Time | | | |
| Regular Wages | \$584,000.00 | \$675,000.00 | \$712,359.00 |
| Overtime Wages | | | |
| Part-Time | | | |
| Regular Wages | | | |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$75,588.81 | \$87,406.00 | \$91,894.00 |
| Benefits | \$41,617.00 | \$45,000.00 | \$47,016.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$701,205.81 | \$807,406.00 | \$851,269.00 |

| General Administration | | | |
|--|-------------|-------------|-------------|
| Postage & Freight | | | |
| Telephone | | | |
| Printing / Duplication | | | |
| Publicity, Dues / Subscriptions | \$5,544.00 | \$5,800.00 | \$5,800.00 |
| Utility Services | \$31,918.00 | \$30,195.00 | \$30,195.00 |
| Professional Services | \$11,200.00 | \$11,000.00 | \$11,000.00 |
| Maintenance Agreements | \$12,050.00 | \$11,000.00 | \$11,000.00 |
| Travel | \$1,600.00 | \$1,000.00 | \$1,000.00 |
| Employees | \$1,400.00 | | |
| Other (please list below) | | | |
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| Subtotal General Administration | \$63,712.00 | \$58,995.00 | \$58,995.00 |

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | |
|--|---------------------|---------------------|-----------------------|
| Program Fees | \$38,880.00 | \$60,000.00 | \$60,000.00 |
| United Way | \$30,000.00 | \$42,172.00 | \$42,172.00 |
| Donations | \$7,000.00 | \$7,000.00 | \$7,000.00 |
| Grants - State | \$427,050.00 | \$427,050.00 | \$427,050.00 |
| Grants - Federal | \$14,000.00 | \$0.00 | \$0.00 |
| Grants - Private | \$20,000.00 | \$23,000.00 | \$25,000.00 |
| Interest Income | \$0.00 | \$0.00 | \$0.00 |
| Other Fundraisers | \$30,000.00 | \$30,000.00 | \$30,000.00 |
| Foundations | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| Corporations | | | |
| County Funding | \$30,000.00 | \$30,000.00 | \$30,000.00 |
| City Funding 1% | \$0.00 | \$0.00 | \$82,491.00 |
| City Funding Community Promotions | \$0.00 | \$0.00 | \$0.00 |
| City Other | \$60,000.00 | \$60,000.00 | \$0.00 |
| Other (please list below) | | | |
| Local DFS | \$205,860.00 | \$280,000.00 | \$280,000.00 |
| FEMA | \$5,000.00 | \$3,000.00 | \$5,000.00 |
| In-Kind Donations | \$7,117.00 | \$7,117.00 | \$7,117.00 |
| CAP | \$9,270.00 | \$12,000.00 | \$0.00 |
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| SUMMARY OF REVENUES | \$889,177.00 | \$986,339.00 | \$1,000,830.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|--------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|-------------------------------|---|------------------|--|------------------|---|------------------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | Month / Year: to Month / Year: | Jul-17 Jun-18 | Month / Year: to Month / Year: | Jul-18 Jun-19 | Month / Year: to Month / Year: | Jul-19 Jun-20 |
| Land | | | | | | |
| Buildings | | | | | | |
| Machinery & Equipment | | | | | | |
| Other (List Below) | | | | | | |
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| Capital Outlay Summary | | \$0.00 | | \$0.00 | | \$0.00 |

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | Current Budget Year Projected Values | Next Budgeted Year Projected Values |
|------------------------------------|---|--|
| Month / Year: Jul-17 | Month / Year: Jul-18 | Month / Year: Jul-19 |
| to Month / Year: Jun-18 | to Month / Year: Jun-19 | Month / Year: Jun-20 |

| | | | | |
|--------------------------------|---|--------------------|-------------------|----------------------|
| 1 | Revenue <small>(Line 15 Revenue Detail)</small> | \$889,177.00 | \$986,339.00 | \$1,000,830.00 |
| 2 | Expenditure Summary <small>(Total from Expenditure Detail)</small> | \$875,781.81 | \$990,686.00 | \$1,034,549.00 |
| 3 | Capital Outlay Summary <small>(Total from Capital Outlay Detail)</small> | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures <small>(Line #2 plus line #3 from above)</small> | \$875,781.81 | \$990,686.00 | \$1,034,549.00 |
| 5 | Over/Under Revenues <small>(Subtract line #4 from line#1 above)</small> | \$13,395.19 | (\$4,347.00) | (\$33,719.00) |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year <small>(see below for definition)</small> | \$0.00 | \$13,395.19 | \$9,048.19 |
| 7 | Change in Operating Reserve <small>(line #5 from above)</small> | \$13,395.19 | (\$4,347.00) | (\$33,719.00) |
| 8 | New Operating Reserve <small>(line #6 (+ or -) line #7 from above)</small> | \$13,395.19 | \$9,048.19 | (\$24,670.81) |
| 9 | Capital Reserves From Prior Year <small>(see definition below)</small> | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve <small>(any additions or uses of capital reserves)</small> | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve <small>(line #9 (+ or -) line #10 from above)</small> | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$13,395.19 | \$9,048.19 | (\$24,670.81) |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

In 2013, YCC began their capital campaign to raise enough funding and support to provide a new building and capital funds to support the maintenance of the new building. Additionally, to raise funding needed to create a 6-month operating reserve, required by most non-profit agencies, as responsible business practices. Our current operating reserve is 6 months of our operating costs. Our Capital Reserves includes temporary and permanently restricted funds designated for building maintenance and repair and the value of the building.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

RECEIVED

PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 3:00 pm August 10, 2018

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

| | |
|---------------|----------|
| Today's Date: | 07/25/18 |
|---------------|----------|

| Organization Requesting Funding | | | |
|---------------------------------|---|------|----------|
| Name: | Casper Area Transportation Coalition, Inc. CATC & The Bus | | |
| Address: | 1715 East 4th Street Casper, WY 82601 | | |
| Phone #: | 265-5039 | Fax: | 235-0551 |
| Date Organized: | 07/01/82 | | |

| Organization Contact Person(s) | | | |
|--------------------------------|--------------------------------|----------|----------|
| Name and Title: | Marge Cole, Executive Director | Phone #: | 265-5039 |
| Email: | marge@catcbus.com | | |
| Name and Title: | | Phone #: | |
| Email: | | | |

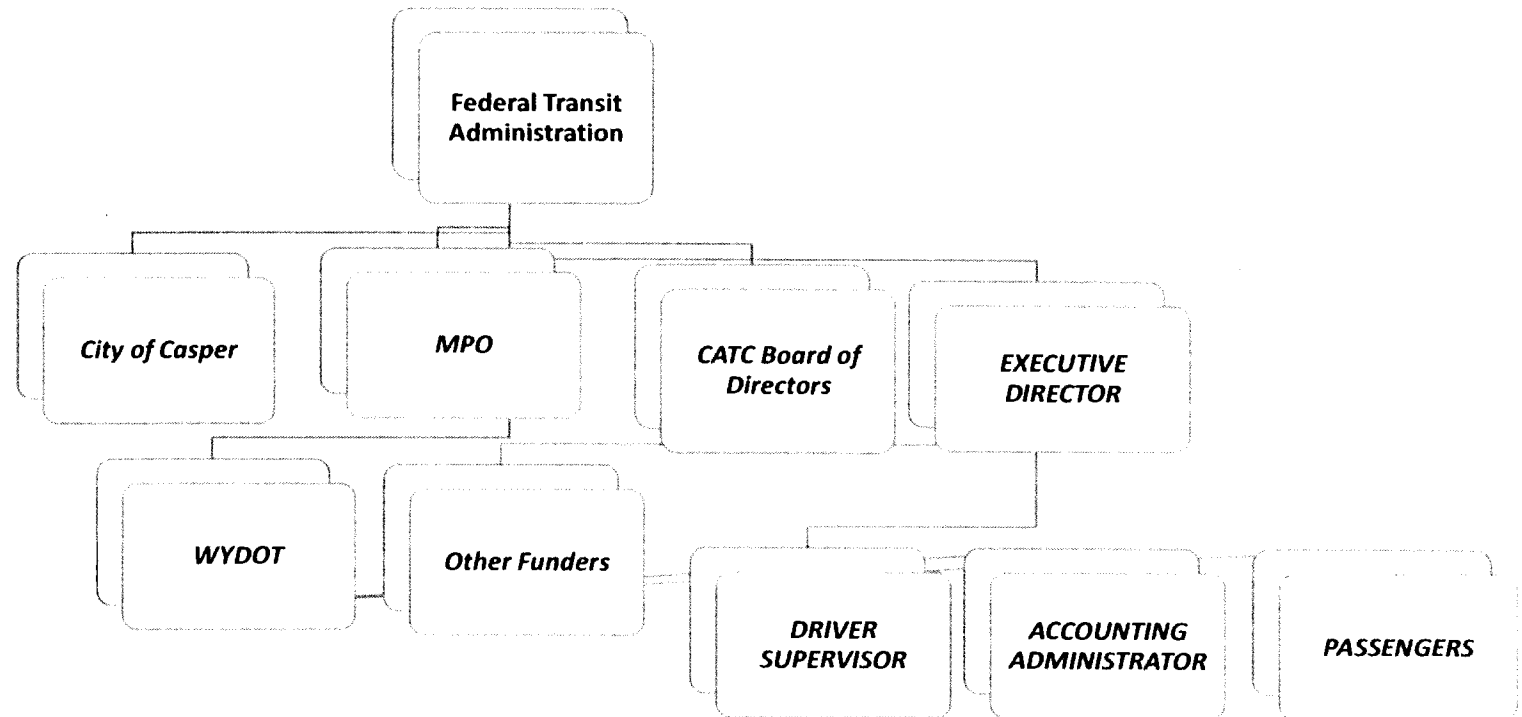
| Organization Board Members (if applicable) | | | | | |
|--|----------------|--------------|---------------------|-------|---------------|
| Name: | Lou Grunewald | Office Held: | President | Term: | FY1990-FY2020 |
| Name: | Carol Crump | Office Held: | Vice-President | Term: | FY1993-2020 |
| Name: | Wayne Clements | Office Held: | Secretary-Treasurer | Term: | FY1997-2020 |
| Name: | Al Parmely | Office Held: | | Term: | FY2004-2019 |
| Name: | Steve Kurtz | Office Held: | | Term: | FY2008-2020 |
| Name: | Roger Wagner | Office Held: | | Term: | FY2012-2019 |
| Name: | Jim Brownlee | Office Held: | | Term: | FY2012-2019 |
| Name: | Ron Auflick | Office Held: | | Term: | FY2013-2019 |
| Name: | Cliff McCrady | Office Held: | | Term: | FY2014-2020 |
| Name: | Ron Parmely | Office Held: | | Term: | FY2016-2019 |
| Name: | Ilene Whiteley | Office Held: | | Term: | FY2017-2020 |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|---|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | Projected \$200,000 general fund | FY 19-20 \$428,000 annually or \$1,712,000 over four years |
| FY18 | FY 17-18 \$313,673 FY18-19 \$313,673 | \$200,000 |
| Previous Years (specify what year(s)). | FY 15-16 City \$421,400 FY 16-17 \$384,327 | One Cent FY 15-16 thru FY18-19 \$200,000 = \$800,000 |

Please Attach an Agency Organizational Chart

CASPER AREA TRANSPORTATION COALITION, INC.

ORGANIZATIONAL CHART



1. What is your organizations mission?

CATC's mission is to provide safe, low cost transportation service to members of the general public including the elderly, disabled and transportation disadvantaged.

2. What geographical area & populations are being served by your organization?

CATC serves the urbanized portion of the designated Natrona County MPO area including Casper, Mills, Evansville, Bar Nunn and parts of the county. The combined system of demand-response CATC and the fixed route The Bus provides more than 200,000 rides annually to a population that includes the general public, senior citizens, the disabled and those using mobility devices such as wheelchairs and walkers, teens and children, and individuals who are low income or transportation disadvantaged.

3. What programs/services are currently offered by your organization?

Casper Area Transportation Coalition (CATC) is a local 501(c)3 nonprofit transit provider for Casper, Evansville, Mills, Bar Nunn and parts of Natrona County, Wyoming. The combined system of demand-response and fixed route buses provides the general public, the elderly and disabled and those who do not have access to their own transportation a low-cost, accessible, safe, dependable and environmentally friendly way to travel through the greater Casper area.

Both services operate Monday through Friday 6:30 a.m. to 6:30 p.m. and Saturday 7:30 a.m. to 3:30 p.m. Every vehicle in the combined system is lift equipped and drivers are certified by the Transportation Safety Institute, (TSI) in cooperation with FTA. The training provides Safe Driver instruction in cooperation with WYTRANS and specific training on how to safely and appropriately provide services to the disabled, those using wheelchairs and other mobility devices and those with the full range of disabilities riders may present.

Services for the hearing impaired and blind are available, including Braille brochures for both services and TDD for the hearing impaired through Wyoming Relay. The Bus vehicles also have bike racks.

4. Describe how your 1% #15 funding was used.

The \$800,000 allocated at \$200,000 per year from 1%#15 was used for annual operating expenses, including a portion of the cost of providing Saturday service on CATC and the four Casper The Bus routes. The 1%#15 allocation was included as income in CATC's annual budget as income as funding part of the City of Casper's share of the required local match for the city to receive FTA transit funds. The 1%#15 funds provided approximately 10% of the changing amount of local match determined to be available by the FTA each year.

An additional amount of 1%#15 funding will be added to the CATC contract for FY19 at the direction of the Casper City Council. The additional amount from one-cent, which is still to be determined, will increase the city's local match amount to account for CATC's current budget shortfall without impacting service.

5. Describe how your 1% #16 funding will be used.

CATC is requesting \$1,712,000 from 1%#16. The sizeable increase from 1%#15 reflects the city's desired shift from general fund to one-cent support as local match for funding CATC, as well as a projected increase in expenses. The annual one-cent allocation of \$428,000 per year would offset projected increases in expenses for operations, preventive maintenance and repair of the fleet, as well as a wage increase for CATC employees and a subsidized fare program for City of Casper low income individuals.

Of the requested amount, \$343,000 will be used for general operations, including covering the increase in hourly cost for the maintenance and repair of the 20 vehicle fleet that is required to be done at the City garage.

The request includes a COLA wage increase of 2.5% for CATC employees, an increase in expenses of \$35,000 per year. Starting salary for CATC drivers is currently \$15 per hour, well below the current City of Casper wage for drivers and the \$22-\$26 hourly rate offered by private sector employers for CDL licensees. CATC employees have not had a wage increase for four years. The request includes \$50,000 to provide funding for subsidized tickets and tokens for low income City of Casper riders of the fixed route and demand response systems. CDBG funding provided \$70,000 for this use in the past and approximately 1,000 individuals accessed these funds in 2017 for 42,786 rides. One-cent funding is eligible as local match to increase the funding provided to the City of Casper from FTA. FTA funding is matched 50/50 for operations, 80/20 for Preventive Maintenance. A portion could also be used as local match to purchase replacement buses, with a FTA match of 20/80.

6. If your total grant request is more than the previously requested, please explain why.

In fiscal year 2017-18, the City of Casper allocation to CATC for local match from the General Fund was reduced by \$113,000 and the City garage hourly rate was increased from \$58 to \$85 per hour. The resulting shortfall in the FY19 CATC budget was \$265,000. Stopgap funding from 1%#15 was reallocated by the City Council to CATC to maintain services for 2018, but continuing the desired shift from General Fund to One Cent as local match and paying for increased garage costs prompts a request for additional funds from 1%#16.

In addition to the 47% increase in hourly garage fees, fuel costs are projected to increase 9%, the City IT department will be providing support at an additional cost of \$9,000, the cost of tires is projected to increase due to an increase in the cost of oil, and a full audit is scheduled at a cost of \$18,600. A wage increase for drivers is long-overdue. CATC is fortunate that many of its drivers are long time employees who are highly trained for the work they do. Keeping drivers is already a challenge. CATC's highly trained workforce is committed to CATC's mission but their pay has not kept up with market forces. Replacing a driver is difficult at the current wage levels.

With the loss of CDBG funding, the subsidized fare program is no longer available. Fare assistance is critical for this population who have no other financial source of income to devote to transit for daily needs.

7. How will it affect your program if you do not receive this funding?

If 1% funding is not received, the amount of local match for FTA funding will be reduced. Depending on the extent of those reductions, without an increase in the amount of the City's General Fund allotted to CATC, the system's service levels would have to be drastically reduced to match the available income. Service cuts could include discontinuing Saturday service, reducing the hours CATC and The Bus are able to operate to pick up passengers, or eliminating routes all together. If funding cuts result in equivalent cuts in service, the workforce would be reduced by 15%-22%.

8. How does your organization evaluate itself and programs for effectiveness?

A report is compiled monthly for the CATC Board of Directors and the MPO. The report consists of costs of operation, including cost per hour, cost per mile, number of passengers per hour of service and number of rides provided on each system. Rider demographics and trip purpose are tracked and route usage is monitored. Condition and mileage of the buses are also reported each month. MPO representatives and the CATC board attend monthly meetings to review and approve the income and expenses in relation to the budget and the system as a whole. Riders are surveyed as needed for comment on their satisfaction or concerns with the service. As per CATC's contract, an annual public meeting is held by the board to offer the public the opportunity to comment. As the grantee for the FTA funds the City is required to update the Transit Development Plan. Generally when a consultant is hired to update the TDP part of the project is comparing CATC's service statistics to other transit providers in the region. In the past CATC compared favorably and tended to be in the middle of the pack regarding service effectiveness.

REQUESTED BUDGET DETAIL

| Outline in the table below specifically how your request will be used. <i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i> | | |
|---|---------------------|----------------------|
| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
| <i>EXAMPLE: Director's Salary</i> | \$5,000.00 | 6% |
| Directors Benefits | \$4,924.00 | 1% |
| Driver Supervisors Salary | \$2,464.00 | 1% |
| Administrative Accountant Salary | \$4,678.00 | 1% |
| 1 Receptionist | \$2,896.00 | 1% |
| 2 Part-time dispatchers hourly wage | \$20,038.00 | 5% |
| Original amount plus \$113,000 | \$313,000.00 | 73% |
| Increase in Garage Services | \$30,000.00 | 7% |
| Subsidized Fares | \$50,000.00 | 12% |
| | | 0% |
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| | | 0% |
| TOTAL REQUESTED | \$428,000.00 | 100% |

PROGRAM EXPENSE FUTURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jul-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| Personnel | | | |
|----------------------------------|----------------|----------------|----------------|
| Full-Time | | | |
| Regular Wages | \$877,615.00 | \$876,758.00 | \$890,796.00 |
| Overtime Wages | \$11,560.00 | \$7,448.00 | \$10,564.00 |
| Part-Time | | | |
| Regular Wages | \$277,141.00 | \$276,871.00 | \$281,304.00 |
| Overtime Wages | \$3,650.00 | \$2,352.00 | \$3,336.00 |
| Employer Contributions | | | |
| Taxes | \$153,849.00 | \$132,640.00 | \$147,105.00 |
| Benefits | \$169,312.00 | \$169,329.00 | \$169,329.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$1,493,127.00 | \$1,465,398.00 | \$1,502,434.00 |

| General Administration | | | |
|-------------------------------|------------|------------|------------|
| Postage & Freight | \$2,800.00 | \$1,000.00 | \$1,000.00 |

PROGRAM EXPENDITURE DETAIL

| | | | |
|--|--------------------|--------------------|--------------------|
| Telephone | \$6,200.00 | \$6,525.00 | \$6,525.00 |
| Printing / Duplication | \$6,500.00 | \$1,000.00 | \$1,000.00 |
| Publicity, Dues / Subscriptions | \$4,100.00 | \$7,200.00 | \$7,200.00 |
| Utility Services | \$6,800.00 | \$6,448.00 | \$6,448.00 |
| Professional Services | \$10,000.00 | \$22,600.00 | \$22,600.00 |
| Maintenance Agreements | \$4,000.00 | \$3,700.00 | \$3,700.00 |
| Travel | \$3,000.00 | \$0.00 | \$0.00 |
| Uniform Expenses | \$2,000.00 | \$2,000.00 | \$2,000.00 |
| Other (please list below) | | | |
| Training | \$800.00 | \$800.00 | \$800.00 |
| Janitorial | \$7,500.00 | \$1,000.00 | \$1,000.00 |
| | | | |
| Subtotal General Administration | \$53,700.00 | \$52,273.00 | \$52,273.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|---------------------|---------------------|---------------------|
| Office | \$5,400.00 | \$4,700.00 | \$4,700.00 |
| Operating | \$0.00 | \$0.00 | \$0.00 |
| Repairs / Maintenance | \$8,700.00 | \$2,800.00 | \$6,400.00 |
| Materials | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| Vehicle Expenses | \$214,250.00 | \$157,450.00 | \$161,555.00 |
| Vehicle Fuel | \$153,000.00 | \$160,000.00 | \$160,000.00 |
| Subtotal Supplies | \$381,350.00 | \$324,950.00 | \$332,655.00 |

| Fixed Charges | | | |
|------------------------------------|---------------------|---------------------|---------------------|
| Insurance | \$103,400.00 | \$80,125.00 | \$80,125.00 |
| Rent/Lease | \$8,436.00 | \$8,436.00 | \$8,436.00 |
| Other (please list below) | | | |
| Local Match Paid to City of Casper | \$362,654.00 | \$362,654.00 | \$362,654.00 |
| | | | |
| Subtotal Fixed Charges | \$474,490.00 | \$451,215.00 | \$451,215.00 |

| Other Expenditures | | | |
|----------------------------|-------------|-------------|-------------|
| Other Contractual Services | \$11,000.00 | \$20,000.00 | \$20,000.00 |
| Drug Program | \$7,000.00 | \$7,000.00 | \$7,000.00 |

PROGRAM EXPENDITURE DETAIL

| | | | |
|------------------------------------|-------------|-------------|-------------|
| Safety Program | \$6,000.00 | \$6,000.00 | \$6,000.00 |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$24,000.00 | \$33,000.00 | \$33,000.00 |

| | | | |
|--------------------------------------|------------|--------|--------|
| Capital Expenditures | | | |
| Capital Building | | | |
| Capital Equipment | \$8,000.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Capital Expenditures | \$8,000.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|----------------|----------------|----------------|
| TOTAL FOR ALL EXPENDITURES | \$2,434,667.00 | \$2,326,836.00 | \$2,371,577.00 |
|-----------------------------------|----------------|----------------|----------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jul-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | |
|---|-----------------------|-----------------------|-----------------------|
| Program Fees Farebox | \$122,000.00 | \$122,000.00 | \$122,000.00 |
| United Way Not qualified | \$0.00 | \$0.00 | \$0.00 |
| Donations | \$0.00 | \$0.00 | \$0.00 |
| Grants - State | \$220,952.00 | \$220,952.00 | \$220,952.00 |
| Grants - Federal | \$1,099,696.00 | \$1,017,920.00 | \$1,051,653.00 |
| Grants - Private | \$0.00 | \$0.00 | \$0.00 |
| Interest Income | \$0.00 | \$0.00 | \$0.00 |
| Other Fundraisers | \$0.00 | \$0.00 | \$0.00 |
| Foundations | \$0.00 | \$0.00 | \$0.00 |
| Corporations | \$0.00 | \$0.00 | \$0.00 |
| County Funding | \$13,500.00 | \$13,500.00 | \$13,500.00 |
| City Funding 1% | \$200,000.00 | \$200,000.00 | \$428,000.00 |
| City Funding Community Promotions (CDBG) | \$35,000.00 | \$0.00 | \$0.00 |
| City Operating | \$313,673.00 | \$313,673.00 | \$200,000.00 |
| Other (please list below) | | | |
| Mills/Evansville FR | \$84,122.00 | \$84,122.00 | \$84,122.00 |
| Subsidy - Mills/Evansville/Bar Nunn | \$16,880.00 | \$16,880.00 | \$16,880.00 |
| City of Casper | \$0.00 | \$0.00 | \$0.00 |
| Miscell. Service Contracts | \$500.00 | \$500.00 | \$500.00 |
| Child Development Center | \$2,800.00 | \$2,800.00 | \$2,800.00 |
| Wy Independent Living | \$23,900.00 | \$23,900.00 | \$23,900.00 |
| Local Match Paid to the City | \$362,654.00 | \$307,589.00 | \$362,954.00 |
| | | | |
| | | | |
| Deficit | | (\$394,001.00) | |
| SUMMARY OF REVENUES | \$2,495,677.00 | \$1,929,835.00 | \$2,527,261.00 |

DEBT DETAIL - CAPITAL OUTLAY

List all debts owed by your organization.

| Debtor | Amount Owed | Anticipated Pay-off Date |
|--------------------------------|--------------------|---------------------------------|
| Accounts Payable for July 2018 | \$2,633.56 | 8/20/2018 |
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| TOTAL DEBT | \$2,633.56 | |

| Capital Outlay | | | | | | |
|-------------------------------|------------------------------------|--------|--------------------------------------|--------|-----------------------------------|--------|
| | Prior Operating Budget Year | | Current Operating Budget Year | | Next Operating Budget Year | |
| | Actual | | Projected | | Projected | |
| | Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| | to Month / Year: | Jul-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |
| Land | N/A | | N/A | | N/A | |
| Buildings | | | | | | |
| Machinery & Equipment | | | | | | |
| Other (List Below) | | | | | | |
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| Capital Outlay Summary | \$0.00 | | \$0.00 | | \$0.00 | |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jul-18 | to Month / Year: | Jun-19 | Month / Year: | Jun-20 |

| | | | | |
|--------------------------------|--|--------------------|-----------------------|-----------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$2,495,677.00 | \$1,929,835.00 | \$2,527,261.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$2,434,667.00 | \$2,326,836.00 | \$2,371,577.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$2,434,667.00 | \$2,326,836.00 | \$2,371,577.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$61,010.00 | (\$397,001.00) | \$155,684.00 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | \$61,010.00 | (\$335,991.00) |
| 7 | Change in Operating Reserve (line #5 from above) | \$61,010.00 | (\$397,001.00) | \$155,684.00 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$61,010.00 | (\$335,991.00) | (\$180,307.00) |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$61,010.00 | (\$335,991.00) | (\$180,307.00) |

Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)

| |
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Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

* Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

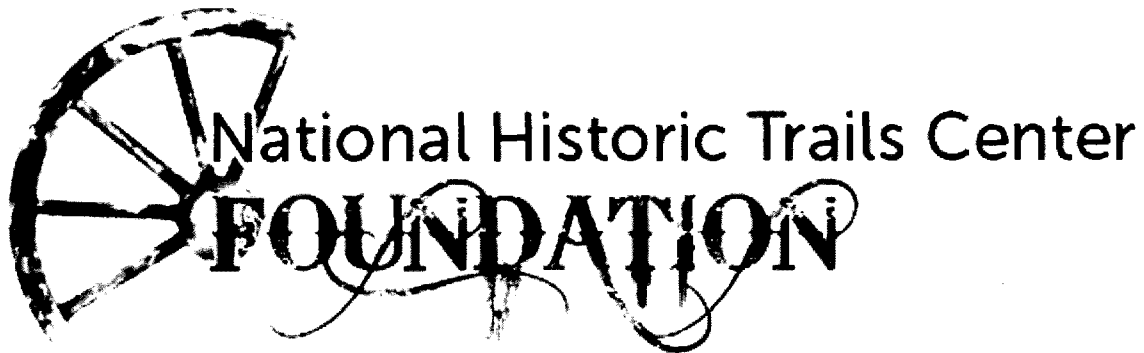
One Cent Grant
Application
August 10, 2018

Carrie O. Reece

Executive Director

National Historic Trails Center Foundation

307-265-8030



1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

| | |
|---------------|----------|
| Today's Date: | 08/10/18 |
|---------------|----------|

| Organization Requesting Funding | | | |
|---------------------------------|--|-----------------|----------|
| Name: | National Historic Trails Center Foundation | | |
| Address: | 1501 N. Poplar Street, Casper, WY 82601 | | |
| Phone #: | 307-265-8030 | Fax: | |
| | | Date Organized: | 01/01/02 |

| Organization Contact Person(s) | | | |
|--------------------------------|-------------------------------------|----------|--------------|
| Name and Title: | Carrie O. Reece, Executive Director | Phone #: | 307-262-7269 |
| Email: | Carrie@NHTCF.org | | |
| Name and Title: | Bill Mortimer, Board President | Phone #: | 307-262-9634 |
| Email: | bmortimer@charter.net | | |

| Organization Board Members (if applicable) | | | | | |
|--|----------------|--------------|----------------------|-------|--|
| Name: | Bill Mortimer | Office Held: | Board President | Term: | |
| Name: | Bruce Berst | Office Held: | Board Vice-President | Term: | |
| Name: | Jim Beck | Office Held: | Board Treasurer | Term: | |
| Name: | Kim Roylance | Office Held: | Board Secretary | Term: | |
| Name: | Jason DeWitt | Office Held: | Member | Term: | |
| Name: | Cam Walker | Office Held: | Member | Term: | |
| Name: | Mary Behrens | Office Held: | Member | Term: | |
| Name: | Cheryl Wrasper | Office Held: | Member | Term: | |
| Name: | Daniel Mattern | Office Held: | Member | Term: | |
| Name: | Jim Bell | Office Held: | Member | Term: | |
| Name: | | Office Held: | | Term: | |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|------------------|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| #16 | | \$85,000 |
| #15 | | Approximately \$85,000 |
| Previous Years (specify what year(s)). | | |

Please Attach an Agency Organizational Chart

1. What is your organizations mission?

The National Historic Trails Center "Crossroads of the West" is a public and private partnership created to promote and preserve the heritage surrounding the pathways to the West and to foster appreciation, insight, and understanding. The Center is dedicated to providing archival and educational programs and services, to increase the public awareness of the historic trails, to enrich the cultural and intellectual lives of visitors and residents, and to encourage tourism to the area in an accessible and responsible manner.

2. What geographical area & populations are being served by your organization?

The National Historic Trails Interpretive Center welcomes an average of 25,000 to 30,000 guests from all over the world each year, and for the second year in a row the federal government has issued a fee moratorium making admission free to all who wish to visit. Tourist and locals alike come from all walks of life, and guests speaking many different languages from a variety of cultures find their way through our doors. During the school year many of the guests are school children from around the state of Wyoming--in particular 4th grader students studying Wyoming history find a rich cultural experience here. We serve Casper, Natrona County and the State of Wyoming as a tourist destination.

3. What programs/services are currently offered by your organization?

The NHTIC BLM interpreters guide visitors through the history and heriage of the historic trails. Many guests come with school groups and additional trained volunteers provide demonstrations including live music, period clothing and craft projects. Through the full-time educator on staff a wide variety of youth programs are offered throughout the year including a docent program to train 5th graders from Casper elementary schools to guide their peers, the classmates and ultimately the general public through the facility. Each summer, BLM interpreters take interested visitors on Trail Treks as far away as ScottsBluff, Nebraska and to other historic sites nearby including pioneer graves, engravings of pioneers names, as well as swales and ruts from the original trails. Staff and volunteers conduct Patio Talks at the Center every weekend during the summer, and the Foundation hosts other events such as traveling musicians, the Pony Express re-ride event, Holidat on the Homestead and more.

4. Describe how your 1% #15 funding was used.

Funds from 1%#15 were used to design and create a set of tablets with an original Oregon Trail game to be used by guests who visit the Center. Additionally, the Foundation added a state of the art touchscreen exhibit piece to the US Looks West gallery to educate guests in multiply languages about individual pioneers and leaders who each contributed to the westward migration. The touchscreen is a wonderful addition to the museum. AV upgrades including the installation of a new technology called BrightSigns were added to the Footsteps of the west theater production and the epilogue center/listening station was overhauled.

5. Describe how your 1% #16 funding will be used.

Funds are requested to continue the upgrades and maintenance needed to keep the National Historic Interpretive Center in excellent condition. Specifically, we are requesting funds to replace the screens in our Footsteps to the West Theater. The screens are 17 years old, and the technology is out of date as well as out of sync with the recent AV upgrades and laser projectors. A continuous screen replacing five individuals is the most appropriate plan. The estimated cost will be \$40,000. Next is the redesign and replacement of the Wyoming map at the front of the museum which has been significantly damaged by the sun. Redesigning the space to include a short-throw projector onto a smartboard will make the exhibit interactive and versatile for use with school groups and all guests. We can show topography, project images from Google Earth and zoom in and out to specific historical sites. The estimate for redesign including a projector, a smartboard, brightsign technology and labor is approximately \$30,000. Next, the Mormon Handcart exhibit piece is no longer working. The overhaul of this very special piece is \$3,700 to make it operational, \$1,300 more to add two new features: 1. Simulate various loads for users to experience. 2. Track the distance a user has "traveled" while pulling the handcart along the treadmill. Finally, our telegraph gallery is ready for an update and overhaul. Interpretive staff believe it would be an exciting and valuable addition to the Center to redesign this gallery and include the element of distance between where messages are sent and received. Using Morse Code visitors can telegraph message from one area of the Center to another. The cost for such an overhaul is estimated at \$10,000.

6. If your total grant request is more than the previously requested, please explain why.

NA

7. How will it affect your program if you do not receive this funding?

That National Historic Trails Center is maintained by the Bureau of Land Management, and the Center will always be open to the public to enjoy the rich heritage of the National Historic Trails. The exhibits inside are owned and maintained by the Foundation, and it is critical to the success of the partnership as well as the visitor experience that exhibits are kept in excellent condition. It's a full-time job to repair and maintain each piece as the Center approaches a 20 anniversary. The Board and Director of the Foundation raise funds through grants and donations, fundraisers and private asks to fund the maintenance. Without the support of the City, the Center still struggle to continue the work of keeping this world-class facility in the excellent condition visitors expect. We are proud of the Center and the experience it offers to those who come from Casper as well as those who come from across the globe.

8. How does your organization evaluate itself and programs for effectiveness?

Statistics are carefully measured by the BLM every month and reported to the Foundation Board of Directors monthly. As long as the visitor numbers increase the federal government is likely to maintain the fee moratorium. This is our goal--to keep admission FREE to all who wish to come to the Center. The invisible measure is the sustained interest in the heritage of our region. Casper, Wyoming is a very special crossroads where the Oregon, California, Mormon and Pony Express trails converged to cross the North Platte River. The Trails themselves represent the largest voluntary human migration in history, and we are Wyoming proud to keep that history alive for generations to come and for visitors all over the world who come to Casper patronizing our community in various ways including hotel nights, meals in our restaurants, and shopping in our local stores.

The Foundation receives feedback from patrons regularly on our website, and the BLM monitors a guest book where visitors write notes about their experiences. The BLM and Foundation share information freely anytime we encounter anything negative, and we follow up by reaching out to visitors who have made comments. Youth who participate in our programs are often asked to evaluate their experience, and these evaluations are carefully reviewed by BLM staff.

REQUESTED BUDGET DETAIL

| Outline in the table below specifically how your request will be used. | | |
|--|--------------------|----------------------|
| <i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i> | | |
| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| Continuous screen replacement | \$40,000.00 | 47% |
| Wyoming Map redesign and replacement | \$30,000.00 | 35% |
| Mormon Handcart Overhaul | \$5,000.00 | 6% |
| Telegraph Gallary update | \$10,000.00 | 12% |
| | | 0% |
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| TOTAL REQUESTED | \$85,000.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|--|-----------------------|--------------------|--------------------|-------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Carrie O. Reece | Part-time | \$40,000.00 | | |
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| | TOTALS | \$40,000.00 | \$0.00 | \$0.00 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |

| Personnel | | | |
|----------------------------------|--------------------|--------------------|--------------------|
| Full-Time | | | |
| Regular Wages | | | |
| Overtime Wages | | | |
| Part-Time | | | |
| Regular Wages | \$54,391.85 | \$37,916.62 | \$39,999.92 |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$4,160.97 | \$2,958.71 | \$3,000.00 |
| Benefits | | | |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$58,552.82 | \$40,875.33 | \$42,999.92 |

| General Administration | | | |
|--|-------------------|-------------------|-------------------|
| Postage & Freight | \$295.97 | \$225.00 | \$225.00 |
| Telephone | \$4,640.50 | \$3,456.69 | \$3,500.00 |
| Printing / Duplication | | | |
| Publicity, Dues / Subscriptions | \$4,701.72 | \$3,840.00 | \$3,800.00 |
| Utility Services | | | |
| Professional Services | | | |
| Maintenance Agreements | | | |
| Travel | | | |
| Employees | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal General Administration | \$9,638.19 | \$7,521.69 | \$7,525.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|-------------------|--------------------|-------------------|
| Office | \$1,843.05 | \$2,706.00 | \$2,500.00 |
| Operating | | | |
| Repairs / Maintenance | \$5,938.12 | \$9,925.00 | \$5,000.00 |
| Materials | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$7,781.17 | \$12,631.00 | \$7,500.00 |

| Fixed Charges | | | |
|-------------------------------|-------------------|-------------------|-------------------|
| Insurance | \$7,369.00 | \$7,369.00 | \$7,369.00 |
| Rent/Lease | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$7,369.00 | \$7,369.00 | \$7,369.00 |

| Other Expenditures | | | |
|------------------------------------|--------------------|--------------------|--------------------|
| Fundraising Expenses | \$32,927.57 | \$23,880.00 | \$23,880.00 |
| Debt Service | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$32,927.57 | \$23,880.00 | \$23,880.00 |

| Capital Expenditures | | | |
|------------------------------------|---------------------|--------------------|--------------------|
| Capital Building | | | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| Exhibits | \$189,849.00 | \$25,000.00 | \$25,000.00 |
| | | | |
| Subtotal Other Expenditures | \$189,849.00 | \$25,000.00 | \$25,000.00 |

| | | | |
|-----------------------------------|---------------------|--------------------|--------------------|
| TOTAL FOR ALL EXPENDITURES | \$116,268.75 | \$92,277.02 | \$89,273.92 |
|-----------------------------------|---------------------|--------------------|--------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |

| | | | |
|--|---------------------|--------------------|--------------------|
| Program Fees | | | |
| United Way | | | |
| Donations | \$31,654.92 | \$18,924.81 | \$19,000.00 |
| Grants - State | | | |
| Grants - Federal | | | |
| Grants - Private | \$78,702.69 | | |
| Interest Income | | | |
| Other Fundraisers | \$28,034.76 | \$26,660.00 | \$26,660.00 |
| Foundations | | | |
| Corporations | | | |
| County Funding | | | |
| City Funding 1% | | | |
| City Funding Community Promotions | | | |
| City Other | | | |
| Other (please list below) | | | |
| Investment Returns | \$102,652.80 | \$10,200.00 | \$10,200.00 |
| | | | |
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| Note: we do not fund investment | | | |
| | | | |
| | | | |
| | | | |
| SUMMARY OF REVENUES | \$241,045.17 | \$55,784.81 | \$55,860.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|--------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| None | | |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | |
|-------------------------------|---|--|---|
| | Prior Operating Budget Year Actual | Current Operating Budget Year Projected | Next Operating Budget Year Projected |
| | Month / Year: to Month / Year: | Jan-17 Dec-17 | Month / Year: to Month / Year: |
| | | Jan-18 Dec-18 | Month / Year: to Month / Year: |
| | | | Jan-19 Dec-19 |
| Land | | | |
| Buildings | | | |
| Machinery & Equipment | | | |
| Other (List Below) | | | |
| Exhibits | \$189,849.00 | \$25,000.00 | \$25,000.00 |
| | | | |
| | | | |
| | | | |
| Capital Outlay Summary | \$189,849.00 | \$25,000.00 | \$25,000.00 |

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | Current Budget Year Projected Values | Next Budgeted Year Projected Values |
|------------------------------------|---|--|
| Month / Year: Jan-17 | Month / Year: Jan-18 | Month / Year: Jan-19 |
| to Month / Year: Dec-17 | to Month / Year: Dec-18 | Month / Year: Dec-19 |

| | | | | |
|--------------------------------|---|---------------------|---------------------|---------------------|
| 1 | Revenue <small>(Line 15 Revenue Detail)</small> | \$241,045.17 | \$55,784.81 | \$55,860.00 |
| 2 | Expenditure Summary <small>(Total from Expenditure Detail)</small> | \$116,268.75 | \$92,277.02 | \$89,273.92 |
| 3 | Capital Outlay Summary <small>(Total from Capital Outlay Detail)</small> | \$189,849.00 | \$25,000.00 | \$25,000.00 |
| 4 | Total Expenditures <small>(Line #2 plus line #3 from above)</small> | \$306,117.75 | \$117,277.02 | \$114,273.92 |
| 5 | Over/Under Revenues <small>(Subtract line #4 from line#1 above)</small> | (\$65,072.58) | (\$61,492.21) | (\$58,413.92) |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year <small>(see below for definition)</small> | \$1,043,918.00 | \$978,845.42 | \$917,353.21 |
| 7 | Change in Operating Reserve <small>(line #5 from above)</small> | (\$65,072.58) | (\$61,492.21) | (\$58,413.92) |
| 8 | New Operating Reserve <small>(line #6 (+ or -) line #7 from above)</small> | \$978,845.42 | \$917,353.21 | \$858,939.29 |
| 9 | Capital Reserves From Prior Year <small>(see definition below)</small> | \$22,447.00 | \$16,968.00 | \$6,968.00 |
| 10 | Change in Capital Reserve <small>(any additions or uses of capital reserves)</small> | -\$5,479.00 | -\$10,000.00 | -\$10,000.00 |
| 11 | New Capital Reserve <small>(line #9 (+ or -) line #10 from above)</small> | \$16,968.00 | \$6,968.00 | (\$3,032.00) |
| TOTAL RESERVES | | \$995,813.42 | \$924,321.21 | \$855,907.29 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

The interest from the endowment fund generates interest to be used for operational expenses and exhibit maintenance as possible.

Below are the definitions for Reserves:

* Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

REC-16

2:27 pm

| | | | | | |
|--|--|---------------|------|----------|----------|
| | | Today's Date: | | 08/09/18 | |
| Organization Requesting Funding | | | | | |
| Name: | Cadoma Foundation | | | | |
| Address: | 220 E. Midwest Suite B, Casper, Wyoming, 80201 | | | | |
| Phone #: | 307 235-5277 | | Fax: | | |
| | Date Organized: | | | | 06/07/06 |

| | | | | | | |
|---------------------------------------|--|--|--|-----------|----------------|--|
| Organization Contact Person(s) | | | | | | |
| Name and Title : | Paula Reid, Vice President Cadoma Foundation | | | Phone # : | (307) 262-3875 | |
| Email: | info@cadomafoundation.org | | | | | |
| Name and Title : | | | | Phone # : | | |
| Email: | | | | | | |

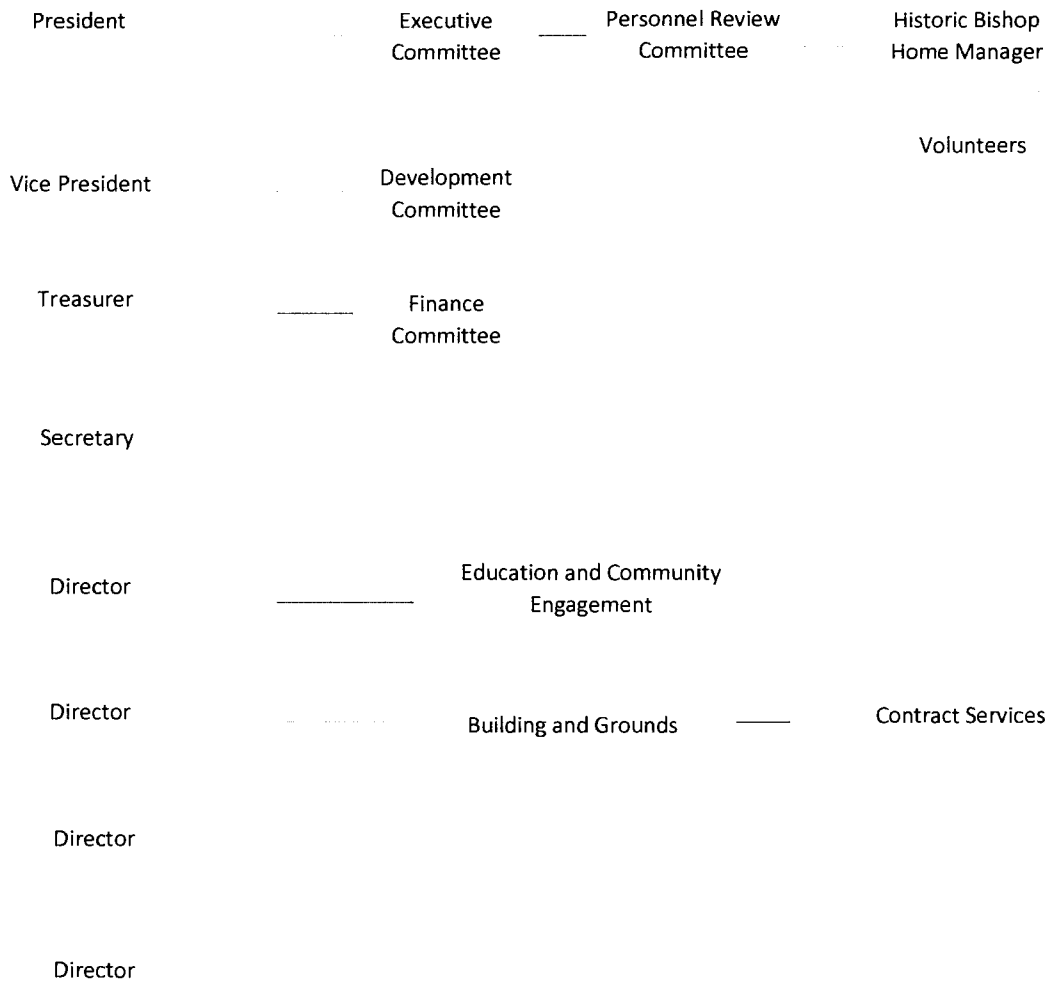
| | | | | | |
|---|-----------------|--------------|-------------------------|-------|--------|
| Organization Board Members (if applicable) | | | | | |
| Name : | Susan Bishop | Office Held: | President/Director | Term: | 2 year |
| Name : | Paula Reid | Office Held: | Vice President/Director | Term: | 2 year |
| Name : | Christina Brown | Office Held: | Secretary/ Director | Term: | 2 year |
| Name : | John Strombeck | Office Held: | Treasurer/Director | Term: | 2 year |
| Name : | Dave Bentzin | Office Held: | Director | Term: | 2 year |
| Name : | Ann Hines | Office Held: | Director | Term: | 2 year |
| Name : | Sherlyn Kaiser | Office Held: | Director | Term: | 2 year |
| Name : | Bob King | Office Held: | Director | Term: | 2 year |
| Name : | Jory Taylor | Office Held: | Director | Term: | 2 year |
| Name : | | Office Held: | | Term: | |
| Name : | | Office Held: | | Term: | |

| | | |
|---|------------------|--|
| Funding History and Amount Requested (if not applicable, list N/A) | | |
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | \$0.00 | \$450,000 |
| FY18 | \$0.00 | N/A |
| Previous Years (specify what year(s)). | N/A | N/A |

Please Attach an Agency Organizational Chart

Cadoma Foundation Organizational Chart

The Cadoma Foundation has a nine-member Board of Directors. The disciplines represented on the board are historic preservation, education, museum management, financial planning and community involvement. To maintain the Historic Bishop Home, the foundation relies on part-time contract personnel for maintenance and repairs. A permanent part-time house manager oversees the daily operation of the Historic Bishop Home. The manager and volunteers guide tours of the home throughout the year and assist with special events.



1. What is your organizations mission?

Cadoma Foundation Mission Statement:

The Cadoma Foundation's purpose is to ensure historic places are preserved into perpetuity by fostering a strong ethic supporting stewardship of historic places and acquiring, maintaining, restoring, and preserving historic buildings in the State of Wyoming.

Bishop Home Mission Statement

The Bishop Home Museum connects the young and old to the history of Casper, Natrona County, & Wyoming through a pioneer family who lived, laughed, and labored in this historic home for over 100 years. Our tag Line is: Historic Bishop Home; Casper's Urban History interpreted for Children and Adults.

2. What geographical area & populations are being served by your organization?

The Historic Bishop Family Home is located at 818 East Second Street and is open for tours and private events for Casper and Natrona County residents as well as tourist visiting our Wyoming Community. The home honors and preserves our urban history in a unique historical setting. The Bishop Home is centrally located, and the only historic house museum in Casper open to the public. The multi-generational visitors who tour the home experience the lifestyle of an early 20th century Casper family. The Bishop Home was built in 1907, prior to Casper being known as predominantly an "Oil City". Visitors to the home learn that the Bishops were in the Wool industry which was Casper's "first boom". They are surprised by the early agriculture history of the state. Frequently, the visitors remark that the Bishop Home is true history of Casper and Natrona County. The permanence of this "place" gives visitors pride in the past and confidence that generational choices about "their" future matter.

3. What programs/services are currently offered by your organization?

In 2006 Cadoma Foundation was incorporated in Wyoming as a 501c(3) to remedy the need for organizations committed to Wyoming historic properties preservation. GOALS: Preservation: The 1907 Historic Bishop Home is Casper's first multi-story brick home built in Casper; Casper's only public house museum; and Casper's only individually listed National Register of Historic Places home. Since the 2008 ownership transfer, the Foundation restored the home's interior through the assistance of grants and donations. The improvements increased the home's value. The preservation objectives are to continue restoration of the home and to improve the accessibility to the site. Education: Since assuming ownership, the Cadoma Foundation increased the community visibility of the home, particularly, to 3rd grade Natrona County School children studying Casper history. The Foundation's Education Goal is to continue to expand the home's accessibility, the lessons it teaches to children and the community, and the importance of community involvement. A visit to the home connects the development of Casper and Natrona County as the business center of central Wyoming. An incredible richness of understanding of how their lives are a part of the history of the community results. A permanent part-time manager spurred community access to the urban heritage uniquely provided by the home. Capacity: The Historic Bishop Home sits on its original 1896 Capitol Hill Addition site; Casper's second oldest subdivision. This addition was platted by Robert White, an early pioneer and councilman, in anticipation of Casper being Wyoming's Capitol. The addition includes one of the most historic and unrecognized Casper sites. On June 7, 1888, John Merritt and C. W. Eads pitched a tent at a spot near present day McKinley and A Streets and established Casper. The first buildings, known as "Old Town" were erected along this site. Once a prime residential area overlooking downtown, the area is blighted by vacant properties; the five lots immediately adjacent to the Historic Bishop Home are an example. The Cadoma Foundation's capacity to sustain the home would be secured by developing these lots as a Capitol Hill Historic Urban Museum Complex. The setting and its historic character represent an opportunity to provide a cohesive sense of place that reflects Casper's earliest establishments and commemorates over a century of commercial and community development. The Cadoma Foundation has a track record of completing capital projects that show a pattern of detailed planning, on-time completion, and strict budgetary oversight.

4. Describe how your 1% #15 funding was used.

The Cadoma Foundation, owner of the Historic Bishop Home has not received 1% funding from any of the previous allocations.

5. Describe how your 1% #16 funding will be used.

The Cadoma Foundation's plan is to develop the vacant 27,000 square foot area located on the northeast corner of East Second Street and Jefferson Street and immediately adjacent to the Historic Bishop Home into a mixed-use facility that would: 1. Honor the historic character of the Capitol Hill Addition. The proposal would allow this early historic Capitol Hill property, that overlooks downtown Casper to become the east anchor for Second Street; thus, completing the three-mile corridor that includes the Historic Downtown District and the Old Yellowstone District (OYD) on the west. 2. Protect, preserve and enhance the accessibility to the Historic Bishop Home Museum and provide a revenue stream for the historic house museum. Independent preservation of the home would be secured without placing an additional burden on taxpayers and will allow it to remain free from any governmental funding for ongoing operational support. 3. Develop a vacant lot that has been unused for over 25 years into an income producing property to enhance and strengthen Casper's cultural community and the city's revenue stream from sales tax revenue. Blending the two properties together would provide additional revenue for the city and aesthetically improve a blighted area.

Attachment A shows a conceptual drawing of the proposed development along with an aerial view of the properties located in the Capitol Hill Addition. We request One Cent #16 and consideration of unallocated #15 funding to purchase the property. The property located on the northeast corner of Second and Jefferson is currently owned by John Johnson and is for sale. Mr. Johnson supports this project and the one cent campaign. The purchase of the property is the cornerstone of this development proposal. Once the land is secured, the concept for a mixed-use facility that complements the historic character of the Bishop Home and the Capitol Hill Addition. We are, therefore, requesting One-Cent #16 money in the amount of \$450,000 as the first traunch to purchase the vacant land and begin plans to develop this property to enhance the Second Street Corridor and the Historic Bishop Home. We also ask consideration of this project for unallocated #15 money to begin the development. Additional funding will be needed to complete the full project.

6. If your total grant request is more than the previously requested, please explain why.

The Cadoma Foundation has not previously applied for funding.

7. How will it affect your program if you do not receive this funding?

The blight of an underdeveloped area will continue to blemish the Second Street Corridor, and the National Registered Historic Bishop Home will not be in a position to fully develop safe accessibility thereby continuing to hamper the elderly and disabled from experiencing this unique cultural facility. The number one complaint received from visitors is about the dangerous and difficult accessibility to the home particularly after dark. The Cadoma Foundation, a Wyoming 501 c 3, owns the home and does not rely on government agency support to provide regular funding. Without these funds, the foundation will have to delay acquiring the available property until funding from other grants and private sources is secured. This situation produces a risk that the property will be sold to another developer and used for a purpose that detracts or harms this historic home as well as the historic neighborhood. The development of a private/public partnership to provide all or a significant portion of the funding would honor the historical significance of the Historic Capitol Hill Addition (Casper's second oldest subdivision), secure a revenue stream to support the Historic Bishop Home, anchor the east Second Street corridor by complementing the Historic Downtown District and the Old Yellowstone District (OYD), and develop new sales tax revenue to the city from the proposed retail space. See Attachment B which shows the geographic area of the 1896 Capitol Hill Addition.

8. How does your organization evaluate itself and programs for effectiveness?

The Cadoma Foundation uses the following effectiveness measures.

- 1) The number of individuals and business contributions. This measures the interest and support of the community.
- 2) The amount of grant funding. This measures the interest and support of granting agencies.
- 3) The attendance of regular events held at the Bishop House. This measure compares support for recurring events with prior years to determine continued interest. Surveys of participants measure their satisfaction with events and the facility.
- 4) The number, attendance, and success of new special events and exhibits held. This measure allows the Foundation to determine the effectiveness of sources of new funding to support foundations activities.

REQUESTED BUDGET DETAIL

| Outline in the table below specifically how your request will be used. | | |
|--|---------------------|----------------------|
| <i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i> | | |
| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
| <i>One Cent #15 Money Else #16 Money</i> | | |
| Purchase of Land | \$400,000.00 | 89% |
| Site Development Plan | \$50,000.00 | 11% |
| | | 0% |
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| TOTAL REQUESTED | \$450,000.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|--|-----------------------|--------------------|--------------------|-------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| House Manager | Part-Time | \$12,840.00 | \$982.32 | \$0.00 |
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| | TOTALS | \$12,840.00 | \$982.32 | \$0.00 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|---------------|---|--------|--|--------|
| Month / Year: 10-16 | Please Select | Month / Year: | Oct-17 | Month / Year: | Oct-18 |
| to Month / Year: | Sep-17 | to Month / Year: | Sep-18 | to Month / Year: | Sep-19 |

| Personnel | | | |
|----------------------------------|--------------------|--------------------|--------------------|
| Full-Time | | | |
| Regular Wages | | | |
| Overtime Wages | | | |
| Part-Time | | | |
| Regular Wages | \$11,941.75 | \$10,168.65 | \$12,840.00 |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$750.47 | \$396.56 | \$982.32 |
| Benefits | | | |
| Other (please list below) | | | |
| Temporary Help | \$3,641.33 | \$2,525.80 | |
| Subtotal Personnel | \$16,333.55 | \$13,091.01 | \$13,822.32 |

| General Administration | | | |
|--|--------------------|--------------------|--------------------|
| Postage & Freight | \$158.18 | | \$158.18 |
| Telecommunication/Internet | \$1,579.94 | \$1,355.64 | \$1,423.42 |
| Printing / Duplication | \$1,508.92 | \$1,003.20 | \$1,053.36 |
| Publicity, Dues / Subscriptions | \$121.00 | | \$121.00 |
| Utility Services | \$4,894.54 | \$2,628.42 | \$2,759.84 |
| Professional Services | \$1,395.00 | \$942.00 | \$989.10 |
| Maintenance Agreements | | | |
| Travel | | | |
| Employees | | | |
| Other (please list below) | | | |
| Contract Services | | | |
| Lawn Care/Snow Removal | \$4,298.50 | \$4,884.60 | \$5,128.83 |
| Alarm Services | \$581.76 | \$305.78 | \$321.07 |
| Subtotal General Administration | \$14,537.84 | \$11,119.64 | \$11,954.81 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|--------------------|-------------------|--------------------|
| Office | \$8,251.62 | \$6,097.20 | \$6,402.06 |
| Operating | | | |
| Repairs / Maintenance | \$7,679.97 | \$3,291.39 | \$3,455.96 |
| Materials | \$2,000.00 | | \$2,000.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Supplies | \$17,931.59 | \$9,388.59 | \$11,858.02 |

| Fixed Charges | | | |
|-------------------------------|-------------------|-------------------|-------------------|
| Insurance | \$3,847.06 | \$3,847.06 | \$3,923.94 |
| Rent/Lease | | | |
| Other (please list below) | | | |
| | | | |
| Subtotal Fixed Charges | \$3,847.06 | \$3,847.06 | \$3,923.94 |

| Other Expenditures | | | |
|------------------------------------|--------------------|---------------|---------------|
| Fundraising Expenses | | | |
| Debt Service | | | |
| Other (please list below) | | | |
| Depreciation & Amortization | \$12,822.80 | | |
| Square/ Paypal Expense | \$201.92 | | |
| Subtotal Other Expenditures | \$13,024.72 | \$0.00 | \$0.00 |

| Capital Expenditures | | | |
|------------------------------------|--------------------|--------------------|---------------|
| Capital Building | \$25,668.46 | \$19,327.35 | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| | | | |
| Subtotal Other Expenditures | \$25,668.46 | \$19,327.35 | \$0.00 |

| | | | |
|-----------------------------------|--------------------|--------------------|--------------------|
| TOTAL FOR ALL EXPENDITURES | \$65,674.76 | \$37,446.30 | \$41,559.09 |
|-----------------------------------|--------------------|--------------------|--------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|---------------|--|--------|---|--------|
| Month / Year: | Please Select | Month / Year: | Oct-17 | Month / Year: | Oct-18 |
| to Month / Year: | Sep-17 | to Month / Year: | Sep-18 | to Month / Year: | Sep-19 |

| | | | |
|--|--------------------|--------------------|--------------------|
| Program Fees | | | |
| United Way | | | |
| Donations | \$36,511.18 | \$22,882.76 | \$30,305.41 |
| Grants - State | \$5,500.00 | | |
| Grants - Federal | | | |
| Grants - Local | \$19,521.40 | \$8,200.00 | |
| Interest Income | \$171.75 | \$2,713.32 | |
| Other Fundraisers | | | |
| Foundations | | | |
| Corporations | | | |
| County Funding | | | |
| City Funding 1% | | | |
| City Funding Community Promotions | | | |
| City Other | | | |
| Other (please list below) | | | |
| Earned Revenue | \$20,548.09 | \$10,278.78 | \$10,792.72 |
| Gifts-in-kind | \$2,000.00 | | |
| Donated Prof Services | \$40.00 | \$439.00 | \$460.95 |
| | | | |
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| | | | |
| | | | |
| SUMMARY OF REVENUES | \$84,292.42 | \$44,513.86 | \$41,559.08 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|--------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| NONE | \$0.00 | N/A |
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| TOTAL DEBT | \$0.00 | |

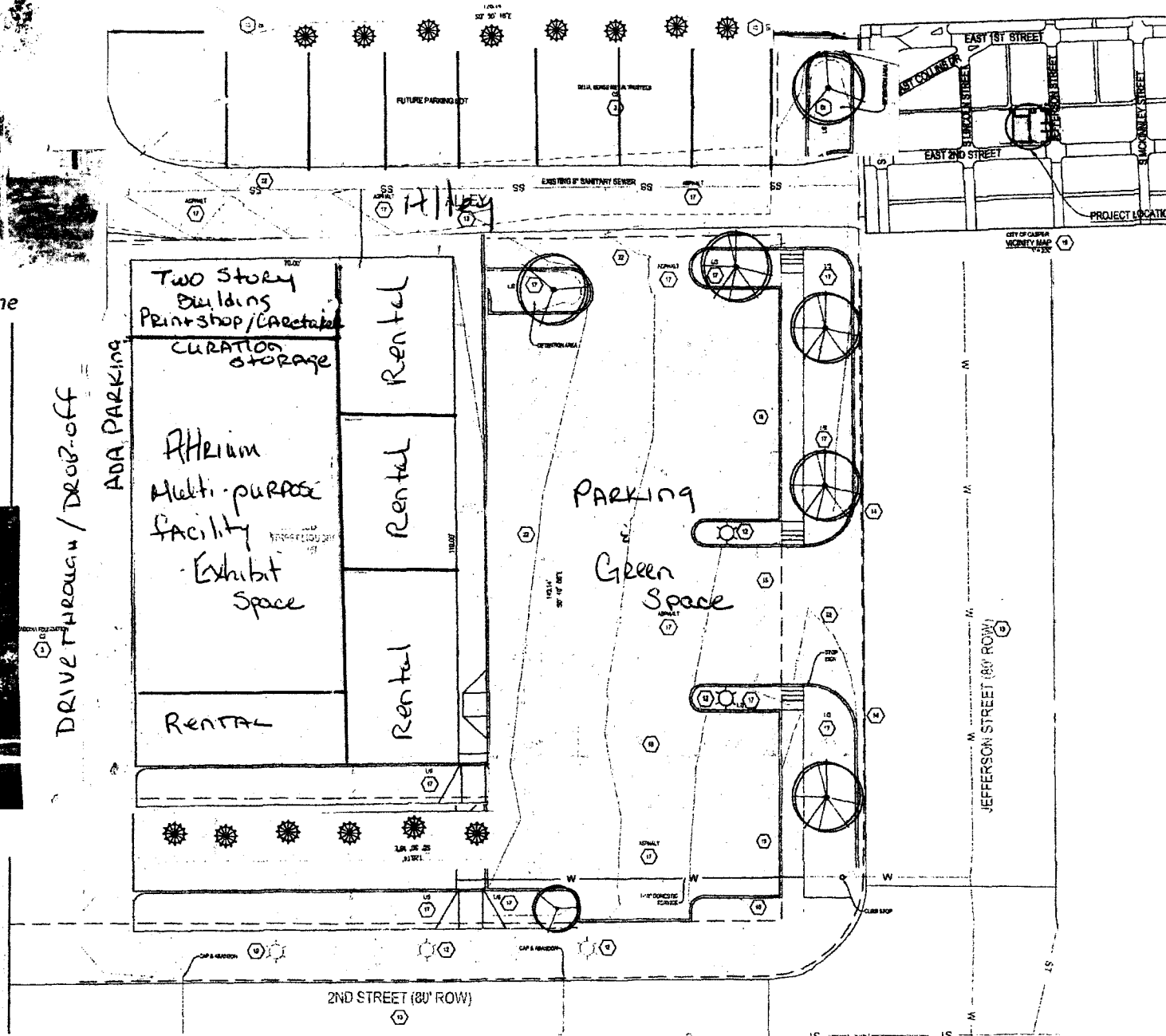
| Capital Outlay | | | | | | |
|-------------------------------|------------------------------------|---------------|--------------------------------------|--------|-----------------------------------|--------|
| | Prior Operating Budget Year | | Current Operating Budget Year | | Next Operating Budget Year | |
| | Actual | | Projected | | Projected | |
| | Month / Year: | Please Select | Month / Year: | Oct-17 | Month / Year: | Oct-18 |
| | to Month / Year: | Sep-17 | to Month / Year: | Sep-18 | to Month / Year: | Sep-19 |
| Land | | | | | | |
| Buildings | | | | | | |
| Machinery & Equipment | | | | | | |
| Other (List Below) | | | | | | |
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| | | | | | | |
| Capital Outlay Summary | \$0.00 | | \$0.00 | | \$0.00 | |



Figure 1 1908 Historic Bishop Home



Figure 2 2018 Historic Bishop Home



CAPITOL HILL HISTORIC URBAN MUSEUMS
 CONCEPTUAL DRAWING
 EXHIBIT A

Jefferson Street

Second Street

John Johnson's
Property
Property Subject
of Request

48H

Alley

ALLEY
Historic Bishop Home
PARKING

Lincoln Street

AERIAL VIEW OF CAPITOL HILL ADDITION
SECOND AND JEFFERSON

CAPITOL HILL ADDITION
to
CASPER WYOMING

Scale: 1"=200'

Be it known that the subdivision of that part of the North East quarter of Section Nine of the North West quarter of the North West quarter of Section Ten, and also that part of the South half of the Southwest quarter of Section Three, all in Township Thirty Three North of Range Seventy-nine, West 6 R.M. and situated in Natrona County, State of Wyoming is with the free consent and in accordance with the desire of the owner and Proprietor thereof.

Robert White

STATE OF WYOMING }
COUNTY OF NATRONA } SS

On this 28th day of July A.D. 1896, before me a Notary Public in and for Natrona County Wyoming, personally appeared Robert White personally known to me and who acknowledged the fore-going instrument to be his free and voluntary act and Deed for the uses and purposes therein set forth.

Witness my hand and Notarial Seal the day and year last above written

Geo. Walker
NOTARY PUBLIC

NOTE: This is a copy of the original CAPITOL HILL ADDITION Plat prepared for the convenience of the users. Every effort has been made to insure it's accuracy, however errors may exist, please check against the original plat.

Be it known that the within subdivision of that part of the NE 1/4 of NE 4 of Sec. 9; NW 4 of NW 4 of Sec. 10; and S 2 of SW 4 of Sec. 3 in T. 33N., R. 79 W. 6th P.M. in Natrona Co., Wyoming, into blocks, lots, streets and alleys and to be known as "CAPITOL HILL ADDITION TO THE TOWN OF CASPER, WYOMING," was made with the free consent and in accordance with the desire of the undersigned owner of said land, and that the adjoining map is a correct representation of such subdivision giving the dimensions and length and breadth thereof numbering the blocks and lots by progressive numbers and giving the widths and courses of all streets and alleys thereon. The Northwest corner of Block 39 of this Addition is 250 feet South of the Southwest corner of Block 16 of the Town of Casper as said block 16 is laid down on the recorded plat thereof at page 405 of Book 1 of Deeds of Natrona Co. Wyo. records.

Witness my hand this 7th day of Sept. A.D. 1900.

Robert White

Witness S. Wheeler

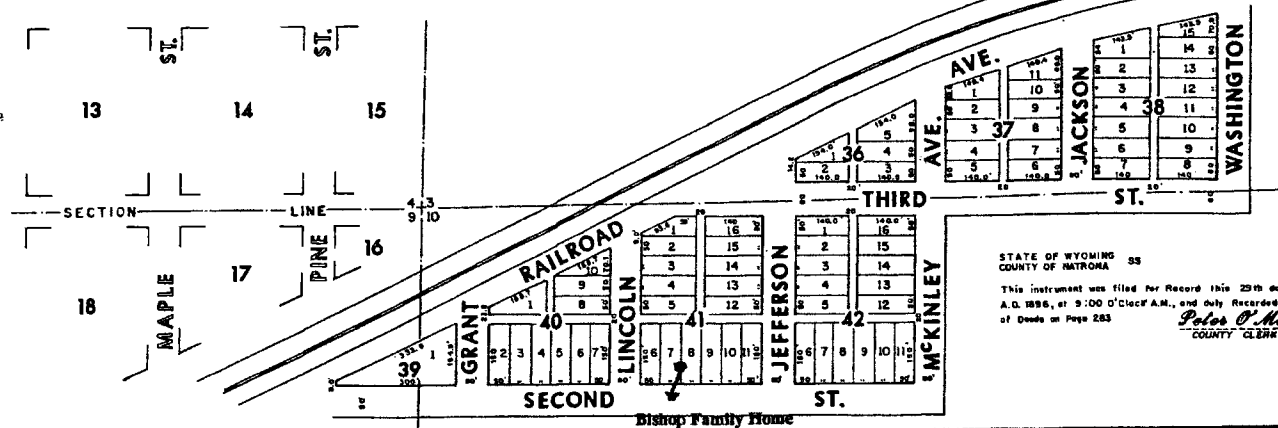
STATE OF WYOMING }
COUNTY OF NATRONA } SS

Personally appeared before me Robert White who is personally known to me as that person who signed and delivered the foregoing plat and instrument in writing and acknowledged that he signed sealed and delivered the same as his free act & deed for the uses and purposes therein set forth.

Witness my hand and seal this 7th day of Sept. A.D. 1900.

My Commission expires Aug. 8th, 1903.

Esopha D. Norton
NOTARY PUBLIC



STATE OF WYOMING }
COUNTY OF NATRONA } SS
This instrument was filed for Record this 29th day of July
A.D. 1896, at 9:00 O'clock A.M., and duly Recorded Book 2
of Deeds on Page 283
Peter O. Malley
COUNTY CLERK

Bishop Family Home
818 East Second Street

CAPITOL HILL ADDITION PLAT
EXHIBIT B

1% #16 Funding Application

RECEIVED

COMMUNITY AGENCY FUNDING REQUEST

9:51a

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

Today's Date: 08/10/18

| Organization Requesting Funding | | | |
|---------------------------------|--|------|----------------------|
| Name: | Greater Wyoming Big Brothers Big Sisters | | |
| Address: | 400 E 1st Street, Casper, Wyoming 82601 | | |
| Phone #: | 307-265-2227 | Fax: | Date Organized: 2000 |

| Organization Contact Person(s) | | | |
|--------------------------------|--------------------|----------|--------------|
| Name and Title: | Amanda Lewallen | Phone #: | 307-265-2227 |
| Email: | amanda@wyobbbs.org | | |
| Name and Title: | Steve Hamaker, CEO | Phone #: | 307-742-2227 |
| Email: | steve@wyobbbs.org | | |

| Organization Board Members (if applicable) | | | | | |
|--|---------------|--------------|---------------------------------|-------|--------|
| Name: | Steve Hamaker | Office Held: | CEO | Term: | none |
| Name: | Todd Pearson | Office Held: | president | Term: | 2 year |
| Name: | Donny Rood | Office Held: | chair, Community Advisory Board | Term: | 1 year |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|------------------|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | | |
| FY18 | N/A | 19,012.59 |
| FY 17 | N/A | 19,072.75 |

Please Attach an Agency Organizational Chart

1. What is your organizations mission?

The mission of Greater Wyoming Big Brothers Big Sisters (GWBBBS) is to provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever.

2. What geographical area & populations are being served by your organization?

Greater Wyoming Big Brothers Big Sisters serves youth in seven counties throughout the state. This funding request is specifically for the Natrona County branch, serving youth ages 5-18 primarily in Casper, Evanston, and Mills. Programming is available for any interested youth. However, GWBBBS partners closely with Natrona School District #1, local law enforcement, DFS, counselors, and other community organizations to provide referrals for at-risk youth who need positive adult role models in their lives. In 2017, 82% of Natron County youth served met or exceeded federal poverty levels and over 50% of youth lived in single parent homes, with grandparents or other relatives, or in foster care.

3. What programs/services are currently offered by your organization?

The Natrona County Branch of GWBBBS currently offers two major programs: one to one mentoring and juvenile justice programming. One to one mentoring includes both community and site based mentoring. Both of these programs pair youth with carefully screened community volunteers. Parents and youth share their preferences for a mentor, and volunteers are vetted through an intake process to ensure child safety and strong relationship development. All volunteers must provide references, provide driving history, and pass a background check. Upon pairing, case managers craft a youth development plan and check in with parents, youth, and volunteers once a month to monitor youth development, child safety, and relationship development. Case managers also provide additional training and support to volunteers on an individual basis based on needs. Finally, case managers share about upcoming activities available for youth and their families, as well as any local resources or organizations that can provide additional services or meet family needs. Juvenile justice programming is provided for youth who have received a citation or had contact with law enforcement. Staff provide support services for families and serve as an advocate for youth. Organized activities are hosted at least weekly, where youth may participate in positive recreation activities to build pro-social skills and discover interests and hobbies. Youth also can complete community service, receive additional academic support, and be referred to treatment for substance abuse. Services are carefully coordinated with the Department of Family Services, courts, law enforcement, and other stakeholders.

4. Describe how your 1% #15 funding was used.

So far, funds have supported over 163 youth in mentoring relationships or juvenile justice programming, exceeding the anticipated 50 youth per year. Funding supported the recruitment of volunteers, enrollment of participants (including required background checks for mentors), case management, organized activities, and family engagement activities. Activities include one to one mentoring, group mentoring for at-risk youth, organized engagement activities for youth and mentors (such as bowling or picnics), and family engagement activities. Over the last year, youth and mentors have participated in hunter education programming, rock painting through Casper Rocks, bike repair, ice skating, and holiday cookie decorating. The agency also connects families with local organizations such as Mercer Family Resource Center, Pop in the Shop, Natrona County Library programming, and YMCA summer camps. GWBBBS utilizes a pre/post survey to measure youth outcomes. Since July of 2015, youth have maintained or improved in the following areas: Juvenile Justice (100%), Special Adult (93%), and Parental Trust (80%). In the subarea of Educational Expectations, 84% of youth believe they will finish high school. When speaking with parents and caregivers, many share about changes they have observed in their children, such as developing stronger friendships, positive changes at school academically and behaviorally, or increases in confidence.

5. Describe how your 1% #16 funding will be used.

GWBBBS seeks to continue to increase the number of Casper youth mentored in our programs. Our agency hopes to continue our partnership with the City of Casper in order to provide life changing services to youth in the Casper community. BBBS is identified as an effective prevention program by US Department of Health and Human Services Substance Abuse Mental Health Services Administration (SAMHSA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the US Department of Justice National Institute of Justice (NIJ). Youth in mentoring relationships experience "teachable moments" when mentors expose them to new experiences or challenge youth to expand or refine their already existing skills. Research indicates that being actively engaged in shared activities, rather than "simply sitting and discussing problems and issues" allows for strong relationship building. Through healthy outlets engineered by the shared mutual interests of youth and mentor, youth will learn to exchange their enjoyment of risk-taking, sensation seeking, and need for peer acceptance with a respect for their communities and recreational opportunities. Families see GWBBBS as a partner and support system, helping their children achieve success. By building strong relationships with family members and caretakers, GWBBBS will be able to assess their needs, provide referrals to other community resources, and improve their connections to and interactions with school personnel, counselors, and court systems.

6. If your total grant request is more than the previously requested, please explain why.

The total grant request is more than previously requested, as GWBBBS continues to serve newly enrolled youth and costs increase for services, including case management, background checks, facilities, and communications.

7. How will it affect your program if you do not receive this funding?

If funding is not awarded, GWBBBS will most likely continue to serve currently enrolled youth and only serve new youth as case loads allow. Enrolling new youth and volunteers requires extensive, detailed work, including outreach and recruitment, assessments, background and reference checks for volunteers, and youth development plans. GWBBBS is dedicated to providing quality programming to the youth and families served, which includes sufficient time for case management to assess relationship development, youth development, child safety, and individualized coaching. Staff also carefully plan and organize afterschool activities for at-risk youth, match activities for currently paired youth and mentors, and family engagement activities to encourage relationship development and build trust with the organization. GWBBBS may reduce the number of activities if not funded.

8. How does your organization evaluate itself and programs for effectiveness?

GWBBBS completes organizational evaluation to determine program effectiveness through analysis of youth outcomes and internal assessments. To measure youth outcomes, GWBBBS uses the Youth Outcomes Survey (YOS) tool researched, developed, tested, and provided by BBBS of America. It is a pre/post instrument that measures multiple components: social acceptance, scholastic competency, educational expectations, grades, risk attitudes, parental trust, truancy, juvenile justice, and special adult relationships. Since July of 2015, youth have maintained or improved in the following areas: Juvenile Justice (100%), Special Adult (93%), and Parental Trust (80%). In the subarea of Educational Expectations, 84% of youth believe they will finish high school. GWBBBS measures long-term outcomes through short-term benchmarks, gauging the progress made and making any course corrections. GWBBBS also recognizes continuous improvement as vital to meeting program goals and maintaining fidelity to national program standards. A variety of evaluation tools are utilized to measure progress towards achieving specific outcomes. Tools used to measure staff performance are a vehicle to assess any gaps, identify and implement professional learning to enhance staff skills, initiate or refine strategies, and act as an important variable in producing program outcomes. Managers are expected to provide constructive feedback and guide employees as they develop any professional development plans.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|--|---------------------|----------------------|
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| Case Manager's Salary @ 40%*4 Yr | \$63,232.00 | 23% |
| Community Outreach Salary @40%* 4Yr | \$63,232.00 | 23% |
| Enrollment Specialist @40%* 4Yr | \$42,432.00 | 16% |
| Benefits @ 12.25% & Health Insurance @ \$8,161*3* 40%* 4Yr | \$59,863.00 | 22% |
| Communications @ 40%*4Yr | \$10,400.00 | 4% |
| Facilities @40%* 4Yr | \$26,240.00 | 10% |
| Youth Activities \$600*4 Yr | \$2,400.00 | 1% |
| Recruitment of Families & Volunteers \$600*4Yr | \$2,400.00 | 1% |
| | | 0% |
| | | 0% |
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| | | 0% |
| TOTAL REQUESTED | \$270,199.00 | 100% |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| Personnel | | | |
|----------------------------------|---------------------|---------------------|---------------------|
| Full-Time | | | |
| Regular Wages | \$64,520.00 | \$45,000.00 | \$105,560.00 |
| Overtime Wages | | | |
| Part-Time | | | |
| Regular Wages | \$25,130.00 | \$50,630.00 | \$3,950.00 |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$9,857.00 | \$11,714.68 | \$13,414.98 |
| Benefits | \$9,663.00 | \$8,161.00 | \$24,483.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$109,170.00 | \$115,505.68 | \$147,407.98 |

| General Administration | | | |
|--|--------------------|--------------------|--------------------|
| Postage & Freight | \$211.00 | \$250.00 | \$275.00 |
| Telephone | \$6,435.00 | \$6,290.00 | \$6,500.00 |
| Printing / Duplication | | | |
| Publicity, Dues / Subscriptions | \$619.00 | \$400.00 | \$400.00 |
| Utility Services | | | |
| Professional Services | \$655.00 | \$600.00 | \$700.00 |
| Maintenance Agreements | | | |
| Travel | \$616.00 | \$1,250.00 | \$1,250.00 |
| Employees | | | |
| Other (please list below) | | | |
| | \$8,761.00 | \$9,899.00 | \$10,249.00 |
| | | | |
| Subtotal General Administration | \$17,297.00 | \$18,689.00 | \$19,374.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|-------------------|-------------------|-------------------|
| Office | \$925.00 | \$1,000.00 | \$1,250.00 |
| Operating | | | |
| Repairs / Maintenance | | | |
| Materials | | | |
| Other (please list below) | | | |
| | \$4,832.00 | \$5,445.00 | \$6,000.00 |
| | | | |
| Subtotal Supplies | \$5,757.00 | \$6,445.00 | \$7,250.00 |

| Fixed Charges | | | |
|-------------------------------|--------------------|--------------------|--------------------|
| Insurance | \$3,703.00 | \$5,000.00 | \$5,250.00 |
| Rent/Lease | \$16,011.00 | \$16,243.00 | \$16,500.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$19,714.00 | \$21,243.00 | \$21,750.00 |

| Other Expenditures | | | |
|------------------------------------|-------------------|-------------------|-------------------|
| Fundraising Expenses | \$3,533.00 | \$5,000.00 | \$5,500.00 |
| Debt Service | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$3,533.00 | \$5,000.00 | \$5,500.00 |

| Capital Expenditures | | | |
|------------------------------------|---------------|---------------|---------------|
| Capital Building | | | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|---------------------|---------------------|---------------------|
| TOTAL FOR ALL EXPENDITURES | \$155,471.00 | \$166,882.68 | \$201,281.98 |
|-----------------------------------|---------------------|---------------------|---------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | |
|--|---------------------|---------------------|---------------------|
| Program Fees | | | |
| United Way | | | |
| Donations | \$2,022.00 | \$4,000.00 | \$4,500.00 |
| Grants - State | \$32,088.00 | \$20,574.00 | \$20,600.00 |
| Grants - Federal | \$59,456.00 | \$16,636.00 | \$16,700.00 |
| Grants - Private | | \$55,500.00 | \$40,000.00 |
| Interest Income | | | |
| Other Fundraisers | \$17,178.00 | \$23,000.00 | \$23,000.00 |
| Foundations | \$6,000.00 | \$10,000.00 | \$10,000.00 |
| Corporations | \$4,244.00 | \$5,000.00 | \$5,500.00 |
| County Funding | \$13,496.00 | \$15,600.00 | \$15,600.00 |
| City Funding 1% | \$19,013.00 | \$19,133.00 | \$67,550.00 |
| City Funding Community Promotions | | | |
| City Other | | | |
| Other (please list below) | | | |
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| SUMMARY OF REVENUES | \$153,497.00 | \$169,443.00 | \$203,450.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|--------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| none | none | none |
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| | | |
| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|-------------------------------|--|--------|---|--------|--|--------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| | to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |
| Land | none | | none | | none | |
| Buildings | none | | none | | none | |
| Machinery & Equipment | none | | none | | none | |
| Other (List Below) | none | | none | | none | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Capital Outlay Summary | \$0.00 | | \$0.00 | | \$0.00 | |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | | |
|--------------------------------|--|---------------------|-----------------|-------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$153,497.00 | \$169,443.00 | \$203,450.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$155,471.00 | \$166,882.68 | \$201,281.98 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$155,471.00 | \$166,882.68 | \$201,281.98 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | (\$1,974.00) | \$2,560.33 | \$2,168.02 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | (\$1,974.00) | \$586.33 |
| 7 | Change in Operating Reserve (line #5 from above) | (\$1,974.00) | \$2,560.33 | \$2,168.02 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | (\$1,974.00) | \$586.33 | \$2,754.35 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | (\$1,974.00) | \$586.33 | \$2,754.35 |

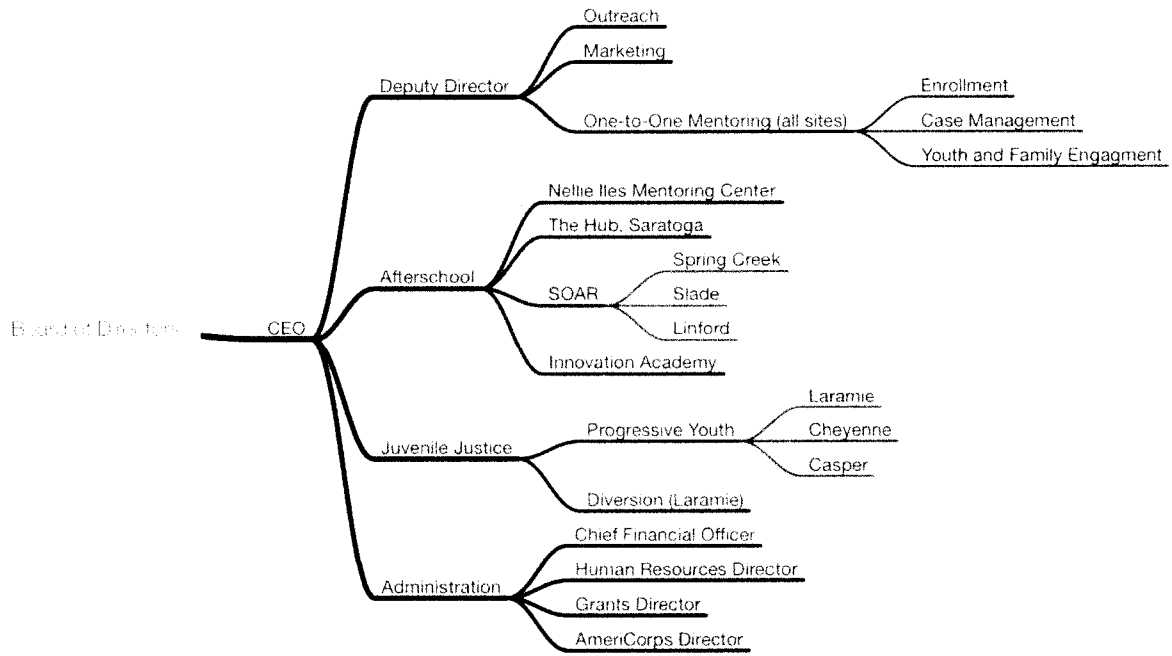
**Please identify the purpose of all reserves being held by your agency:
 Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

Below are the definitions for Reserves:

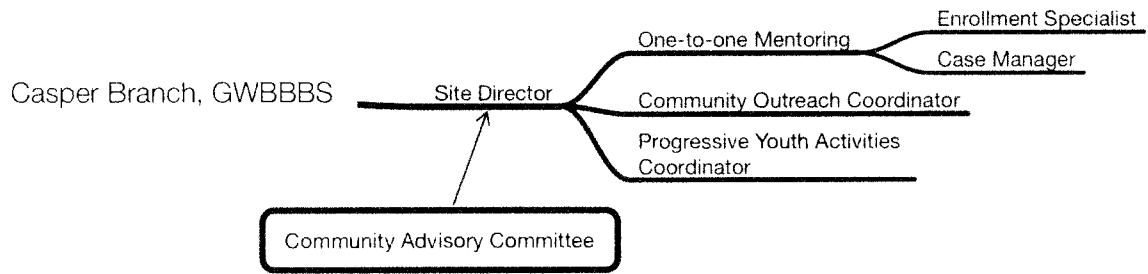
*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

Greater Wyoming Big Brothers Big Sisters Organizational Chart



Casper Branch Organizational Chart



1% #16 Funding Application

RECEIVED

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

3:23 pm

Today's Date: 08/08/18

| Organization Requesting Funding | | | |
|---------------------------------|-----------------------------------|------|--------------|
| Name: | Child Development Center | | |
| Address: | 2020 E. 12th St. Casper, WY 82601 | | |
| Phone #: | 307-235-5097 | Fax: | 307-473-1440 |
| Date Organized: | 04/01/67 | | |

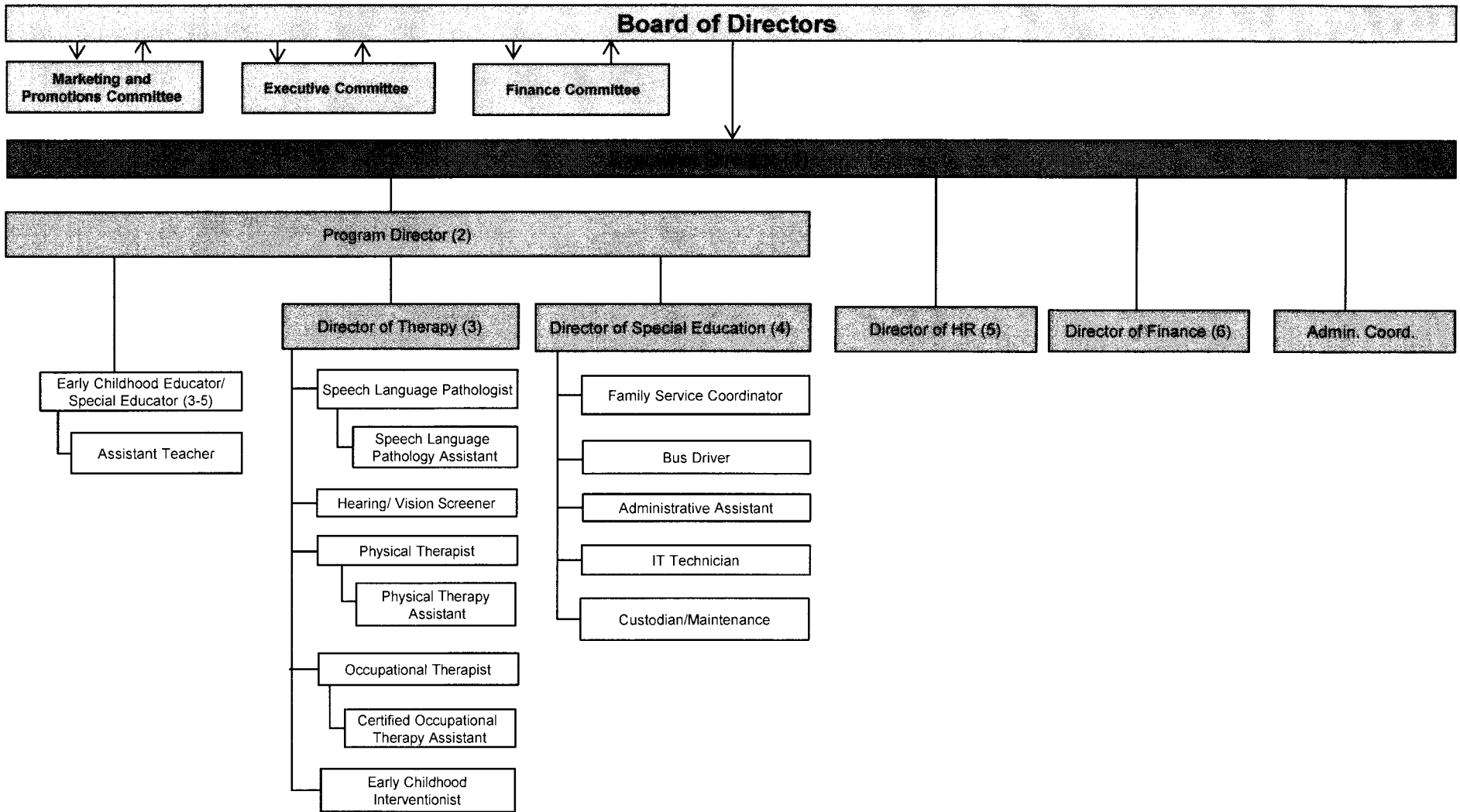
| Organization Contact Person(s) | | | |
|--------------------------------|---------------------------------|----------|--------------|
| Name and Title: | Alisha Rone, Executive Director | Phone #: | 307-235-5097 |
| Email: | arone@cdccasper.org | | |
| Name and Title: | | Phone #: | |
| Email: | | | |

| Organization Board Members (if applicable) | | | | | |
|--|------------------|--------------|----------------|-------|----------|
| Name: | Bryce Row | Office Held: | President | Term: | 3 years |
| Name: | Trudi Holthouse | Office Held: | Vice President | Term: | Multiple |
| Name: | Tim Cortez | Office Held: | Treasurer | Term: | Multiple |
| Name: | Peter Van Houten | Office Held: | Secretary | Term: | Multiple |
| Name: | Susie McMurry | Office Held: | | Term: | Multiple |
| Name: | Becky Swanson | Office Held: | | Term: | Multiple |
| Name: | Judy Murray | Office Held: | | Term: | 3 years |
| Name: | Michelle Larsen | Office Held: | | Term: | 2 years |
| Name: | Chris Potter | Office Held: | | Term: | Multiple |
| Name: | Scott Wells | Office Held: | | Term: | Multiple |
| Name: | | Office Held: | | Term: | |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|------------------|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | N/A | N/A |
| FY 18 | N/A | N/A |
| Previous Years (specify what year(s)). | | City 1% Funds 2006-\$1,000,000-building project |

Please Attach an Agency Organizational Chart

CHILD DEVELOPMENT CENTER ORGANIZATIONAL CHART 2018-2019



1. What is your organizations mission?

The Child Development Center (CDC) exists to provide premiere, family-focused, developmentally appropriate services for children, from newly-born to the age of 5. Our early intervention program offers a myriad of services to help children with delays meet developmental milestones. These services include physical therapy, occupational therapy, speech and language therapy, cognitive skill development, social and emotional development as well as family service coordination. The CDC also offers a National Association for Young Children (NAEYC) accredited preschool for 3-5 year olds with and without disabilities where children are encouraged to play, discover and dream.

2. What geographical area & populations are being served by your organization?

The Child Development Center (CDC) serves children of Natrona County ages birth to five. On average the CDC serves 425 children on an IEP (Individualized Education Plan) with such services as physical therapy, occupational therapy and speech therapy. In addition, the CDC serves 130 children without disabilities in our preschool. To put it in perspective, the CDC serves more children than most elementary schools in Casper. The services are free to children who qualify for an IEP.

3. What programs/services are currently offered by your organization?

The CDC prides itself on the services we provide on a daily basis. Such services as therapies- physical, occupational and speech for children birth to five, an accredited preschool for 3-5 year olds as well as over 1200 free development screenings per year to children throughout the community ages birth to five. Therefore, the CDC touches 1900 children on a yearly basis with its services.

4. Describe how your 1% #15 funding was used.

CDC did not receive funding in funding cycle 15. The last time CDC was awarded One Cent Funding was in 2006 when we expanded our building.

5. Describe how your 1% #16 funding will be used.

Due to significant budget cuts from the state in 2016 totaling over \$860,000, the CDC had to make adjustments in operations and has been unable to make much needed capital and program improvements. The CDC program continues to serve more and more children ages birth to five each year and our therapy and developmental screening space is limited. Our goal is to utilize One Cent Funding to complete a remodel (see attachment) of one of our meeting rooms to have additional therapy/screening space to serve the number of children we do with speech, physical and occupational therapy as well as deliver over 1200 free development screenings per year. In addition, CDC is requesting program funding to offset the costs of providing free development screenings to children of Natrona County. Recently, the CDC received a donated RV from Sonny's RV to utilize as a mobile screening unit to deliver development screenings to the community at preschools, home daycares, events and more. In order to achieve completing additional developmental screenings, we must have a dedicated screening team and materials. The CDC respectfully requests \$100,000 over the next four years from One Cent Funding. \$29,900 (capital) for remodel of therapy space and \$70,100 (operations) to provide free development screenings to the community.

6. If your total grant request is more than the previously requested, please explain why.

No, the current CDC grant request is not more than previous requests.

7. How will it affect your program if you do not receive this funding?

The CDC will continue to raise much needed funds through donations and grants to complete the capital project outlined and offset program costs. The timeline would be extended on the project until the funds are raised.

8. How does your organization evaluate itself and programs for effectiveness?

CDC has three different approaches to overall evaluation- 1.) Completion of the capital renovation to have more space to serve children with therapies and development screenings. 2.) Number of children served with free therapies (occupational, speech and physical) as well as free development screenings per year. 3.) Effectiveness of the overall program, screenings and if the child in therapy accomplished the goals as outlined in the IEP and IFSP. Additionally, each parent whose child receives a free development screening is given a survey at the end of the screening to determine effectiveness. The results of effectiveness of the development screenings in the past has been in the 90th percentile. The CDC receives a total of \$8,750 per child on an IEP with no additional funding for capital improvements, busing, etc. Whereas the school district receives over \$18,435 per child on an IEP with funding for buildings, busing, etc. Therefore, the CDC is operating as effectively and efficiently as possible with the funding received. In order, to continue to grow the CDC program and the number of children served we must seek out additional private dollars. 4.) Therefore, lastly we measure effectiveness by how we utilize our public and private funding and provide extensive reports on the outcomes achieved.

REQUESTED BUDGET DETAIL

| Outline in the table below specifically how your request will be used. | | |
|--|---------------------|----------------------|
| <i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i> | | |
| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
| <i>EXAMPLE: Director's Salary</i> | \$5,000.00 | 6% |
| Remodel of screening/therapy room (see attached) | \$29,900.00 | 30% |
| Offset screening team salaries | \$60,000.00 | 60% |
| Materials to complete Dev. Screenings | \$10,100.00 | 10% |
| | | 0% |
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| | | 0% |
| TOTAL REQUESTED | \$100,000.00 | 100% |

(over 4 years-funding cycle 16)



August 9, 2018

RE: **Child Development Center – Screening Room Renovation**

Dear Alisha,

RVB is pleased to provide this project scope definition for general contracting services for renovations to your existing building. Our understanding of the proposed project, scope and services required are outlined below. RVB offers an integrated design-build delivery method for our commercial clients. Our team has more than twenty years of experience in construction and more than fourteen years in the commercial design industry. We provide informed design decisions with our integrated construction expertise which allows our architecture to guide the construction administration service we provide. We believe in providing the best design service and highest construction quality in the state of Wyoming.

PROJECT DESCRIPTION

The project will include minor renovations to the existing Room 131, converting the space into a screening area with multiple screening rooms and a small waiting area. The renovations will include framing two new screening rooms to the underside of the existing ceiling with new doors and frames to each room along with HVAC modifications. No electrical, fire alarm, or fire suppression work is included in this scope. In addition, our scope may include Add Alternate #1 described below. See Exhibit "A" for additional scope information.

SCOPE OF WORK

- 1) **Base Scope of work** will include demolition and Construction Management Services for the scope described above. In addition, RVB will be donating and installing a new aluminum storefront on the North wall.
- 2) **Add Alternate #1** will include demolition of the drinking fountain, demolition of an opening for a new door, and subdividing the existing screening room into two rooms including HVAC modifications.

PROJECT SCHEDULE

RVB and our team can commit to having the project complete on or before April 1, 2018.

PROJECT COST

RVB and our team will provide the previously described scope of services for the following amounts:

| | |
|---|------------------------|
| Base Scope of Work | \$25,900 |
| Add-Alternate #1 | \$4,000 |
| Total Project Costs | \$29,900 |
| Donation of demolition of existing wall and providing Aluminum Storefront & Installation | (\$5,000 Value) |

This completes our summary of our understanding of the project and scope of services required. We look forward to your review and comments. Please contact us if you have any questions or require additional information.

Sincerely,

Brandon Daigle, AIA
RVB - Architect

Acceptance of Proposal:

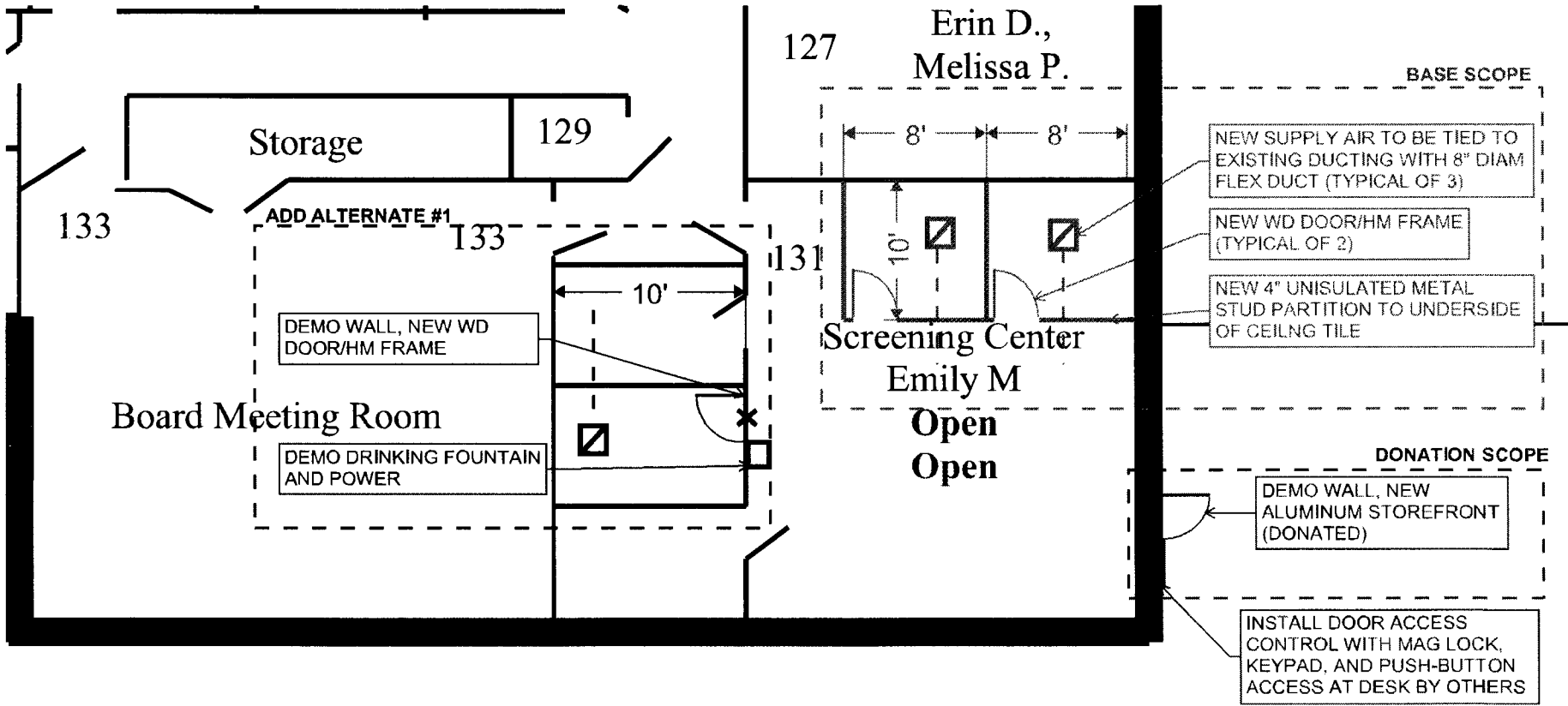
Alisha Rone
Child Development Center
Executive Director

Date:

Attachments: Exhibit "A" : Floor Plan Notes



EXHIBIT "A"



PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|--|-----------------------|--------------------|--------------------|-------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| (please see attached) | | | | |
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| | TOTALS | \$0.00 | \$0.00 | \$0.00 |

| F/PT | Sorting Title | Title | 2018 Salary | | | |
|------|---------------------------------|----------------------------------|-----------------|-------------------|------------------|-------------|
| | | | CDC Hourly Rate | # days worked per | Hours worked per | 2018 Salary |
| Full | Admin - Executive Director | Executive Director | 72.75 | 198 | 7 | 100,832 |
| Full | Admin - Director of Education | Director of Education | 63.36 | 198 | 7 | 87,817 |
| Full | Admin - Director of Therapy | Director of Therapy | 55.03 | 198 | 7 | 76,272 |
| Full | Admin - Director of Special Ed | Director of Special Education | 50.51 | 198 | 7 | 70,007 |
| Full | Admin - Director of Development | Admin Coordinator | 41.13 | 198 | 7 | 57,006 |
| Full | Admin - Director of Personnel | Director of Personnel | 46.47 | 198 | 7 | 64,407 |
| Full | Admin - Director of Finance | Director of Finance | 39.68 | 198 | 7 | 54,996 |
| Full | Support - Admin Asst | Administrative Assistant | 19.79 | 198 | 8 | 31,347 |
| Full | Support - Admin Asst | Administrative Assistant | 15.62 | 198 | 8 | 24,742 |
| Full | Assistant Teacher | Assistant Teacher | 16.4 | 182 | 8 | 23,878 |
| Full | Assistant Teacher | Assistant Teacher | 15.33 | 182 | 8 | 22,320 |
| Full | Assistant Teacher | Assistant Teacher | 17.00 | 182 | 8 | 24,752 |
| Full | Assistant Teacher | Assistant Teacher | 18.45 | 198 | 8 | 29,225 |
| Full | Assistant Teacher | Assistant Teacher | 18.36 | 198 | 8 | 29,082 |
| Full | Assistant Teacher | Assistant Teacher | 16.85 | 182 | 8 | 24,534 |
| Full | Assistant Teacher | Assistant Teacher | 22.33 | 198 | 8 | 35,371 |
| Full | Assistant Teacher | Assistant Teacher | 13.00 | 182 | 8 | 18,928 |
| Full | Assistant Teacher | Assistant Teacher | 21.58 | 182 | 8 | 31,420 |
| Full | Assistant Teacher | Assistant Teacher | 14.74 | 182 | 8 | 21,461 |
| Full | Assistant Teacher | Assistant Teacher | 17.83 | 198 | 8 | 28,243 |
| Full | Assistant Teacher | Assistant Teacher | 18.45 | 190 | 8 | 28,044 |
| Full | Assistant Teacher | Assistant Teacher | 13.00 | 182 | 8 | 18,928 |
| Full | Assistant Teacher | Assistant Teacher | 13.00 | 182 | 4 | 9,464 |
| Full | Assistant Teacher | Assistant Teacher | 13.25 | 198 | 8 | 20,988 |
| Full | Assistant Teacher | Assistant Teacher | 13.25 | 182 | 8 | 19,292 |
| Full | Assistant Teacher | Assistant Teacher | 13.77 | 190 | 8 | 20,930 |
| Full | Assistant Teacher | Assistant Teacher | 13.25 | 182 | 8 | 19,292 |
| Full | Assistant Teacher | Assistant Teacher | 13.25 | 198 | 8 | 20,988 |
| Full | Assistant Teacher | Assistant Teacher | | | | |
| Full | Assistant Teacher | Assistant Teacher | 17.68 | 198 | 8 | 28,005 |
| Full | Assistant Teacher | Assistant Teacher | 13.00 | 182 | 8 | 18,928 |
| Full | Assistant Teacher | Assistant Teacher | 13.25 | 182 | 8 | 19,292 |
| Full | Assistant Teacher | Assistant Teacher | 12.74 | 182 | 8 | 18,549 |
| Full | Assistant Teacher | Assistant Teacher | 13.25 | 198 | 8 | 20,988 |
| Full | Assistant Teacher | Assistant Teacher | 13.25 | 198 | 8 | 20,988 |
| Full | Assistant Teacher | Assistant Teacher | 13.00 | 182 | 8 | 18,928 |
| Full | Assistant Teacher | Assistant Teacher | 13.00 | 182 | 8 | 18,928 |
| Full | Assistant Teacher | Assistant Teacher | 13.00 | 182 | 8 | 18,928 |
| Full | Assistant Teacher | Assistant Teacher | 13.00 | 182 | 8 | 18,928 |
| Full | Assistant Teacher | Assistant Teacher | 13.00 | 182 | 8 | 18,928 |
| Full | Assistant Teacher | Assistant Teacher | 13.00 | 182 | 8 | 18,928 |
| Full | Assistant Teacher | Assistant Teacher | 13.00 | 182 | 8 | 18,928 |
| PT | Assistant Teacher/HH Teach | Sign Language Interpreter | 15.00 | 182 | 8 | 21,840 |
| Full | Early Childhood Educator | Early Childhood Educator | 37.60 | 182 | 7 | 47,902 |
| Full | Early Childhood Educator | Early Childhood Educator | 32.97 | 182 | 7 | 42,004 |
| Full | Early Childhood Educator | Early Childhood Special Educator | 47.00 | 194 | 7 | 63,826 |
| Full | Early Childhood Educator | Early Childhood Educator | 38.53 | 190 | 7 | 51,245 |
| Full | Early Childhood Educator | Early Childhood Educator | 37.60 | 190 | 7 | 50,008 |
| Full | Early Childhood Educator | Early Childhood Educator | 38.16 | 182 | 7 | 48,616 |
| Full | Early Childhood Educator | Early Childhood Special Educator | 42.53 | 182 | 7 | 54,183 |
| Full | Early Childhood Educator | Early Childhood Educator | 35.09 | 182 | 7 | 44,705 |

| | | | | | | |
|------|---------------------------------|--|-------|-----|---|--------|
| Full | Early Childhood Educator | Early Childhood Educator | 35.09 | 182 | 7 | 44,705 |
| Full | Early Childhood Educator | Early Childhood Special Educator | 50.46 | 190 | 7 | 67,112 |
| Full | Early Childhood Educator | Early Childhood Educator | 35.29 | 182 | 7 | 44,959 |
| Full | Early Childhood Educator | Early Childhood Educator | 34.61 | 190 | 7 | 46,031 |
| Full | Early Childhood Educator | Early Childhood Educator | 35.30 | 182 | 7 | 44,972 |
| Full | Early Childhood Educator | Early Childhood Educator | 38.71 | 194 | 7 | 52,568 |
| Full | Early Childhood Educator | Early Childhood Special Educator | 40.71 | 182 | 7 | 51,865 |
| Full | Early Childhood Educator | Early Childhood Educator | 33.96 | 198 | 7 | 47,069 |
| Full | Early Childhood Interventionist | Early Childhood Interventionist | 42.79 | 190 | 7 | 56,911 |
| Full | Early Childhood Interventionist | Early Childhood Interventionist | 39.33 | 198 | 7 | 54,511 |
| Full | Early Childhood Interventionist | Early Childhood Interventionist | 32.19 | 198 | 7 | 44,615 |
| Full | FSC | Family Services Coordinator | 41.36 | 190 | 7 | 55,009 |
| Full | FSC | Family Services Coordinator | 29.74 | 198 | 7 | 41,220 |
| Full | FSC | Family Services Coordinator | 31.99 | 198 | 7 | 44,338 |
| Full | FSC | Family Services Coordinator | 36.91 | 198 | 7 | 51,157 |
| Full | FSC - Infant | Family Services Coordinator | 37.09 | 198 | 7 | 51,407 |
| Full | FSC - infant | Family Services Coordinator | 37.09 | 198 | 7 | 51,407 |
| Full | COTA - infant | Certified Occupational Therapy Assistant | 27.81 | 198 | 7 | 38,545 |
| Full | COTA - infant | Certified Occupational Therapy Assistant | 31.98 | 190 | 7 | 42,533 |
| Full | COTA - infant | Certified Occupational Therapy Assistant | 28.70 | 198 | 7 | 39,778 |
| Full | COTA - infant | Certified Occupational Therapy Assistant | 27.81 | 198 | 7 | 38,545 |
| Full | OT | Occupational Therapist | 37.60 | 190 | 7 | 50,008 |
| Full | OT | Occupational Therapist | 38.71 | 198 | 7 | 53,652 |
| Full | OT | Occupational Therapist | 38.72 | 190 | 7 | 51,498 |
| Full | OT - infant | Occupational Therapist | 42.81 | 198 | 7 | 59,335 |
| Full | PT | Physical Therapist | 44.70 | 198 | 7 | 61,954 |
| Full | PTA | Physical Therapy Assistant | 38.38 | 182 | 7 | 48,896 |
| Full | SLP | Speech/Language Pathologist | 52.28 | 117 | 7 | 42,817 |
| Full | SLP | Speech/Language Pathologist | 43.04 | 198 | 7 | 59,653 |
| Full | SLP | Speech/Language Pathologist | 39.09 | 198 | 7 | 54,179 |
| Full | SLP | Speech/Language Pathologist | 40.00 | 182 | 7 | 50,960 |
| Full | SLP | Speech Language Pathologist | | | | |
| Full | SLPA | Speech/Language Pathology Assistant | 34.35 | 198 | 7 | 47,609 |
| Full | Support - Hearing Tech | Hearing/Vision Screener | 16.38 | 186 | 8 | 24,373 |
| Full | Support - IT | Information Technologist | 31.47 | 182 | 5 | 28,638 |
| Full | Support - Bus/Maint | Bus Driver/Maintenance Technician | 26.94 | 198 | 8 | 42,673 |
| Full | Support - Custodian | Custodian | 22.60 | 198 | 8 | 35,798 |
| Full | Support - Bus/Maint | Maintenance Technician | 20.60 | 190 | 8 | 31,312 |

3,406,051

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|---------------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Please Select |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Please Select |

| Personnel | | | |
|----------------------------------|-----------------------|-----------------------|----------------------|
| Full-Time | | | |
| Regular Wages | \$3,289,434.00 | \$3,482,560.00 | (NOT YET DETERMINED) |
| Overtime Wages | | | |
| Part-Time | | | |
| Regular Wages | | | |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$306,109.00 | \$348,256.00 | |
| Benefits | \$372,388.00 | \$564,780.00 | |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$3,967,931.00 | \$4,395,596.00 | \$0.00 |

| General Administration | | | |
|--|---------------------|---------------------|---------------|
| Postage & Freight | \$4,729.18 | \$4,500.00 | |
| Telephone | \$15,785.00 | \$16,000.00 | |
| Printing / Duplication | \$3,051.00 | \$2,500.00 | |
| Publicity, Dues / Subscriptions | \$24,524.00 | \$17,000.00 | |
| Utility Services | \$47,098.00 | \$47,000.00 | |
| Professional Services | \$155,860.00 | \$49,500.00 | |
| Maintenance Agreements | \$159,393.00 | \$31,500.00 | |
| Travel-Transport- Busing | \$17,947.00 | \$16,000.00 | |
| Employees | \$6,748.00 | \$6,000.00 | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal General Administration | \$435,135.18 | \$190,000.00 | \$0.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|---------------------|---------------------|---------------|
| Office | \$257,833.00 | \$163,050.00 | |
| Operating | \$15,000.00 | \$15,000.00 | |
| Repairs / Maintenance | | | |
| Materials | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$272,833.00 | \$178,050.00 | \$0.00 |

| Fixed Charges | | | |
|-------------------------------|--------------------|--------------------|---------------|
| Insurance | \$40,044.00 | \$42,000.00 | |
| Rent/Lease | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$40,044.00 | \$42,000.00 | \$0.00 |

| Other Expenditures | | | |
|------------------------------------|---------------|---------------|---------------|
| Fundraising Expenses | | | |
| Debt Service | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| Capital Expenditures | | | |
|------------------------------------|---------------|---------------|---------------|
| Capital Building | | | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|-----------------------|-----------------------|---------------|
| TOTAL FOR ALL EXPENDITURES | \$4,715,943.18 | \$4,805,646.00 | \$0.00 |
|-----------------------------------|-----------------------|-----------------------|---------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|---------------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Please Select |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Please Select |

| | | | |
|-----------------------------------|-----------------------|-----------------------|-----------------------------|
| Program Fees | \$218,342.00 | \$215,000.00 | (NOT YET DETERMINED) |
| United Way | \$21,000.00 | \$21,000.00 | |
| Donations | \$263,943.00 | \$215,000.00 | |
| Grants - State | \$3,746,808.00 | \$3,698,405.00 | |
| Grants - Federal | \$379,329.00 | \$346,420.00 | |
| Grants - Private | \$348,048.00 | \$125,000.00 | |
| Interest Income | \$698.60 | \$1,000.00 | |
| Other Fundraisers | N/A | N/A | |
| Foundations | \$0.00 | \$0.00 | |
| Corporations | \$0.00 | \$0.00 | |
| County Funding | \$0.00 | \$0.00 | |
| City Funding 1% | \$0.00 | \$0.00 | |
| City Funding Community Promotions | \$0.00 | \$0.00 | |
| City Other | \$0.00 | \$0.00 | |
| Other (please list below) | | | |
| In-Kind | \$68,669.00 | \$45,000.00 | |
| Medicaid | \$124,872.00 | \$120,000.00 | |
| School District Contract | \$50,180.00 | \$50,000.00 | |
| Misc. | \$4,944.00 | \$7,250.00 | |
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| SUMMARY OF REVENUES | \$5,226,833.60 | \$4,844,075.00 | \$0.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|--------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| CDC has \$0 Debt | | |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | |
|-------------------------------|--|---|--|
| | Prior Operating Budget Year Actual | Current Operating Budget Year Projected | Next Operating Budget Year Projected |
| | Month / Year: to Month / Year: | Month / Year: to Month / Year: | Month / Year: to Month / Year: |
| | Jul-17 Jun-18 | Jul-18 Jun-19 | Please Select Please Select |
| Building/Land | (please see attached balance sheet | | |
| Landscaping | capital is separate from operating) | | |
| Machinery & Equipment | | | |
| Other (List Below) | | | |
| Lease-NCSD | | | |
| Leasehold Improve. | | | |
| | | | |
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| Capital Outlay Summary | \$0.00 | \$0.00 | \$0.00 |

Child Development Center of Natrona County
Balance Sheet
 As of July 31, 2018

Jul 31, 18

| | |
|---|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1010 · Jonah 1532 - Operating (R) | 425,252.89 |
| 1020 · Jonah 3297 - Unrestricted (UR) | 221,218.80 |
| 1030 · Jonah 0350 - Money Market | 600,995.71 |
| 1040 · HNB 2019 - Spec Events (UR) | 391,466.88 |
| Total Checking/Savings | 1,638,934.28 |
| Other Current Assets | |
| 1410 · Prepaid Insurance | 6,986.08 |
| 1420 · Other Prepaid Expense | 2,700.00 |
| Total Other Current Assets | 9,686.08 |
| Total Current Assets | 1,648,620.36 |
| Fixed Assets | |
| 1440 · Equipment | 696,777.39 |
| 1490 · Accum Depreciation - Equipment | -1,623,742.06 |
| Total Fixed Assets | -926,964.67 |
| Other Assets | |
| 1450 · Leasehold Improvements | 383,843.43 |
| 1460 · Building and Land | 5,858,987.52 |
| 1470 · Landscaping | 230,500.00 |
| 1480 · Lease - NCSD | 541,104.92 |
| Total Other Assets | 7,014,435.87 |
| TOTAL ASSETS | 7,736,091.56 |
| <hr/> | |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 2020 · Payroll Liabilities | |
| 2023 · Unemployment Payable | -95.50 |
| Total 2020 · Payroll Liabilities | -95.50 |
| 2040 · Benefits Liability | |
| 2042 · VSP, Guard, Assur, WashNatl | 5,178.50 |
| 2043 · Dental Insurance Payable | -0.04 |
| 2044 · United Way Payable | 2.00 |
| 2046 · Accrued Compensation Payable | 54,273.52 |
| 2047 · FSA, HSA, Athletic Payable | 470.00 |
| 2048 · Employee Giving Payable | 450.20 |
| Total 2040 · Benefits Liability | 60,374.18 |
| 2050 · Deferred Other Grants & Revenue | 130,000.00 |
| Total Other Current Liabilities | 190,278.68 |
| Total Current Liabilities | 190,278.68 |
| Total Liabilities | 190,278.68 |
| Equity | |
| 3020 · Fund Balance | 6,735,926.35 |
| 3200 · Unrestricted Net Assets | 796,085.77 |
| Net Income | 13,800.76 |
| Total Equity | 7,545,812.88 |
| TOTAL LIABILITIES & EQUITY | 7,736,091.56 |
| <hr/> | |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|---------------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Please Select |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | Month / Year: | Please Select |

| | | | | |
|--------------------------------|--|-----------------------|-----------------------|-----------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$5,226,833.60 | \$4,844,075.00 | \$0.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$4,715,943.18 | \$4,805,646.00 | \$0.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$4,715,943.18 | \$4,805,646.00 | \$0.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$510,890.42 | \$38,429.00 | \$0.00 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$465,145.00 | \$976,035.42 | \$1,014,464.42 |
| 7 | Change in Operating Reserve (line #5 from above) | \$510,890.42 | \$38,429.00 | \$0.00 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$976,035.42 | \$1,014,464.42 | \$1,014,464.42 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$628,483.00 | \$628,483.00 | \$678,483.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$50,000.00 | \$50,000.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$628,483.00 | \$678,483.00 | \$728,483.00 |
| TOTAL RESERVES | | \$1,604,518.42 | \$1,692,947.42 | \$1,742,947.42 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

CDC utilizes reserves for emergency capital projects such as a water heater goes out, etc. Additionally some reserves are utilized for when state and federal funding is cut to the CDC. In 2016, the CDC received \$860,000 in cuts from the state, but still had to serve the many children that we do. Therefore, cuts were made and some reserves were utilized to handle the major cuts incurred.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

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11:33a

PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 3:00 pm August 10, 2018

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

| | | | |
|--|-------------------------------------|------------------------|----------|
| | | Today's Date: | 08/10/18 |
| Organization Requesting Funding | | | |
| Name: | Iris House Inc | | |
| Address: | 615 S. David, Casper, Wyoming 82601 | | |
| Phone #: | 307-333-2507 | Fax: | |
| | | Date Organized: | 01/05/17 |

| | | | |
|---------------------------------------|-------------------------------|------------------|----------------|
| Organization Contact Person(s) | | | |
| Name and Title : | Dan Odell, Executive Director | Phone # : | (307) 247-1962 |
| Email: | irisclubhouse@gmail.com | | |
| Name and Title : | | Phone # : | |
| Email: | | | |

| Organization Board Members (if applicable) | | | | | |
|---|-------------------|---------------------|----------------|--------------|---------|
| Name : | Eric Nelson | Office Held: | President | Term: | 3 years |
| Name : | Alicja Iznerowicz | Office Held: | Vice President | Term: | 2 years |
| Name : | Charlotte Kinner | Office Held: | Secretary | Term: | 2 Years |
| Name : | Becky Foster | Office Held: | Treasurer | Term: | 2 Years |
| Name : | John Becker | Office Held: | Officer | Term: | 3 years |
| Name : | Johs Crabb | Office Held: | Officer | Term: | 3 years |
| Name : | Joe Forscher | Office Held: | Officer | Term: | 3 years |
| Name : | Joe Gallagher | Office Held: | Officer | Term: | 3 years |
| Name : | Kodi Merchat | Office Held: | Officer | Term: | 3 years |
| Name : | Stephen Smith | Office Held: | Officer | Term: | 3 years |
| Name : | Susan Thomas | Office Held: | Officer | Term: | 3 years |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|---|-------------------------|---|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | | \$100,000 or \$25,000 per year for four years |
| FY18 | | N/A |
| Previous Years (specify what year(s)). | | N/A |

Please Attach an Agency Organizational Chart

1. What is your organizations mission?

Our mission is to save lives, remove barriers, and build success stories for people with mental illness. We do this through a work based program called "a work-ordered day", and includes employment opportunities, educational resources and access to effective services and supports.

2. What geographical area & populations are being served by your organization?

We serve adults living with a significant mental illness who are residing in Natrona County. According to the State's Health Department, there are over three thousand two hundred people in our county who's lives are disrupted by a significant mental illness. People living with a persistent mental illness often experience periods of time off their medications, exacerbating the effects of their illness. Oftentimes and event will occur that will necessitate contact with law enforcement, which then leads to prolonged contacts with the criminal justice system. Most will spend time in the emergency room at Wyoming Medical Center to be evaluated for an involuntary commitment and then placed at Wyoming Behavioral Institute for further evaluation and possibly sent to the State Hospital in Evanston for an extended stay. Then they are released back home. And for some, a few weeks or months will go by and the cycle is repeated over and over again. This cycle is expensive to the community and it depletes law enforcement and court resources that could be utilized in more effective ways. The Clubhouse model is proven to break this cycle.

3. What programs/services are currently offered by your organization?

The daily activities of Clubhouse are centered around a "work-ordered day" and the members learn valuable job and relationship skills. Members can volunteer to work in the business unit or the culinary unit. When the member is ready, the staff works with local business in the community to secure the member temporary employment. We also help in continued educational opportunities. In short, a Clubhouse is a working community where people can rebuild their lives. As one member put it, "The Clubhouse is for the mentally ill like physical therapy is for the physically ill. It builds up self confidence like physical therapy builds up muscles. Currently, we are open 3 days a week and for four hours a day. We currently have twenty-two members and average seven people per day. We have one member who reported eleven visits to the emergency room and Wyoming Behavioral Institute in the year before attending the Iris Clubhouse. He reports just one visit to the ER at Wyoming Medical Center in the seven months he's been a member and attributes his participation here as the reason for the decrease.

4. Describe how your 1% #15 funding was used.

N/A

5. Describe how your 1% #16 funding will be used.

We will use the funding to support the salary of our director. Your funding will help us move out of our part-time, pilot project phase and will support the restoration of healthy relationships for more people living with a significant mental illness in Casper.

We are currently in our "Pilot Project" phase and we are serving an average of 7 Casperites on Tuesdays, Wednesdays and Thursdays from 10 am till 2 pm. With additional financial support, we will expand our service hours to Monday through Friday, 8 am to 5 pm with some occasional weekend programs. Each day, lunch is prepared and cooked from scratch by the members and then served to members, restaurant style with waiters taking the orders. Because of this, our members will be generally healthier because they won't be eating processed foods for lunch and some will develop better eating habits. Also, holidays are celebrated on the day that it falls upon. If Christmas is on a Monday, we will celebrate the holiday together, on that Monday.

6. If your total grant request is more than the previously requested, please explain why.

N/A

7. How will it affect your program if you do not receive this funding?

If we do not receive this funding we will continue with our part-time, pilot program, and we will continue to seek other revenue streams.

8. How does your organization evaluate itself and programs for effectiveness?

Our members continue to express a renewed sense of purpose and connection within the community of Casper because the Clubhouse provides the necessary space, support, and structure for an individual to come to terms with their illness. Members in our Clubhouse have said that their participation helped them make sense of their world and it enabled them to build up an inner self-confidence because their recovery happened among their peers. Membership in our Clubhouse will give the opportunity for people in Casper living with the effects of mental illness the opportunity to create successes for themselves.

With the proposed increase of hours and service the Iris Clubhouse estimates an active membership of seventy-five people and a daily attendance of fifteen members. With vital Once Cent funding for expanded hours, the Iris Clubhouse will serve one-hundred fifty adults each year by its second year of funding.

The executive director will continue to gather both aggregate and anecdotal data from evaluative surveys. Questions will be asked that pertain to the participant's health and wellbeing. We will inquire about the number of hospitalizations of our members. Over the course of the next two years, we expect emergency room visits to continue to decrease significantly for our members, as well as interactions with law enforcement.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|-----------------------------------|--------------------|----------------------|
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| Director's Salary | \$25,000.00 | 100% |
| | | 0% |
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| | | 0% |
| TOTAL REQUESTED | \$25,000.00 | 100% |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|---------------|---|---------------|--|---------------|
| Calendar | Please Select | Calendar | Please Select | Calendar | Please Select |
| 2017 | Please Select | 2018 | Please Select | 2019 | Please Select |

| Personnel | | | |
|----------------------------------|-------------|-------------|-------------|
| Full-Time | | | |
| Regular Wages | | | \$60,000.00 |
| Overtime Wages | | | |
| Part-Time | | | |
| Regular Wages | \$4,228.00 | \$28,800.00 | |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$979.00 | \$2,572.00 | \$11,400.00 |
| Benefits | | | \$3,600.00 |
| Other (please list below) | | | |
| Development Director's | \$22,332.00 | | |
| Subtotal Personnel | | \$27,539.00 | \$31,372.00 |
| | | | \$75,000.00 |

| General Administration | | | |
|--|----------|------------|------------|
| Postage & Freight | \$0.00 | \$0.00 | \$600.00 |
| Telephone | \$479.02 | \$900.00 | \$900.00 |
| Printing / Duplication | \$198.61 | \$0.00 | \$300.00 |
| Publicity, Dues / Subscriptions | \$0.00 | \$150.00 | \$150.00 |
| Utility Services | \$216.50 | \$1,300.00 | \$1,300.00 |
| Professional Services | \$0.00 | \$0.00 | \$0.00 |
| Maintenance Agreements | \$0.00 | \$0.00 | \$0.00 |
| Travel | \$0.00 | \$0.00 | \$2,200.00 |
| Employees | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal General Administration | | \$894.13 | \$2,350.00 |
| | | | \$5,450.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|-------------------|-------------------|-------------------|
| Office | \$666.48 | \$215.48 | \$200.00 |
| Operating | \$0.00 | \$0.00 | \$0.00 |
| Repairs / Maintenance | \$0.00 | \$0.00 | \$600.00 |
| Materials | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| Groceries | \$363.89 | \$2,400.00 | \$3,000.00 |
| Social Program | \$0.00 | \$0.00 | \$100.00 |
| Subtotal Supplies | \$1,030.37 | \$2,615.48 | \$3,900.00 |

| Fixed Charges | | | |
|-------------------------------|-------------------|--------------------|--------------------|
| Insurance | \$574.00 | \$574.00 | \$574.00 |
| Rent/Lease | \$3,200.00 | \$9,600.00 | \$9,600.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$3,774.00 | \$10,174.00 | \$10,174.00 |

| Other Expenditures | | | |
|------------------------------------|---------------|---------------|-----------------|
| Fundraising Expenses | | | \$200.00 |
| Debt Service | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$200.00 |

| Capital Expenditures | | | |
|------------------------------------|---------------|---------------|---------------|
| Capital Building | | | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|--------------------|--------------------|--------------------|
| TOTAL FOR ALL EXPENDITURES | \$33,237.50 | \$46,511.48 | \$94,724.00 |
|-----------------------------------|--------------------|--------------------|--------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|---------------|--|---------------|---|---------------|
| Month / Year: | Please Select | Month / Year: | Please Select | Month / Year: | Please Select |
| to Month / Year: | Please Select | to Month / Year: | Please Select | to Month / Year: | Please Select |

| | | | |
|--|--------------------|--------------------|---------------------|
| Program Fees | \$113.00 | \$1,500.00 | \$3,000.00 |
| United Way | | | |
| Donations | \$16,397.00 | \$10,000.00 | \$10,000.00 |
| Grants - State | | | |
| Grants - Federal | | | |
| Grants - Private | \$10,000.00 | \$10,000.00 | \$25,000.00 |
| Interest Income | | | |
| Other Fundraisers | \$15,625.00 | \$15,000.00 | \$15,000.00 |
| Foundations | \$15,000.00 | \$15,000.00 | \$15,000.00 |
| Corporations | | | |
| County Funding | | | |
| City Funding 1% | \$0.00 | \$0.00 | \$25,000.00 |
| City Funding Community Promotions | | | |
| City Other | | | |
| Other (please list below) | | | |
| Medicade | | | \$7,000.00 |
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| SUMMARY OF REVENUES | \$57,135.00 | \$51,500.00 | \$100,000.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|---|---------------|--------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|------------------------|---------------------------------------|---------------|--|---------------|---|---------------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | Month / Year: | Please Select | Month / Year: | Please Select | Month / Year: | Please Select |
| Land | to Month / Year: | Please Select | to Month / Year: | Please Select | to Month / Year: | Please Select |
| Buildings | | | | | | |
| Machinery & Equipment | | | | | | |
| Other (List Below) | | | | | | |
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| | | | | | | |
| Capital Outlay Summary | | \$0.00 | | \$0.00 | | \$0.00 |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|---------------|---|---------------|--|---------------|
| Month / Year: | Please Select | Month / Year: | Please Select | Month / Year: | Please Select |
| to Month / Year: | Please Select | to Month / Year: | Please Select | to Month / Year: | Please Select |

| | | | | |
|--------------------------------|--|--------------------|--------------------|--------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$57,135.00 | \$51,500.00 | \$100,000.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$33,237.50 | \$46,511.48 | \$94,724.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$33,237.50 | \$46,511.48 | \$94,724.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$23,897.50 | \$4,988.52 | \$5,276.00 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | \$23,897.50 | \$28,886.02 |
| 7 | Change in Operating Reserve (line #5 from above) | \$23,897.50 | \$4,988.52 | \$5,276.00 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$23,897.50 | \$28,886.02 | \$34,162.02 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$23,897.50 | \$28,886.02 | \$34,162.02 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

All reserves are unrestricted and available for use.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

1% #16 Funding Application

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COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

4:33 pm
RB

Today's Date: 08/20/18

Organization Requesting Funding

| | | | |
|-----------------|---|------|--------------|
| Name: | Interfaith of Natrona County | | |
| Address: | 140 East K Street, Suite 100 Casper, WY 82601 | | |
| Phone #: | 307-235-8043 | Fax: | 307-235-8711 |
| Date Organized: | 06/07/85 | | |

Organization Contact Person(s)

| | | | |
|-----------------|-------------------------------------|----------|--------------|
| Name and Title: | Carrie R. Blase, Executive Director | Phone #: | 307-235-8043 |
| Email: | carrie@interfaithnc.org | | |
| Name and Title: | | Phone #: | |
| Email: | | | |

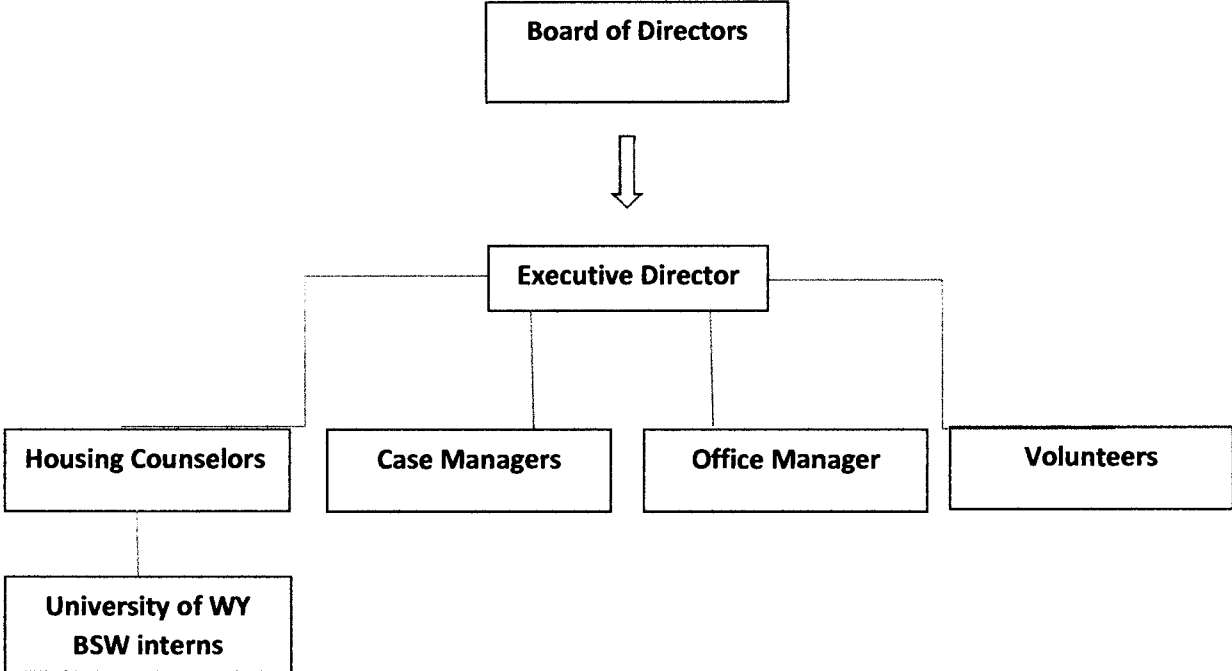
Organization Board Members (if applicable)

| Name : | Office Held: | Term: |
|---------------|----------------|---------|
| Wendy Lucas | President | 3 years |
| Jeremy Hugus | Vice President | 3 years |
| Jody Schmidt | Secretary | 3 years |
| Rich Dailey | Treasurer | 3 years |
| Liz Davis | Board Member | 3 years |
| Bob McNamara | Board Member | 3 years |
| Craig Carlsen | Board Member | 3 years |
| Laurie Davis | Board Member | 3 years |
| Sofia Lucero | Board Member | 3 years |
| | | |
| | | |

Funding History and Amount Requested (if not applicable, list N/A)

| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
|--|------------------|--|
| FY 19 | 60,000 | New Request Reallocation Funds |
| FY18 | N/A | Never offered an application |
| Previous Years (specify what year(s)). | | |

Please Attach an Agency Organizational Chart



1. What is your organizations mission?

Our non-profit organization is committed to homelessness prevention through the provision of a full range of *emergency services* which include basic survival needs. Our goal is to help house the homeless and provide services to those who are in jeopardy of losing their housing. Interfaith of Natrona County provides a comprehensive case management program to support services that promote self-sufficiency and the ability to live independently. We order birth certificates for individuals working with Casper Housing Authority, Seton House, the Self-Help Center and Community Action Partnership for housing assistance and/or when ID's or drivers license are needed for employment. Each client receiving rent or utility shut-off assistance must create a sustainable budget with a HUD housing counselor to help ensure success in staying housed. All clients meet with a case manager to discuss every area of need; referrals are used for other programs whenever necessary to utilize all available resources in Natrona County. Interfaith continues to collaborate with other social service agencies in Natrona County so no duplication of services occurs when possible.

2. What geographical area & populations are being served by your organization?

Interfaith works with anyone who is a resident in Natrona County that is living at or below the federal poverty guidelines. That includes; the homeless, single individuals and families, senior citizens, and the disabled on fixed incomes. Last year Interfaith helped 5,214 lives (of those 83.2% were from Casper); 91.39% were given assistance with only 8.61% denied. Other statistics include; 53.81% Female-46.19% Male. 15.42% Employed-63.31% Unemployed-12.78% Disabled-7.55% Students.

3. What programs/services are currently offered by your organization?

Interfaith of Natrona County provides the following emergency services: Case Management; to include ongoing support in the way of budgets, referrals and client Action Plans for accountability. Utility Shut-off Assistance; to keep clients from being evicted. Rent and/or Deposit Assistance; to house or keep clients housed. Clothing vouchers. Food vouchers. 24hr Emergency Food bags; when food pantries are closed. Gasoline Vouchers; for clients recently employed until they receive their first paycheck or for medical appointments out of town. Minor Medical & Dental Assistance. Prescription Assistance. Personal Care/Hygiene items. Blankets & Towels. Diapers; child & adult. Toilet Paper & Cleaning Supplies. Laundry Vouchers; for the homeless or those living in their cars. Shower Passes & Shower Shoes. Steel Toe Boots; for employment. Wyoming ID's or Drivers License; for employment. Birth Certificates; for housing applications or for child(s) school enrollment. Interfaith provides many unduplicated services to our clients in need. We also collaborate with several community agencies when they request help with special circumstances.

4. Describe how your 1% #15 funding was used.

Interfaith of Natrona County did not receive any 1% #15 City funding. Interfaith has not been offered an application to apply for any funds from CAPNC for the last 4 years that I have been Executive Director.

5. Describe how your 1% #16 funding will be used.

Interfaith will use this funding in several areas needed to operate in the next 4 years. These areas which are outlined on page 5 include; direct client emergency services, office rent, a portion of one full-time employee and 3 part-time support staff salaries, and computer software subscriptions to track our daily inputs and outputs for accountability purposes. Interfaith gets as many items donated as possible to cut costs and we use other agency programs for our clients when possible so there are no duplications of services. Our counselors sometimes work as the middle man to help other agencies like Wyoming Rapid Response who needs our assistance with emergency applications for services we don't offer. Interfaith wants to reach forward and continue helping with emergency services, but also wants to educate our youth in middle school and high school about the importance of education and becoming self-sufficient. Currently, the director is the only full time staff member. With the City's help in funding the above areas it is Interfaith's desire to use other funding resources to hire another full-time employee so our organization can provide the needed outreach in the community to continue with our mission. We do our best to use volunteers to keep costs down, but it is becoming increasingly difficult to find individuals willing to give of their time during our recent economic downturn.

6. If your total grant request is more than the previously requested, please explain why.

Interfaith has no previous grant award.

7. How will it affect your program if you do not receive this funding?

Interfaith of Natrona County recently did not receive grant funding in the amount of \$50,000 for 2018 and 2019. This new shortfall in our operating budget will greatly affect the emergency services that we offer our clients. Donations from individuals, grants, and churches have also dropped in the past 3 years due to the economic downturn that Natrona County has experienced. Along with that, our client needs have greatly increased due to higher rates of unemployment and rental rates not dropping. Without this funding Interfaith will struggle to keep our doors open and then not be able to provide our many unduplicated services; including birth certificates for ID's and housing. In April of this year Wyoming birth certificates went from \$8 each to \$20 each, that increase alone will affect how many we can provide to clients in need. Interfaith was started over 34 years ago by a concerned group of citizens who wanted more for those in our community who were struggling, and through those times Interfaith has also had struggles keeping the doors open due to economic tides. With this funding Interfaith of Natrona County can continue to meet those needs and strive to improve our program to include educating our youth about preparing for their future.

8. How does your organization evaluate itself and programs for effectiveness?

Interfaith of Natrona County has been a HUD certified Housing Counseling Agency since 2002. With that Federal certification we have to maintain certain files that can be transmitted to HUD quarterly for review. Interfaith uses CounselorMax as our approved tracking program for all homeless and rental counseling clients that our 3 HUD Housing Counselors work with. Since not all our clients meet HUD's criteria we also use a second computer tracking system, Charity Trak, that contains all of our client information. Every service and/or items that our clients receive is documented along with comprehensive case notes. This program allows us to provide detailed information on our inputs and outputs not only for our Board of Directors, but also for auditing and grant funders. By using this system our case managers can quickly browse client history and assess a clients use and/or needs. With this data Interfaith can track what is in high demand and/or items that are no longer necessary to keep us up to date with the emergency struggles in our community.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|-----------------------------------|---------------------|----------------------|
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| July 2019- June 2020 | | 0% |
| Partial Directors salary | \$20,000.00 | 8% |
| Partial Support Staff salary | \$15,000.00 | 6% |
| Office Rent | \$12,000.00 | 5% |
| Emergency Services | \$12,000.00 | 5% |
| Computer Software Services | \$1,000.00 | 0% |
| July 2020- June 2021 | | 0% |
| Partial Directors salary | \$20,000.00 | 8% |
| Partial Support Staff salary | \$15,000.00 | 6% |
| Office Rent | \$12,000.00 | 5% |
| Emergency Services | \$12,000.00 | 5% |
| Computer Software Services | \$1,000.00 | 0% |
| July 2021- June 2022 | | 0% |
| Partial Directors salary | \$20,000.00 | 8% |
| Partial Support Staff salary | \$15,000.00 | 6% |
| Office Rent | \$12,000.00 | 5% |
| Emergency Services | \$12,000.00 | 5% |
| Computer Software Services | \$1,000.00 | 0% |
| July 2022-June 2023 | | 0% |
| Partial Directors salary | \$20,000.00 | 8% |
| Partial Support Staff salary | \$15,000.00 | 6% |
| Office Rent | \$12,000.00 | 5% |
| Emergency Services | \$12,000.00 | 5% |
| Computer Software Services | \$1,000.00 | 0% |
| TOTAL REQUESTED | \$240,000.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|--|-----------------------|--------------------|--------------------|-------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Executive Director | Full-time | \$50,445.00 | \$5,562.00 | \$0.00 |
| Housing Counselors | Part-time | \$27,018.00 | \$2,979.00 | \$0.00 |
| Office Manager | Part-time | \$8,914.00 | \$983.00 | \$0.00 |
| Admin. Assistant | Part-time | \$969.00 | \$106.00 | \$0.00 |
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| | TOTALS | \$87,346.00 | \$9,630.00 | \$0.00 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Jul-17 | Month / Year: | Jul-18 |
| to Month / Year: | Jun-17 | to Month / Year: | Jun-18 | to Month / Year: | Jun-19 |

Personnel

| Full-Time | | | |
|----------------------------------|--------------------|---------------------|---------------------|
| Regular Wages | \$50,000.00 | \$50,000.00 | \$50,000.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Part-Time | | | |
| Regular Wages | \$36,901.00 | \$54,000.00 | \$54,000.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Employer Contributions | | | |
| Taxes | \$9,630.00 | \$13,000.00 | \$13,000.00 |
| Benefits | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$96,531.00 | \$117,000.00 | \$117,000.00 |

General Administration

| | | | |
|--|--------------------|--------------------|--------------------|
| Postage & Freight | \$343.00 | \$500.00 | \$500.00 |
| Telephone | \$2,040.00 | \$2,400.00 | \$2,400.00 |
| Printing / Duplication | \$0.00 | \$0.00 | \$0.00 |
| Publicity, Dues / Subscriptions | \$2,773.00 | \$3,025.00 | \$3,025.00 |
| Utility Services | \$0.00 | \$0.00 | \$0.00 |
| Professional Services | \$7,114.00 | \$7,200.00 | \$7,200.00 |
| Maintenance Agreements | \$0.00 | \$0.00 | \$0.00 |
| Travel | \$0.00 | \$0.00 | \$0.00 |
| Employees | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| Staff Training | \$1,074.00 | \$2,500.00 | \$2,500.00 |
| | | | |
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| Subtotal General Administration | \$13,344.00 | \$15,625.00 | \$15,625.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|-------------------|-------------------|-------------------|
| Office | \$4,668.00 | \$3,000.00 | \$3,000.00 |
| Operating | | | |
| Repairs / Maintenance | | | |
| Materials | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$4,668.00 | \$3,000.00 | \$3,000.00 |

| Fixed Charges | | | |
|-------------------------------|--------------------|--------------------|--------------------|
| Insurance | \$2,107.00 | \$2,200.00 | \$2,200.00 |
| Rent/Lease | \$14,627.00 | \$12,000.00 | \$12,000.00 |
| Other (please list below) | | | |
| Office Equipment Lease | \$2,100.00 | \$2,400.00 | \$2,400.00 |
| | | | |
| Subtotal Fixed Charges | \$18,834.00 | \$16,600.00 | \$16,600.00 |

| Other Expenditures | | | |
|------------------------------------|--------------------|--------------------|--------------------|
| Fundraising Expenses | \$643.00 | \$1,000.00 | \$1,000.00 |
| Debt Service | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| Emergency Client Services | \$14,001.00 | \$36,000.00 | \$36,000.00 |
| | | | |
| Subtotal Other Expenditures | \$14,644.00 | \$37,000.00 | \$37,000.00 |

| Capital Expenditures | | | |
|------------------------------------|---------------|---------------|---------------|
| Capital Building | \$0.00 | \$0.00 | \$0.00 |
| Capital Equipment | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|---------------------|---------------------|---------------------|
| TOTAL FOR ALL EXPENDITURES | \$148,021.00 | \$189,225.00 | \$189,225.00 |
|-----------------------------------|---------------------|---------------------|---------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jan-17 | Month / Year: | Jul-17 | Month / Year: | Jul-18 |
| to Month / Year: | Jun-17 | to Month / Year: | Jun-18 | to Month / Year: | Jun-19 |

| | | | |
|--|-------------|-------------|-------------|
| Program Fees | \$0.00 | \$0.00 | \$0.00 |
| United Way | \$50,701.00 | \$50,000.00 | \$0.00 |
| Donations | \$72,619.00 | \$70,225.00 | \$70,225.00 |
| Grants - State | \$0.00 | \$0.00 | \$0.00 |
| Grants - Federal | \$24,715.00 | \$25,000.00 | \$25,000.00 |
| Grants - Private | \$0.00 | \$10,000.00 | \$0.00 |
| Interest Income | \$2,478.00 | \$0.00 | \$0.00 |
| Other Fundraisers | \$11,974.00 | \$26,000.00 | \$12,000.00 |
| Foundations | \$0.00 | \$10,000.00 | \$10,000.00 |
| Corporations | \$0.00 | \$0.00 | \$0.00 |
| County Funding | \$0.00 | \$0.00 | \$0.00 |
| City Funding 1% | \$0.00 | \$0.00 | \$0.00 |
| City Funding Community Promotions | \$0.00 | \$0.00 | \$0.00 |
| City Other | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
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REVENUE DETAIL

| | | | |
|----------------------------|---------------------|---------------------|---------------------|
| SUMMARY OF REVENUES | \$162,487.00 | \$191,225.00 | \$117,225.00 |
|----------------------------|---------------------|---------------------|---------------------|

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|---|---------------|--------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| NO DEBT | | |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|-------------------------------|-----------------------------|---------------|-------------------------------|---------------|----------------------------|---------------|
| | Prior Operating Budget Year | | Current Operating Budget Year | | Next Operating Budget Year | |
| | Actual | | Projected | | Projected | |
| | Month / Year: | Jan-17 | Month / Year: | Jul-17 | Month / Year: | Jul-18 |
| | to Month / Year: | Jun-17 | to Month / Year: | Jun-18 | to Month / Year: | Jun-19 |
| Land | | \$0.00 | | \$0.00 | | \$0.00 |
| Buildings | | \$0.00 | | \$0.00 | | \$0.00 |
| Machinery & Equipment | | \$0.00 | | \$0.00 | | \$0.00 |
| Other (List Below) | | | | | | |
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| Capital Outlay Summary | | \$0.00 | | \$0.00 | | \$0.00 |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Jul-17 | Month / Year: | Jul-18 |
| to Month / Year: | Jun-17 | to Month / Year: | Jun-18 | to Month / Year: | Jun-19 |

| | | | | |
|--------------------------------|--|--------------------|--------------------|----------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$162,487.00 | \$191,225.00 | \$117,225.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$148,021.00 | \$189,225.00 | \$189,225.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$148,021.00 | \$189,225.00 | \$189,225.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$14,466.00 | \$2,000.00 | (\$72,000.00) |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | \$14,466.00 | \$16,466.00 |
| 7 | Change in Operating Reserve (line #5 from above) | \$14,466.00 | \$2,000.00 | (\$72,000.00) |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$14,466.00 | \$16,466.00 | (\$55,534.00) |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$14,466.00 | \$16,466.00 | (\$55,534.00) |

Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)

Below are the definitions for Reserves:

Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between ending periods, or to cover shortages in revenue.

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

*Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.*

| | |
|----------------------|----------|
| <i>Today's Date:</i> | 08/22/18 |
|----------------------|----------|

| Organization Requesting Funding | | | |
|--|------------------------------|------------------------|----------------|
| <i>Name:</i> | Casper Family Connections | | |
| <i>Address:</i> | 2345 E. 2nd Casper, WY 82601 | | |
| <i>Phone #:</i> | 307-233-2200 | <i>Fax:</i> | (307) 233-2201 |
| | | <i>Date Organized:</i> | 07/03/05 |

| Organization Contact Person(s) | | | |
|---------------------------------------|--|-----------------|--------------|
| <i>Name and Title :</i> | Karlea LaFave- Executive Director | <i>Phone #:</i> | 307-233-2200 |
| <i>Email:</i> | karlea.casperfamilyconnections@gmail.com | | |
| <i>Name and Title :</i> | Chandra Ortiz- Board President | <i>Phone #:</i> | 307-237-0889 |
| <i>Email:</i> | Chandra@casanc.net | | |

| Organization Board Members (if applicable) | | | | | |
|---|----------------|---------------------|-----------------|--------------|--|
| <i>Name :</i> | Chandra Ortiz | <i>Office Held:</i> | Board President | <i>Term:</i> | |
| <i>Name :</i> | Kristi Grant | <i>Office Held:</i> | Treasurer | <i>Term:</i> | |
| <i>Name :</i> | Chaz Farhnum | <i>Office Held:</i> | Board Member | <i>Term:</i> | |
| <i>Name :</i> | Jean Davies | <i>Office Held:</i> | Board Member | <i>Term:</i> | |
| <i>Name :</i> | Lauren Jackson | <i>Office Held:</i> | Board Member | <i>Term:</i> | |
| <i>Name :</i> | Afton Jennings | <i>Office Held:</i> | Board Member | <i>Term:</i> | |
| <i>Name :</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name :</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name :</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name :</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name :</i> | | <i>Office Held:</i> | | <i>Term:</i> | |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|---|------------------|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, <i>please specify</i>) |
| FY 19 | \$50,790.00 | |
| FY18 | \$50,790 | |
| <i>Previous Years (specify what year(s)).</i> | | |

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|---|
| Please Attach an Agency Organizational Chart |
|---|

1. What is your organizations mission?

The mission of Casper Family Connections is to provide safe, secure, and quality supervised visitation services to the central Wyoming community. These visits will promote and sustain access for children with the significant adults in their lives.

Casper Family Connections is a non-profit agency that was founded in 2011 in order to ensure that the children that are caught in the middle of conflict and abuse, have a safe, conflict free environment to connect with the parents that they do not reside with, have access to therapeutic visitation, coaching and feedback and individual and family case management and therapy sessions.

Protecting those young victims in our community who cannot protect themselves and helping to promote reunification by strengthening parent-child attachment and reducing the potentially damaging effects of separation, to assist children and their families in maintaining or re-establishing healthy safe relationships, and to actively engage in assisting the non-custodial parent, when done in partnership with a trained licensed therapist is our goal.

2. What geographical area & populations are being served by your organization?

The targeted population that we serve are the families that are in crisis; specifically, vulnerable families dealing with child abuse and neglect, parental substance abuse issues, domestic violence, separation and divorce. CFC is committed to providing Natrona County with quality, specialized services regarding at-risk children and their families that may be impacted by separation and the court process. CFC will continue to serve this population by offering visitation, counseling, therapy and parenting classes.

3. What programs/services are currently offered by your organization?

Supervised Visitation, Safe Exchanges, Therapeutic Services, Individual Parenting, Co-Parenting Group

4. Describe how your 1% #15 funding was used.

5. Describe how your 1% #16 funding will be used.

Casper Family Connections is requesting funding so we may continue to offer supervised visitation, counseling, therapy and parenting to families in crisis that are referred to our agency. The funding will be used to supplement our existing budget.

6. If your total grant request is more than the previously requested, please explain why.

7. How will it affect your program if you do not receive this funding?

CFC has received funding from many local foundations and supporters. We will continue to seek additional financial support from these funders for the future. We also will continue to work closely with Department of Family Services who we contract with to provide services to their families. By continuing to collaborate with Department of Family Services, the Guardian Ad Litem and Natrona County School District they will be able to recognize and refer clients to our center for services. We will continue to attend monthly meetings with Interagency Community Coalition and all Natrona County Victim Services providers where we will be able to share information on new programs or services that we will be offering to clients. By having these relationships with community partners we will continue to spread information about our facility, programs and services.

8. How does your organization evaluate itself and programs for effectiveness?

Casper Family Connections has implemented the use of an exit evaluation/survey that is completed anonymously by individuals that receive services. The survey includes areas of satisfaction and asks in which areas the client feels that we need to improve. Casper Family Connections' survey solicit feedback from clients regarding the guidance provided by therapists and staff and whether it was beneficial to their families.

The evaluation process with counseling/therapy is conducted as the clients progress in their treatment. The therapists and clients develop treatment plans and goals for the clients to work towards. These plans also identify needs that will assist the clients in reaching their goals. As the needs are met and the goals reached, both the client and therapist are able to evaluate the effectiveness of the treatment. When the client has met all the needs and goals identified in the treatment plan, the client's case will be closed and therapy will no longer be necessary.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|--|--------------------|----------------------|
| <i>EXAMPLE: Director's Salary</i> | \$5,000.00 | 6% |
| Full time visitation Specialist | \$28,344.00 | 56% |
| Part Time Visitation Specialist | \$13,925.00 | 27% |
| Part Time Visitation Specialist | \$8,521.00 | 17% |
| | | 0% |
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| | | 0% |
| TOTAL REQUESTED | \$50,790.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|---|------------------------------|--------------------|--------------------|--------------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Director | Full-Time | \$41,200.00 | \$0.00 | \$0.00 |
| Therapist | Full-Time | \$56,650.00 | \$0.00 | \$0.00 |
| Therapist | Part-Time | \$25,056.00 | \$0.00 | \$0.00 |
| Visitation Specialist | Full-Time | \$28,344.00 | \$0.00 | \$0.00 |
| Visitation Specialist | Part-Time | \$13,287.00 | \$0.00 | \$0.00 |
| Visitation Specialist | Part-Time | \$8,521.00 | \$0.00 | \$0.00 |
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| TOTALS | | \$173,058.00 | \$0.00 | \$0.00 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jun-17 | Month / Year: | Jun-18 | Month / Year: | Jun-19 |
| to Month / Year: | Jul-18 | to Month / Year: | Jul-19 | to Month / Year: | Jul-20 |

| Personnel | | | |
|----------------------------------|---------------------|---------------------|---------------------|
| Full-Time | | | |
| Regular Wages | \$122,040.00 | \$126,194.00 | \$129,980.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Part-Time | | | |
| Regular Wages | \$9,984.00 | \$47,502.00 | \$48,327.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Employer Contributions | | | |
| Taxes | \$14,017.00 | \$18,284.00 | \$18,832.00 |
| Benefits | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$146,041.00 | \$191,980.00 | \$197,139.00 |

| General Administration | | | |
|--|--------------------|--------------------|--------------------|
| Postage & Freight | \$200.00 | \$200.00 | \$200.00 |
| Telephone | \$3,600.00 | \$3,600.00 | \$3,600.00 |
| Printing / Duplication | \$1,500.00 | \$1,500.00 | \$1,500.00 |
| Publicity, Dues / Subscriptions | \$400.00 | \$1,100.00 | \$1,100.00 |
| Utility Services | \$0.00 | \$0.00 | \$0.00 |
| Professional Services | \$1,745.00 | \$3,000.00 | \$3,000.00 |
| Maintenance Agreements | \$0.00 | \$0.00 | \$0.00 |
| Travel | \$0.00 | \$0.00 | \$0.00 |
| Employee | | | |
| Other (please list below) | | | |
| Training | \$1,000.00 | \$1,000.00 | \$1,000.00 |
| Liability Insurance | \$3,355.00 | \$3,607.00 | \$3,607.00 |
| Therapeutic Supplies | \$250.00 | \$540.00 | \$540.00 |
| Subtotal General Administration | \$12,050.00 | \$14,547.00 | \$14,547.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|-------------------|-------------------|-------------------|
| Office | \$1,500.00 | \$1,500.00 | \$1,500.00 |
| Operating | \$0.00 | \$0.00 | \$0.00 |
| Repairs / Maintenance | \$0.00 | \$0.00 | \$0.00 |
| Materials | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$1,500.00 | \$1,500.00 | \$1,500.00 |

| Fixed Charges | | | |
|-------------------------------|--------------------|--------------------|--------------------|
| Insurance | \$3,355.00 | \$3,607.00 | \$3,607.00 |
| Rent/Lease | \$37,800.00 | \$37,800.00 | \$37,800.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$41,155.00 | \$41,407.00 | \$41,407.00 |

| Other Expenditures | | | |
|------------------------------------|---------------|---------------|---------------|
| Fundraising Expenses | \$0.00 | \$0.00 | \$0.00 |
| Debt Service | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| Capital Expenditures | | | |
|------------------------------------|-------------------|-------------------|-------------------|
| Capital Building | \$0.00 | \$0.00 | \$0.00 |
| Capital Equipment | \$1,500.00 | \$1,500.00 | \$1,500.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$1,500.00 | \$1,500.00 | \$1,500.00 |

| | | | |
|-----------------------------------|---------------------|---------------------|---------------------|
| TOTAL FOR ALL EXPENDITURES | \$200,746.00 | \$249,434.00 | \$254,593.00 |
|-----------------------------------|---------------------|---------------------|---------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jun-17 | Month / Year: | Jun-18 | Month / Year: | Jun-19 |
| to Month / Year: | Jul-18 | to Month / Year: | Jul-19 | to Month / Year: | Jul-20 |

| | | | |
|--|-------------|--------------|--------------|
| Program Fees | \$78,296.00 | \$118,000.00 | \$118,000.00 |
| United Way | \$15,000.00 | \$15,000.00 | \$15,000.00 |
| Donations | \$0.00 | \$0.00 | \$0.00 |
| Grants - State | \$0.00 | \$0.00 | \$0.00 |
| Grants - Federal | \$0.00 | \$0.00 | \$0.00 |
| Grants - Private | \$0.00 | \$25,000.00 | \$25,000.00 |
| Interest Income | \$0.00 | \$0.00 | \$0.00 |
| Other Fundraisers | \$0.00 | \$20,000.00 | \$23,000.00 |
| Foundations | \$27,000.00 | \$16,250.00 | \$41,250.00 |
| Corporations | \$0.00 | \$0.00 | \$0.00 |
| County Funding | \$0.00 | \$0.00 | \$0.00 |
| City Funding 1% | \$0.00 | \$50,790.00 | \$50,790.00 |
| City Funding Community Promotions | \$0.00 | \$0.00 | \$0.00 |
| City Other | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
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REVENUE DETAIL

| | | | |
|----------------------------|---------------------|---------------------|---------------------|
| | | | |
| SUMMARY OF REVENUES | \$120,296.00 | \$245,040.00 | \$273,040.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|---|---------------|--------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|------------------------|---------------------------------------|--------|--|--------|---|--------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | Month / Year: | Jun-17 | Month / Year: | Jun-18 | Month / Year: | Jun-19 |
| | to Month / Year: | Jul-18 | to Month / Year: | Jul-19 | to Month / Year: | Jul-20 |
| Land | | | | | | |
| Buildings | | | | | | |
| Machinery & Equipment | | | | | | |
| Other (List Below) | | | | | | |
| | | | | | | |
| | | | | | | |
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| Capital Outlay Summary | \$0.00 | | \$0.00 | | \$0.00 | |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jun-17 | Month / Year: | Jun-18 | Month / Year: | Jun-19 |
| to Month / Year: | Jul-18 | to Month / Year: | Jul-19 | Month / Year: | Jul-20 |

| | | | | |
|--------------------------------|--|----------------------|----------------------|----------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$120,296.00 | \$245,040.00 | \$273,040.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$200,746.00 | \$249,434.00 | \$254,593.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$200,746.00 | \$249,434.00 | \$254,593.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | (\$80,450.00) | (\$4,394.00) | \$18,447.00 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | (\$80,450.00) | (\$84,844.00) |
| 7 | Change in Operating Reserve (line #5 from above) | (\$80,450.00) | (\$4,394.00) | \$18,447.00 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | (\$80,450.00) | (\$84,844.00) | (\$66,397.00) |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | (\$80,450.00) | (\$84,844.00) | (\$66,397.00) |

Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

PAID

8/23/18
3:13 pm

PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 1:00 pm August 24, 2018
(Application period has been extended from August 10th to August 24th)

Early submission is appreciated to allow Council adequate time
to review all applications before the presentations on August 28th.

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

1% #16 Funding Application

RECEIVED

COMMUNITY AGENCY FUNDING REQUEST

3:34p

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

Today's Date: 07/31/18

| Organization Requesting Funding | | | |
|---------------------------------|---------------------------|------|--------------------------|
| Name: | YMCA of Natrona County | | |
| Address: | 1611 Casper Mountain Road | | |
| Phone #: | 307-234-9187 | Fax: | Date Organized: 06/01/54 |

| Organization Contact Person(s) | | | |
|--------------------------------|--------------------------------------|-----------|--------------|
| Name and Title : | Brent Kleinjan - CEO | Phone # : | 307-234-9187 |
| Email: | bkleinjan@casperfamilyymca.org | | |
| Name and Title : | Glenda Thomas - Development Director | Phone # : | 307-234-9187 |
| Email: | gthomas@casperfamilyymca.org | | |

| Organization Board Members (if applicable) | | | | | |
|--|-------------------|--------------|----------------|-------|---|
| Name : | Mark Gilbertson | Office Held: | President | Term: | 2 |
| Name : | Kendall Bryce | Office Held: | Vice President | Term: | 2 |
| Name : | Clif Hodder | Office Held: | Treasurer | Term: | 2 |
| Name : | Chris Bradfield | Office Held: | Secretary | Term: | 1 |
| Name : | C.J. Anderson | Office Held: | | Term: | 2 |
| Name : | Kara Turner | Office Held: | | Term: | 2 |
| Name : | Brendan Bummer | Office Held: | | Term: | 2 |
| Name : | Brad Holwegner | Office Held: | | Term: | 1 |
| Name : | Anastasia Sarbach | Office Held: | | Term: | 1 |
| Name : | Mike Layton | Office Held: | | Term: | 1 |
| Name : | Konrad Kriegh | Office Held: | | Term: | 1 |

** Additional Board Directors are Kira Johnson, Stephanie Disburg, Mark Stuhmiller. We also have a Board of Trustees that funds capital projects. Trustees include Susie McMurry, Peter Wold, Hampton O'Neill, John Smith, Ken Thoren, and Bunky Loucks.

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|------------------|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | \$1,500,000 | Phase 2 - Aquatic Area |
| FY2012 | \$500,000 | New Fitness Equipment |
| FY2015-18 | \$2,000,000 | Infrastructure for new YMCA of Natrona County |

| |
|---|
| Please Attach an Agency Organizational Chart |
|---|

1. What is your organizations mission?

The YMCA of Natrona County's mission is to put Christian principles into practice through programs that help build healthy spirit, mind, and body for all.

2. What geographical area & populations are being served by your organization?

The geographical area that the YMCA serves includes all of Natrona County. The YMCA has a significant impact on the Natrona County community by providing programs and services to all populations including - families, individuals with special needs, seniors, and youth. The new NERD YMCA facility has increased the number of people using the YMCA and the number of scholarships the YMCA is providing. In 2017, there were over 100,000 visits to the YMCA. This is three times the number of visits compared to the previous year. In 2017 the YMCA provided a total of \$521,545 in scholarships. We engage men, women and children—regardless of age, income or background—to nurture the potential of children and teens, improve the community's health and well-being and provide opportunities to give back and support our community. We have the long-standing relationships and physical presence not just to promise, but to deliver, lasting personal and social change.

3. What programs/services are currently offered by your organization?

At the YMCA, strengthening community is our cause. We believe that lasting personal and social change can only come about when we all work together to invest in our kids, our health and our neighbors. That's why we focus our work in three areas: youth development, healthy living, and social responsibility. Our youth are given direction through opportunity. We provide childcare and childwatch for infants through school-aged children. We have a strong after-school program that focuses on our four core values: Caring, Honesty, Respect, and Responsibility. We have a tutoring and incentive program for the students to encourage hard work, good grades, and to help them realize their true potential. We also offer swimming lessons and youth sport activities which include soccer, football, basketball, and t-ball. In addition to our youth programs, we offer adult and senior programs as well. We have over 5,000 members that range from infants to our oldest member who just turned 98 years old. Healthy living is more than just getting into shape, it is encouraging a positive mental attitude for your overall well-being in spirit, mind, and body. At the YMCA, we encourage healthy living by offering a wellness center with cardio and weight equipment. The group fitness and fieldhouse are great examples where YMCA members can focus on healthy living and social responsibilities. The group fitness classes offer seniors, adults, teens, and youth to be part of classes that offer a social aspect while working to be healthy. Many of the fitness classes form strong bonds where members share coffee, celebrate birthdays and other specials occasions in the lobby after classes.

4. Describe how your 1% #15 funding was used.

The 1% funds that were received were for infrastructure for Phase 1 of the new YMCA of Natrona County. The new infrastructure has helped the YMCA increase our capacity and our ability to serve a greater number of individuals in the community.

5. Describe how your 1% #16 funding will be used.

The YMCA is requesting 1% # 16 funding for capital costs for the YMCA of Natrona County Phase 2 addition. Phase 2 will include a new swimming pool and some additional program spaces. The current swimming pool and locker rooms are in the old building and have very high maintenance and operating costs. The YMCA's goal is to add the new pool, locker rooms and programming space at the new facility to be able to better serve the public and increase YMCA operating efficiency.

The YMCA We will begin a quiet phase of fundraising in late 2018 through 2019. The YMCA Board of Directors and Trustees would like to propose that if 1% #16 funding is allocated to the YMCA, that we would not access it until we raise 70% of the total project costs privately. This would ensure to the City that the project is successful and that the money would be allocated appropriately. We would propose that the YMCA and the City mutually agree to a deadline for the YMCA to raise 70% of the total costs, and if it is not met the YMCA would not use the funds and could be re-allocated to the City of Casper for distribution as they wish. The YMCA is grateful for the opportunity to make this request.

6. If your total grant request is more than the previously requested, please explain why.

The YMCA is requesting funds for infrastructure for Phase 2 - swimming pool, locker rooms and programming space. This request is for \$1,500,000 which is less than the \$2,000,000 for the 1% #15 funding.

7. How will it affect your program if you do not receive this funding?

The YMCA is seeking funding from multiple sources for the Phase 2 project. The YMCA provides services and programs for many in Natrona County. It would be very important to the YMCA to receive the 1% funding, but the YMCA will continue to operate if the funds are not received.

8. How does your organization evaluate itself and programs for effectiveness?

The YMCA evaluates the programs for effectiveness by using a monthly dashboard. Programs, membership, and services are tracked and discussed for ways to improve. The fitness classes are evaluated on attendance and youth sports programs provide feedback at the end of the season. These metrics are compiled continuously and reviewed monthly by organizational directors as well as a volunteer board of directors comprised of members from the community.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|--|-----------------------|----------------------|
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| Capital Campaign for Phase 2 | \$1,500,000.00 | 100% |
| | | 0% |
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| TOTAL REQUESTED | \$1,500,000.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|--|-----------------------|--------------------|--------------------|-------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$0.00</i> |
| Chief Executive Officer | Full-time | \$66,744.00 | | \$0.00 |
| Development Director | Full-time | \$48,000.00 | | \$0.00 |
| Controller | Full-time | \$40,000.00 | | \$0.00 |
| Membership Director | Full-time | \$40,000.00 | | \$0.00 |
| Program and Wellness Director | Full-time | \$40,000.00 | | \$0.00 |
| Youth Development Director | Full-time | \$37,440.00 | | \$0.00 |
| Maintenance Director | Full-time | \$32,500.00 | | \$0.00 |
| Aquatics Director | Full-time | \$34,000.00 | | \$0.00 |
| Sports Coordinator | Part-time | \$4,000.00 | | \$0.00 |
| Sports Staff | Part-time | \$6,000.00 | | \$0.00 |
| Fitness Staff | Part-time | \$60,000.00 | | \$0.00 |
| Front Desk Staff | Part-time | \$52,500.00 | | \$0.00 |
| Aquatics Staff | Part-time | \$86,000.00 | | \$0.00 |
| Maintenance Staff | Part-time | \$74,460.00 | | \$0.00 |
| Maintenance Staff | Full-time | \$24,000.00 | | \$0.00 |
| Child Care Staff | Part-time | \$62,000.00 | | \$0.00 |
| Child Care Staff | Full-time | \$108,200.00 | | \$0.00 |
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| TOTALS | | \$815,844.00 | \$0.00 | \$0.00 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |

Personnel

| Full-Time | | | |
|----------------------------------|-----------------------|---------------------|---------------------|
| Regular Wages | \$589,800.51 | \$520,724.06 | \$530,000.00 |
| Overtime Wages | \$11,349.78 | \$7,295.74 | \$5,000.00 |
| Part-Time | | | |
| Regular Wages | \$288,470.72 | \$300,512.30 | \$315,000.00 |
| Overtime Wages | \$3,430.05 | \$871.10 | \$600.00 |
| Employer Contributions | | | |
| Taxes | \$130,992.39 | \$115,258.37 | \$127,590.00 |
| Benefits | | | |
| Other (please list below) | | | |
| Retirement 403(b) | \$12,844.72 | \$16,549.29 | \$18,000.00 |
| Subtotal Personnel | \$1,036,888.17 | \$961,210.86 | \$996,190.00 |

General Administration

| | | | |
|--|---------------------|---------------------|---------------------|
| Postage & Freight | \$4,167.00 | \$2,500.00 | \$2,500.00 |
| Telephone | \$6,815.00 | \$6,200.00 | \$6,200.00 |
| Printing / Duplication | \$6,571.00 | \$8,100.00 | \$7,000.00 |
| Publicity, Dues / Subscriptions | \$21,633.00 | \$42,000.00 | \$44,000.00 |
| Utility Services | \$141,200.00 | \$147,000.00 | \$147,000.00 |
| Professional Services | \$612.00 | \$1,500.00 | \$2,000.00 |
| Travel | \$4,739.44 | \$8,500.00 | \$8,500.00 |
| Employees | | | |
| Other (please list below) | | | |
| | | | |
| Subtotal General Administration | \$185,737.44 | \$215,800.00 | \$217,200.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|---------------------|--------------------|--------------------|
| Office | \$4,744.00 | \$8,000.00 | \$7,000.00 |
| Operating | \$33,460.00 | \$44,000.00 | \$40,000.00 |
| Repairs / Maintenance | \$72,489.00 | \$45,000.00 | \$45,000.00 |
| Materials | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | \$1,148.00 | \$750.00 | \$0.00 |
| | | | |
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| Subtotal Supplies | \$111,841.00 | \$97,750.00 | \$92,000.00 |

| Fixed Charges | | | |
|-------------------------------|--------------------|--------------------|--------------------|
| Insurance | \$35,715.92 | \$41,822.00 | \$40,000.00 |
| Rent/Lease | | | |
| YMCA Dues | \$9,630.00 | \$11,500.00 | \$8,000.00 |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$45,345.92 | \$53,322.00 | \$48,000.00 |

| Other Expenditures | | | |
|------------------------------------|--------------------|--------------------|--------------------|
| Fundraising Expenses | | | |
| Special Event Expense | \$18,616.00 | \$18,000.00 | \$18,000.00 |
| Golf Tournament Expense | \$10,267.00 | \$10,000.00 | \$10,000.00 |
| Debt Service | \$20,812.20 | \$20,812.20 | \$10,406.10 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$49,695.20 | \$48,812.20 | \$38,406.10 |

| Capital Expenditures | | | |
|------------------------------------|---------------|--------------------|--------------------|
| Capital Building | | | |
| Capital Equipment | | \$20,000.00 | \$20,000.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$20,000.00 | \$20,000.00 |

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|-----------------------------------|-----------------------|-----------------------|-----------------------|
| TOTAL FOR ALL EXPENDITURES | \$1,429,507.73 | \$1,376,895.06 | \$1,391,796.10 |
|-----------------------------------|-----------------------|-----------------------|-----------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |

| | | | |
|--|-----------------------|-----------------------|-----------------------|
| Program Fees | \$1,035,981.00 | \$1,039,346.00 | \$1,060,000.00 |
| United Way | \$20,000.00 | \$20,000.00 | \$20,000.00 |
| Donations | \$185,000.00 | \$190,000.00 | \$200,000.00 |
| Grants - State | | | |
| Grants - Federal | | | |
| Grants - Private | | | |
| Interest Income | \$11,449.00 | \$16,800.00 | \$16,800.00 |
| Other Fundraisers | \$18,400.00 | \$20,000.00 | \$22,000.00 |
| Foundations | \$210,000.00 | \$213,408.00 | \$240,000.00 |
| Corporations | | | |
| County Funding | | | |
| City Funding 1% | | | |
| City Funding Community Promotions | | | |
| City Other | | | |
| Other (please list below) | \$14,000.00 | | |
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| SUMMARY OF REVENUES | \$1,494,830.00 | \$1,499,554.00 | \$1,558,800.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|---|---------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| Construction Loan - The organization has pledges receivable which will pay the remaining loan balance; therefore, debt service for this note is not included in the Expenditure Detail tab. | \$425,084.02 | December 2018 |
| First Interstate Bank - LOC converted to term loan in 2012. | \$25,971.00 | June 2019 |
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| TOTAL DEBT | \$451,055.02 | |

| Capital Outlay | | | | | | |
|-----------------------|------------------------------------|--------|--------------------------------------|--------|-----------------------------------|--------|
| | Prior Operating Budget Year | | Current Operating Budget Year | | Next Operating Budget Year | |
| | Actual | | Projected | | Projected | |
| | Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| | to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |
| Land | | | | | | |
| Buildings | | | | | | |
| Machinery & Equipment | | | \$20,000.00 | | \$20,000.00 | |
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DEBT DETAIL - CAPITAL OUTLAY

| | | | |
|------------------------|--------|-------------|-------------|
| | | | |
| Capital Outlay Summary | \$0.00 | \$20,000.00 | \$20,000.00 |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |

| | | | | |
|--------------------------------|--|-----------------------|-----------------------|-----------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$1,494,830.00 | \$1,499,554.00 | \$1,558,800.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$1,429,507.73 | \$1,376,895.06 | \$1,391,796.10 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$20,000.00 | \$20,000.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$1,429,507.73 | \$1,396,895.06 | \$1,411,796.10 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$65,322.27 | \$102,658.94 | \$147,003.90 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | -\$7,840.00 | \$57,482.27 | \$160,141.21 |
| 7 | Change in Operating Reserve (line #5 from above) | \$65,322.27 | \$102,658.94 | \$147,003.90 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$57,482.27 | \$160,141.21 | \$307,145.11 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$1,229,008.00 | \$1,026,560.00 | \$843,918.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | -\$202,448.00 | -\$182,642.00 | -\$20,000.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$1,026,560.00 | \$843,918.00 | \$823,918.00 |
| TOTAL RESERVES | | \$1,084,042.27 | \$1,004,059.21 | \$1,131,063.11 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

Operating reserves will be used to increase programming, increase scholarships, and pay down the First Interstate Bank debt. The capital reserve is made up of an endowment fund, an interest reserve account, and a capital fund account. The endowment has approximately \$700,000. These funds are invested and will be used in the future to building repairs and maintenance. The interest reserve account has a balance of approximately \$70,000. These funds are used to pay interest on the new building debt until the remaining pledges are received to pay off the note. The capital fund account contains the remaining funds and is used to purchase equipment and pay for repairs.

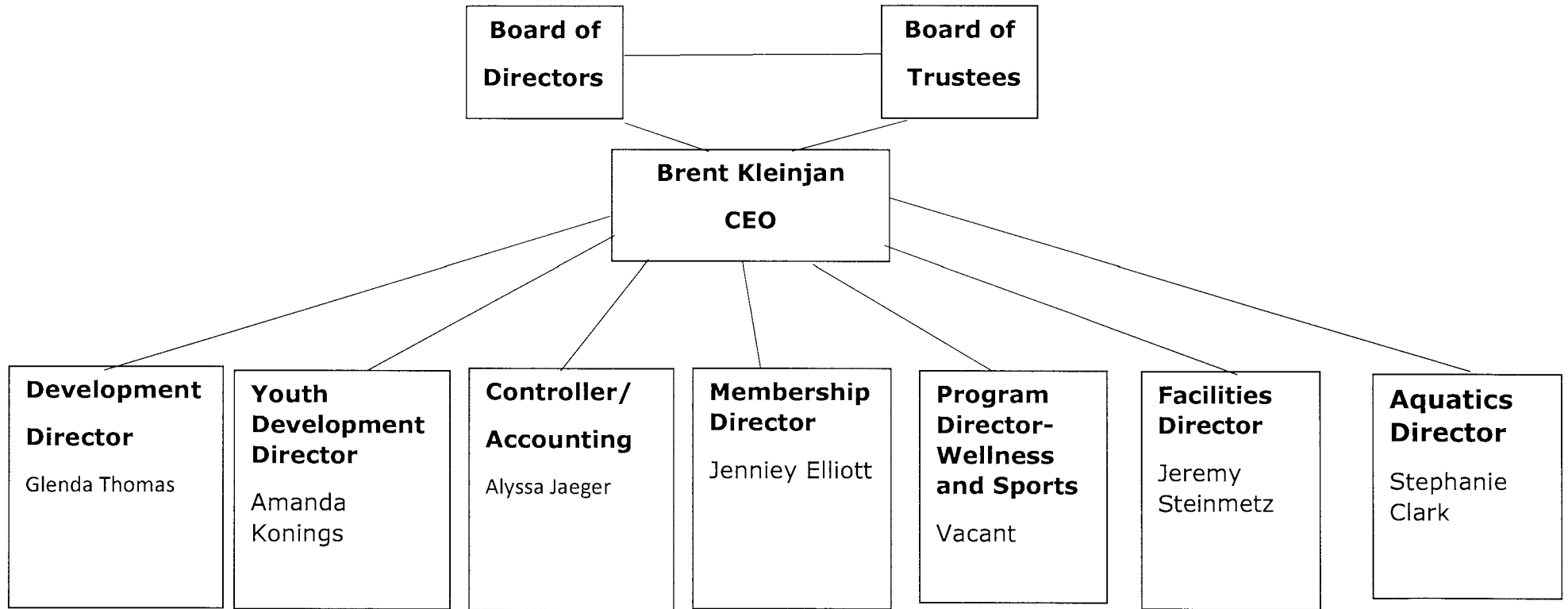
Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

YMCA of Natrona County Organizational Chart

8-6-18



1% #16 Funding Application

RECEIVED

COMMUNITY AGENCY FUNDING REQUEST

3:50pm

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

| | |
|---------------|----------|
| Today's Date: | 08/21/18 |
|---------------|----------|

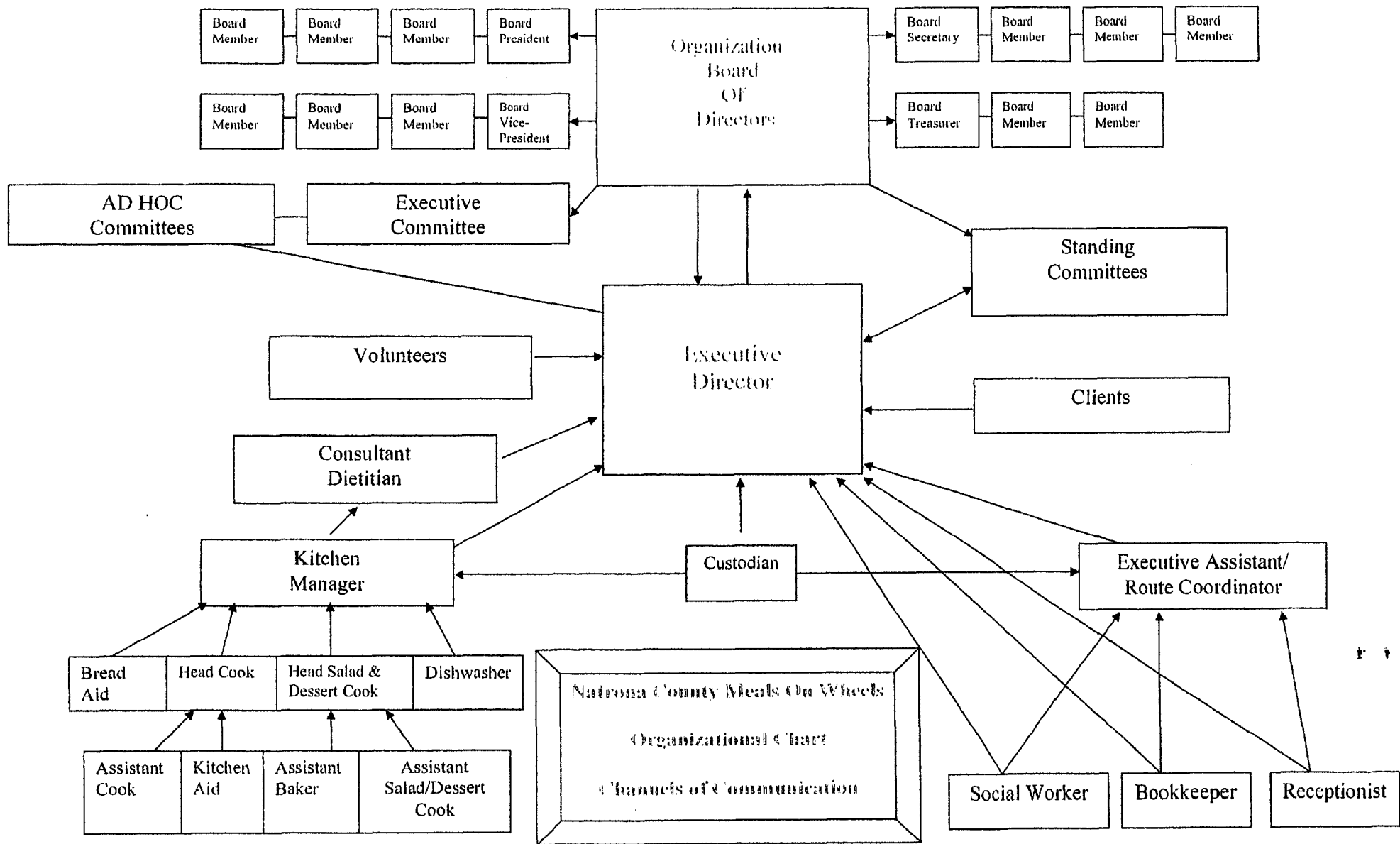
| Organization Requesting Funding | | | | | |
|---------------------------------|--------------------------------------|------|-------------|-----------------|----------|
| Name: | Natrona County Meals On Wheels | | | | |
| Address: | 1760 East 12th St., Casper, WY 82601 | | | | |
| Phone #: | 307-265-8659 | Fax: | 307-234-182 | Date Organized: | 01/01/71 |

| Organization Contact Person(s) | | | |
|--------------------------------|-----------------------------------|----------|----------------|
| Name and Title: | Jamie Loveall, Executive Director | Phone #: | (307) 265-8659 |
| Email: | jamie@mealswheels.com | | |
| Name and Title: | Mariah Bowels | Phone #: | (307) 265-8659 |
| Email: | mariah@mealswheels.com | | |

| Organization Board Members (if applicable) | | | | | |
|--|------------------|--------------|----------------------|-------|------|
| Name: | Paul Rhodes | Office Held: | Board President | Term: | 2020 |
| Name: | Jim Brownlee | Office Held: | Board Vice President | Term: | 2020 |
| Name: | Joe Moss | Office Held: | Secretary | Term: | 2020 |
| Name: | Vickie Ujvary | Office Held: | Treasurer | Term: | 2019 |
| Name: | Kelli Carmichael | Office Held: | Board Member | Term: | 2019 |
| Name: | Ed Chase | Office Held: | Board Member | Term: | 2020 |
| Name: | Jennifer Deurloo | Office Held: | Board Member | Term: | 2020 |
| Name: | Wendy Elmer | Office Held: | Board Member | Term: | 2019 |
| Name: | Dan Grace | Office Held: | Board Member | Term: | 2020 |
| Name: | Nikki Hawley | Office Held: | Board Member | Term: | 2020 |
| Name: | CJ Lovato | Office Held: | Board Member | Term: | 2020 |
| Name: | Peggy Porter | Office Held: | Board Member | Term: | 2019 |
| Name: | Brent Russ | Office Held: | Board Member | Term: | 2019 |
| Name: | Don Smith | Office Held: | Board Member | Term: | 2019 |
| Name: | Peggy Porter | Office Held: | Board Member | Term: | 2019 |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|------|--|
| Fiscal Year | City | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | | |
| FY 18 | | |
| Previous Years (specify what year(s)). | 2015 | \$21,815.00 |

Please Attach an Agency Organizational Chart



1. What is your organizations mission?

Natrona County Meals On Wheels Mission: To assist the elderly and homebound people of Natrona County maintain their independence and integrity, as well as their physical and mental health, in the dignity of their own homes and environments, Natrona County Meals On Wheels, prepares and delivers nutritionally tailored meals via caring community volunteers.

2. What geographical area & populations are being served by your organization?

Natrona County Meals On Wheels currently delivers meals in the towns of Casper, Mills, Evansville, Mountain View, Bar Nun, Midwest and Edgerton. We have delivered to Power river when needed. We would also like to deliver to Alcova, but can't find a volunteers to drive there yet.

3. What programs/services are currently offered by your organization?

- Any citizen in Natrona County 60 years or older
- Providing a basic human need of nourishment, assists the senior citizens to remain in their homes longer. This is an economic benefit to the community because it is less expensive for the senior to remain in the home.
- Volunteers deliver the meals to client's home providing human contact and observation as to the well-being of the senior. Individuals that volunteer are more likely to stay active and alert longer than those who don't.
- Family members of our clients knowing their loved ones are being checked on when they are not able to.

4. Describe how your 1% #15 funding was used.

The 1% #15 grant funding will be used to purchase the food necessary to provide 300 or more of Natrona County Meals On Wheels (NCMOW) senior recipients are physically unable to prepare evening or weekend meals for themselves and too alone to have the luxury of a friend or relative to share any meals with them. Therefore, Meals On Wheels makes available, to those who need them, nutritionally balanced frozen meals along with the hot noon meals Monday through Friday

5. Describe how your 1% #16 funding will be used.

If granted, Natrona County Meals On Wheels will use these 1% funds to purchase a transit van. NCMOW spends roughly \$45,000.00 a month on raw food to provide almost 600 meals a day. To try and cut costs, we are always looking for ways to save on the grocery bill. Whenever possible we purchase food from the Food Bank of the Rockies. There are many times they have had product we could use for our clients, things like fresh fruits and vegetables. The food bank will sometimes require that you get these items by the pallet. Currently, we have no way to move a pallet and they won't deliver. We could save money by not having to purchase produce from our food distributor if we could take advantage of the food bank's produce. In addition, this van would be used for fundraising events such as the annual Bubbles, Baubles and Beans fundraiser. In the past we have to borrow a moving van from Bar Green to move equipment for the event.

6. If your total grant request is more than the previously requested, please explain why.

The last request we made from the city was for a vehicle that was lower in price. It was for a Ford Focus that our Social Worker drives daily as she completes the state required in-home evaluation.

7. How will it affect your program if you do not receive this funding?

If this request is not funded, Natrona County Meals On Wheels will not be able to take advantage of cost saving opportunities.

8. How does your organization evaluate itself and programs for effectiveness?

Each year a survey is sent to each senior and medicaid waiver client that receives meals in October. This survey asks questions like: do the meals provided help you to remain in your home, do the meals provided help you financially, and do the meals provided maintain or improve your quality of life by... and a series of options. This survey is a tool provided by the State Aging Division. The 2016 survey results 426 surveys were sent out and 312 responded. 297 said the meals did help them stay in their homes, 216 reported it helped them financially, and 210 said the meals maintained or improved their quality of life in several different ways listed on the survey. In addition, to evaluate the purchase of a vehicle, we will compare food costs year to year to estimate the savings.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|-----------------------------------|--------------------|----------------------|
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| Purchase or a vehicle | \$39,500.00 | 100% |
| | | 0% |
| | | 0% |
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| | | 0% |
| TOTAL REQUESTED | \$39,500.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|---|------------------------------|--------------------|--------------------|--------------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Executive Director | Full-time | \$61,505.00 | \$12,605.88 | \$2,460.00 |
| Asst. Executive Director | Full-time | \$39,291.20 | \$9,503.81 | \$1,571.65 |
| Social Worker | Full-time | \$40,081.60 | \$9,684.22 | \$1,603.26 |
| Finance/HR Manager | Full-time | \$55,744.00 | \$8,876.48 | (\$2,158.26) |
| Secretary | Full-time | \$37,918.40 | \$11,219.62 | \$1,516.74 |
| Kitchen Manager | Full-time | \$44,886.40 | \$15,578.22 | \$1,795.46 |
| Asst. Kitchen Manager | Full-time | \$39,353.60 | \$16,051.34 | \$1,574.14 |
| Head Cook | Full-time | \$24,960.00 | \$14,248.00 | \$998.40 |
| Kitchen Aides | Full-time | \$120,113.60 | \$57,814.59 | \$37,631.58 |
| Dishwasher/Janitor | Full-time | \$34,756.80 | \$9,123.95 | \$1,390.27 |
| Vol. Asst./Janitor | Full-time | \$12,480.00 | \$451.00 | \$499.20 |
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| TOTALS | | \$511,090.60 | \$165,157.11 | \$48,882.44 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|---------------------|---------------------|---------------------|
| Office | \$13,167.44 | \$12,989.00 | \$8,028.00 |
| Operating | \$555,818.40 | \$597,695.00 | \$682,920.00 |
| Repairs / Maintenance | \$42,513.17 | \$22,099.00 | \$14,760.00 |
| Materials | \$3,707.42 | \$7,712.00 | \$1,759.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$615,206.43 | \$640,495.00 | \$707,467.00 |

| Fixed Charges | | | |
|-------------------------------|--------------------|--------------------|--------------------|
| Insurance | \$20,189.52 | \$21,167.00 | \$11,376.00 |
| Rent/Lease | \$1,068.00 | \$1,068.00 | \$1,068.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$21,257.52 | \$22,235.00 | \$12,444.00 |

| Other Expenditures | | | |
|------------------------------------|--------------------|--------------------|--------------------|
| Fundraising Expenses | \$67,595.48 | \$39,554.00 | \$32,025.00 |
| Debt Service | | | |
| Other (please list below) | | | |
| Volunteer Recognition | \$12,556.03 | \$11,146.00 | \$6,444.00 |
| | | | |
| Subtotal Other Expenditures | \$80,151.51 | \$50,700.00 | \$38,469.00 |

| Capital Expenditures | | | |
|------------------------------------|--------------------|--------------------|---------------|
| Capital Building | \$42,795.00 | \$11,962.50 | |
| Capital Equipment | \$9,374.00 | \$14,186.34 | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$52,169.00 | \$26,148.84 | \$0.00 |

| | | | |
|-----------------------------------|-----------------------|-----------------------|-----------------------|
| TOTAL FOR ALL EXPENDITURES | \$1,526,881.30 | \$1,628,224.00 | \$1,704,406.00 |
|-----------------------------------|-----------------------|-----------------------|-----------------------|

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|---------------|---|--------|--|--------|
| Month / Year: | Please Select | Month / Year: | Oct-17 | Month / Year: | Oct-18 |
| to Month / Year: | Sep-17 | to Month / Year: | Sep-18 | to Month / Year: | Sep-19 |

| Personnel | | | |
|----------------------------------|---------------------|---------------------|---------------------|
| Full-Time | | | |
| Regular Wages | \$490,441.49 | \$519,609.00 | \$539,420.00 |
| Overtime Wages | \$4,693.72 | \$4,867.00 | \$4,919.00 |
| Part-Time | | | |
| Regular Wages | \$0.00 | \$0.00 | \$0.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Employer Contributions | | | |
| Taxes | \$53,408.07 | \$54,191.00 | \$56,448.00 |
| Benefits | \$156,438.15 | \$222,353.00 | \$236,882.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$704,981.43 | \$801,020.00 | \$837,669.00 |

| General Administration | | | |
|--|---------------------|---------------------|---------------------|
| Postage & Freight | \$4,362.48 | \$7,852.00 | \$4,630.00 |
| Telephone | \$4,966.30 | \$5,208.00 | \$4,295.00 |
| Printing / Duplication | \$2,825.50 | \$2,804.00 | \$2,990.00 |
| Publicity, Dues / Subscriptions | \$2,066.87 | \$2,189.00 | \$1,860.00 |
| Utility Services | \$39,293.34 | \$39,806.00 | \$36,858.00 |
| Professional Services | \$23,816.84 | \$26,474.00 | \$28,059.00 |
| Maintenance Agreements | \$21,280.49 | \$22,034.00 | \$21,307.00 |
| Travel | \$1,818.89 | \$2,960.00 | \$2,000.00 |
| Employees | \$4,853.70 | \$4,447.00 | \$6,358.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal General Administration | \$105,284.41 | \$113,774.00 | \$108,357.00 |

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|---------------|--|--------|---|--------|
| Month / Year: | Please Select | Month / Year: | Oct-17 | Month / Year: | Oct-18 |
| to Month / Year: | Sep-17 | to Month / Year: | Sep-18 | to Month / Year: | Sep-19 |

| | | | |
|--|-----------------------|-----------------------|-----------------------|
| Program Fees | \$110,590.96 | \$105,975.00 | \$99,500.00 |
| United Way | \$62,525.16 | \$55,900.00 | \$60,500.00 |
| Donations | \$204,120.16 | \$151,000.00 | \$191,554.00 |
| Grants - State | \$642,969.40 | \$655,778.00 | \$729,005.00 |
| Grants - Federal | \$397,799.08 | \$387,565.00 | \$470,978.00 |
| Grants - Private | \$6,287.50 | \$5,000.00 | \$12,250.00 |
| Interest Income | \$29,279.51 | \$17,000.00 | \$18,850.00 |
| Other Fundraisers | \$97,220.01 | \$83,000.00 | \$90,700.00 |
| Foundations | \$88,305.82 | \$80,639.00 | \$92,000.00 |
| Corporations | | | |
| County Funding | | | |
| City Funding 1% | | | |
| City Funding Community Promotions | | | |
| City Other | | | |
| Other (please list below) | | | |
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| SUMMARY OF REVENUES | \$1,639,097.60 | \$1,541,857.00 | \$1,765,337.00 |

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | Current Budget Year Projected Values | Next Budgeted Year Projected Values |
|------------------------------------|---|--|
| Month / Year: Please Select | Month / Year: Oct-17 | Month / Year: Oct-18 |
| to Month / Year: Sep-17 | to Month / Year: Sep-18 | to Month / Year: Sep-19 |

| | | | | |
|--------------------------------|---|-----------------------|-----------------------|-----------------------|
| 1 | Revenue <small>(Line 15 Revenue Detail)</small> | \$1,639,097.60 | \$1,541,857.00 | \$1,765,337.00 |
| 2 | Expenditure Summary <small>(Total from Expenditure Detail)</small> | \$1,526,881.30 | \$1,628,224.00 | \$1,704,406.00 |
| 3 | Capital Outlay Summary <small>(Total from Capital Outlay Detail)</small> | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures <small>(Line #2 plus line #3 from above)</small> | \$1,526,881.30 | \$1,628,224.00 | \$1,704,406.00 |
| 5 | Over/Under Revenues <small>(Subtract line #4 from line#1 above)</small> | \$112,216.30 | (\$86,367.00) | \$60,931.00 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year <small>(see below for definition)</small> | \$0.00 | \$112,216.30 | \$25,849.30 |
| 7 | Change in Operating Reserve <small>(line #5 from above)</small> | \$112,216.30 | (\$86,367.00) | \$60,931.00 |
| 8 | New Operating Reserve <small>(line #6 (+ or -) line #7 from above)</small> | \$112,216.30 | \$25,849.30 | \$86,780.30 |
| 9 | Capital Reserves From Prior Year <small>(see definition below)</small> | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve <small>(any additions or uses of capital reserves)</small> | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve <small>(line #9 (+ or -) line #10 from above)</small> | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$112,216.30 | \$25,849.30 | \$86,780.30 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

1% #16 Funding Application

RECEIVED

COMMUNITY AGENCY FUNDING REQUEST

*Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.*

4:14 pm

Today's Date: 07/31/18

| Organization Requesting Funding | | | |
|---------------------------------|---|------|--------------------------|
| Name: | Citizens for a Civic Auditorium dba The Lyric | | |
| Address: | PO Box 76, Casper, Wyoming 82602 | | |
| Phone #: | 307-472-4842 | Fax: | N/A |
| | | | Date Organized: 06/01/00 |

| Organization Contact Person(s) | | | |
|--------------------------------|-----------------------------------|--|-----------------------|
| Name and Title: | Glenda Thomas, Executive Director | | Phone #: 307-277-3644 |
| Email: | glenda@casperlyric.com | | |
| Name and Title: | | | Phone #: |
| Email: | | | |

| Organization Board Members (if applicable) | | | | |
|--|------------------|--------------|----------------|---------|
| Name: | Brendan Bummer | Office Held: | President | Term: 3 |
| Name: | Lindsey Grant | Office Held: | Vice President | Term: 2 |
| Name: | Olivia Danielson | Office Held: | Treasurer | Term: 1 |
| Name: | John Bailey | Office Held: | Secretary | Term: 2 |
| Name: | Marci Bramlet | Office Held: | | Term: 1 |
| Name: | Jim Brown | Office Held: | | Term: 2 |
| Name: | Kim DeVore | Office Held: | | Term: 1 |
| Name: | Bill Maiers | Office Held: | Past President | Term: 4 |
| Name: | Scott Murray | Office Held: | | Term: 2 |
| Name: | Kate Sarosy | Office Held: | | Term: 1 |
| Name: | | Office Held: | | Term: |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|----------------------------|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY19 | 715,000 | 1% #16 Request |
| FY18 | N/A | N/A |
| 2008 | \$5.5M (Money Never Spent) | City Contribution for Construction - MOU 9/17/2008 |

Please Attach an Agency Organizational Chart

There are two part time employees at the Lyric. Glenda Thomas is the Executive Director and Melissa Keith is the Event Coordinator.

1. What is your organizations mission?

The Lyric is a nonprofit organization whose mission is to plan, design, construct, and operate a performing arts center in Casper, Wyoming.

2. What geographical area & populations are being served by your organization?

The Lyric plans to serve the geographical area of Casper, Wyoming, and the surrounding communities of central Wyoming. The Lyric plans to serve all populations in Casper through the provision of diverse offerings centered around the arts. The goal of the project is to offer performances and events in our community that every person in Casper would have a reason to attend. This would include youth, students, adults, families, grandparents, and seniors. There will be educational, cultural, and entertainment opportunities.

3. What programs/services are currently offered by your organization?

The Lyric temporarily operates as a rental venue. The rental venue includes multiple spaces of varying sizes and purposes, and hosts weddings, funerals, meetings, festivals, and parties. This use of the Lyric as a rental venue serves as an interim plan with the focus of the project continuing to be the construction of a performing arts center.

4. Describe how your 1% #15 funding was used.

There were no funds requested during the last funding cycle, #15. The Lyric was reorganizing and focusing on the planning stage of the new facility in the old downtown Iris Movie Theater location.

5. Describe how your 1% #16 funding will be used.

The Lyric plans to use the 1% #16 funding for two requests. The first request is for \$15,000 to replace the roof top heating and cooling unit that controls the lobby, kitchen and restrooms for the Lyric. The equipment needs to be replaced and has had increasing maintenance costs over the past years. The Lyric's main source of operating income is from the rental events in the lobby and kitchen. Without the heating and cooling unit in the lobby and kitchen, The Lyric would not be able to be used as a rental venue and would not be able to generate income. The second request is for the contract for deed payment on the purchase of the Iris Movie Theater at 230 West Yellowstone. After the 2018 payment in September, the Lyric will owe \$700,000 on the building. With help from the 1% #16 funding the contract for deed payment will allow the Lyric to focus on the capital campaign for a performing arts center in downtown Casper. The Lyric has completed a Business Plan, Feasibility Study, Architectural Design Plans, Economic Impact Study and a Community Campaign Assessment.

6. If your total grant request is more than the previously requested, please explain why.

This query is inapplicable to the #16 request by the Lyric. The Lyric has waited to request 1% funds until the planning, schematics, and feasibility phases of the project were complete. This project is no longer prospective, has entered the phase of private fundraising, and will be completed. The Lyric believed it needed to pass these milestones before a request for 1% funds would be appropriate.

7. How will it affect your program if you do not receive this funding?

The Lyric is requesting funding in two parts. The first, and smaller piece of requested funding, would provide the Lyric essential capital to repair the existing facility. This would allow the Lyric to continue using the current facility to generate revenue as a rental venue. The second piece of funding requested is also critical to the Lyric. The debt on the current location represents the Lyric's greatest current liability. The ability to decrease or eliminate this liability would provide the Lyric with critical latitude to pursue vital fundraising opportunities. If 1% #16 funds are not allotted to the Lyric in whole or in part, the Lyric will continue its work through requests for private funding, corporate giving and alternative grant funding.

8. How does your organization evaluate itself and programs for effectiveness?

The current rental events are evaluated by staff and by the current board of directors. The evaluation consists of costs effectiveness, income received, number of events per month, quality of events, and efforts to advance the project.

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jul-16 | Month / Year: | Jul-17 | Month / Year: | Jul-18 |
| to Month / Year: | Jun-17 | to Month / Year: | Jun-18 | to Month / Year: | Jun-19 |

| Personnel | | | |
|----------------------------------|---------------------|--------------------|--------------------|
| Full-Time | | | |
| Regular Wages | \$0.00 | \$0.00 | \$0.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Part-Time | | | |
| Regular Wages | \$85,563.56 | \$62,564.26 | \$65,000.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Employer Contributions | | | |
| Taxes | \$26,640.31 | \$20,640.34 | \$21,000.00 |
| Benefits | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | \$0.00 | \$0.00 | \$0.00 |
| | | | |
| Subtotal Personnel | \$112,203.87 | \$83,204.60 | \$86,000.00 |

| General Administration | | | |
|--|---------------------|---------------------|---------------------|
| Postage & Freight | \$386.32 | \$223.00 | \$300.00 |
| Telephone | \$1,236.04 | \$1,139.28 | \$1,200.00 |
| Printing / Duplication | \$1,729.46 | \$1,730.12 | \$1,700.00 |
| Publicity, Dues / Subscriptions | | | |
| Utility Services | \$16,802.00 | \$19,003.77 | \$20,000.00 |
| Professional Services | \$81,041.96 | \$80,000.00 | \$80,000.00 |
| Maintenance Agreements | \$2,667.16 | \$2,000.00 | \$2,000.00 |
| Travel | | | |
| Employees | | | |
| Others List Below | | | |
| Intuit/QuickBooks | \$622.23 | \$182.37 | \$250.00 |
| Computers/IT | \$508.24 | \$335.65 | \$500.00 |
| | | | |
| Subtotal General Administration | \$104,993.41 | \$104,614.19 | \$105,950.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|--------------------------|--------------------|--------------------|--------------------|
| Office | \$2,035.87 | \$1,597.59 | \$2,000.00 |
| Operating | \$1,502.07 | \$525.00 | \$1,500.00 |
| Repairs / Maintenance | \$8,642.84 | \$8,123.68 | \$8,000.00 |
| Materials | \$1,436.41 | \$1,937.63 | \$1,500.00 |
| Events | \$12,645.72 | \$3,218.15 | \$5,000.00 |
| | | | |
| | | | |
| Subtotal Supplies | \$26,262.91 | \$15,402.05 | \$18,000.00 |

| Fixed Charges | | | |
|-------------------------------|--------------------|-------------------|-------------------|
| Insurance | \$8,103.80 | \$5,592.00 | \$6,000.00 |
| Rent/Lease | | | |
| Property Tax | \$22,880.24 | \$0.00 | \$0.00 |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$30,984.04 | \$5,592.00 | \$6,000.00 |

| Other Expenditures | | | |
|------------------------------------|-------------------|-------------------|--------------------|
| Fundraising Expenses | \$1,490.39 | \$1,000.00 | \$10,000.00 |
| Debt Service | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$1,490.39 | \$1,000.00 | \$10,000.00 |

| Capital Expenditures | | | |
|------------------------------------|--------------------|-------------------|---------------|
| Capital Building | | | |
| Capital Equipment | \$10,570.48 | \$2,069.20 | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$10,570.48 | \$2,069.20 | \$0.00 |

| | | | |
|-----------------------------------|---------------------|---------------------|---------------------|
| TOTAL FOR ALL EXPENDITURES | \$275,934.62 | \$209,812.84 | \$225,950.00 |
|-----------------------------------|---------------------|---------------------|---------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|-------------------|--|--------|---|--------|
| Month / Year: | Jan-06 | Month / Year: | Jul-17 | Month / Year: | Jul-18 |
| to Month / Year: | Jun-17 | to Month / Year: | Jun-18 | to Month / Year: | Jun-19 |

| | | | |
|--|---------------------|---------------------|---------------------|
| Program Fees | \$0.00 | \$0.00 | \$0.00 |
| United Way | \$0.00 | \$0.00 | \$0.00 |
| Donations | \$62,197.31 | \$116,355.37 | \$250,000.00 |
| Grants - State | \$30,000.00 | \$13,000.00 | \$20,000.00 |
| Grants - Federal | \$45,731.10 | \$0.00 | \$0.00 |
| Grants - Private | \$10,000.00 | \$10,000.00 | \$10,000.00 |
| Interest Income | \$0.00 | \$0.00 | |
| Other Fundraisers | \$0.00 | \$0.00 | |
| Foundations | \$17,500.00 | \$7,500.00 | \$25,000.00 |
| Corporations | \$0.00 | \$0.00 | \$0.00 |
| County Funding | \$0.00 | \$0.00 | \$0.00 |
| City Funding 1% | \$0.00 | \$0.00 | \$0.00 |
| City Funding Community Promotions | \$0.00 | \$0.00 | \$0.00 |
| City Other | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| Event Rentals | \$70,721.00 | \$49,193.00 | \$50,000.00 |
| Storage Rentals | \$10,693.00 | \$7,456.00 | \$10,000.00 |
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| | | | |
| SUMMARY OF REVENUES | \$246,842.41 | \$203,504.37 | \$365,000.00 |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jan-16 | Month / Year: | Jul-17 | Month / Year: | Jul-18 |
| to Month / Year: | Jun-17 | to Month / Year: | Jun-18 | Month / Year: | Jun-19 |

| | | | | |
|--------------------------------|--|--------------------|----------------------|-----------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$246,842.41 | \$203,504.37 | \$365,000.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$275,934.62 | \$209,812.84 | \$225,950.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$178,650.00 | \$170,149.00 | \$183,080.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$454,584.62 | \$379,961.84 | \$409,030.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | (\$207,742.21) | (\$176,457.47) | (\$44,030.00) |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$91,000.00 | (\$116,742.21) | (\$293,199.68) |
| 7 | Change in Operating Reserve (line #5 from above) | (\$207,742.21) | (\$176,457.47) | (\$44,030.00) |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | (\$116,742.21) | (\$293,199.68) | (\$337,229.68) |
| 9 | Capital Reserves From Prior Year (see definition below) | \$350,000.00 | \$182,000.00 | \$250,000.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | -\$168,000.00 | \$68,000.00 | -\$183,000.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$182,000.00 | \$250,000.00 | \$67,000.00 |
| TOTAL RESERVES | | \$65,257.79 | (\$43,199.68) | (\$270,229.68) |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

The operating reserves are funds to cover operating costs. Capital reserves will be part of the capital fundraising plan for the performing arts center and this will include an endowment in the future.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

RECEIVED

4:28 pm.

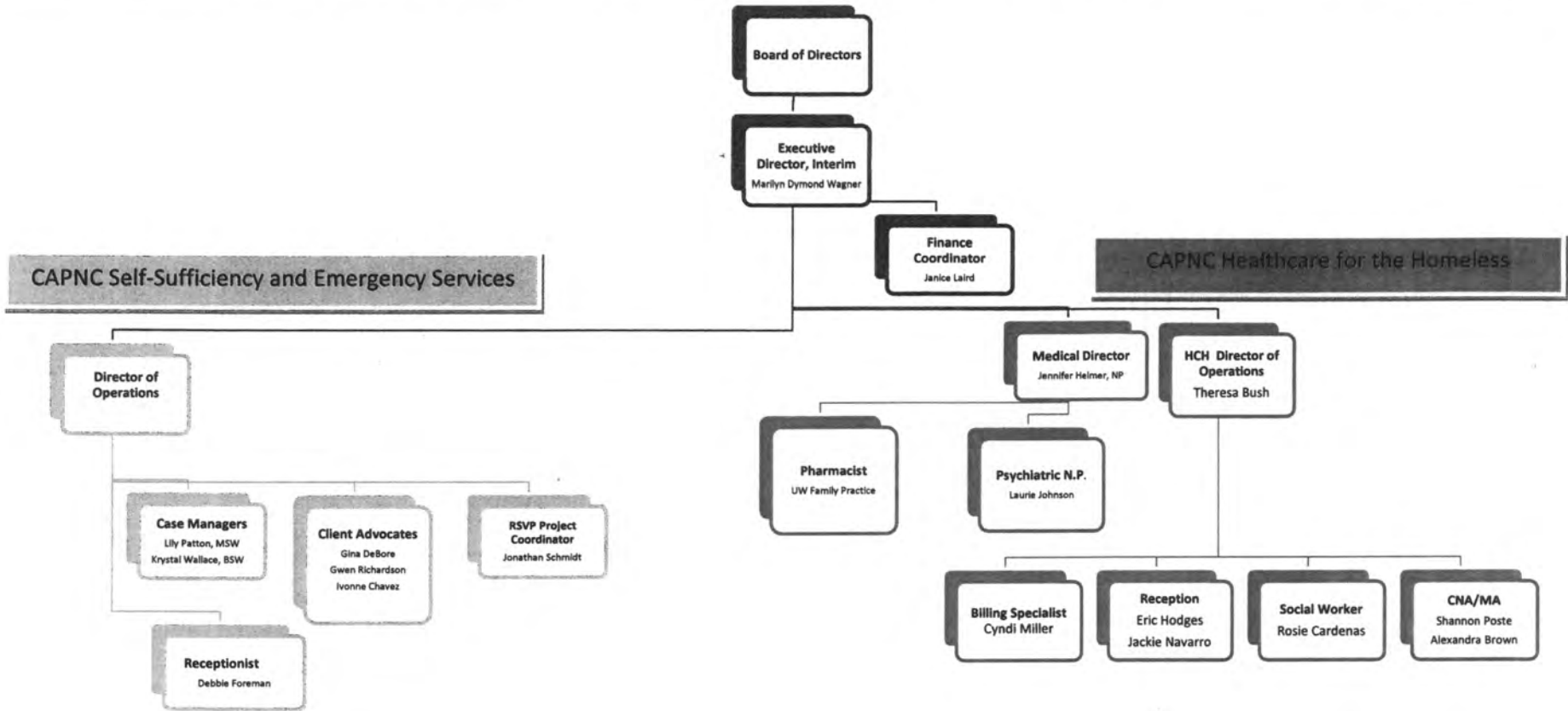
| | | | |
|--|---------------------------|----------------------|---------------------------------|
| | | Today's Date: | 08/23/18 |
| Organization Requesting Funding | | | |
| Name: | Community Action | | |
| Address: | 800 Werner Ct., Suite 201 | | |
| Phone #: | 307-232-0124 | Fax: | 307-232-0145 |
| | | | Date Organized: 06/15/05 |

| | | | |
|-----------------------------|--|-----------------|--------------|
| Organization Contact | | | |
| Name and Title: | Marilyn Dymond Wagner Executive Dir. Interim | Phone #: | 307-232-0124 |
| Email: | mdymondwagner@natronacounty-wy.gov | | |
| Name and Title: | Janice Laird Finance Coord. | Phone #: | 307-232-0124 |
| Email: | jlaird@natronacounty-wy.gov | | |

| | | | | | |
|-----------------------------------|-------------------|---------------------|---------------------|--------------|------|
| Organization Board Members | | | | | |
| Name: | Tyler Disburg | Office Held: | Chair | Term: | 2018 |
| Name: | Erin O'Brien | Office Held: | Vice Chair | Term: | 2018 |
| Name: | Wyoma Groenenberg | Office Held: | Secretary/Treasurer | Term: | 2020 |
| Name: | Ryan Klinger | Office Held: | Member At Large | Term: | 2019 |
| Name: | Peggy Phillips | Office Held: | Member At Large | Term: | 2020 |
| Name: | Micki Jaramillo | Office Held: | Member At Large | Term: | 2020 |
| Name: | Laura Kaehn | Office Held: | Member At Large | Term: | 2018 |
| Name: | Lonna Jones | Office Held: | Member At Large | Term: | 2022 |
| Name: | Kristy Oster | Office Held: | Member At Large | Term: | 2019 |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |

| | | |
|---|--|--|
| Funding History and Amount Requested (if not applicable, list N/A) | | |
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, <i>please specify</i>) |
| FY 19 | | \$30,000 |
| FY 18 | | \$30,000 |
| Previous Years (specify what year(s)). | various amounts dating back to the 1990s | |

Please Attach an Agency Organizational Chart



1. What is your organizations mission?

The mission of Community Action Partnership of Natrona County is to empower individuals to become self-sufficient by reducing poverty and homelessness, and promoting physical and mental health in collaboration with other human service agencies.

2. What geographical area & populations are being served by your organization?

Community Action Partnership of Natrona County serves all Natrona County residents. Our services focus on individuals and families experiencing poverty and homelessness. Although the level of poverty differs based on different funding guidelines, the majority of the clients we serve are below 125% of the Federal Poverty Guidelines. To put this in perspective, the 2018 poverty level for a family of 4 to receive services at or below 125% poverty level would be an annual income of \$31,375 (\$2,614/month) or less. Over the last three years we have seen a significant increase in the number of individuals who have lost jobs or had hours reduced due to the economic downturn in our community. This has increased the number of individuals who meet these funding guidelines. In addition to addressing those in poverty, we place significant effort identifying and intervening for families who are homeless; this includes situational, generational, and chronic homelessness. In order to address homelessness, we must analyze the causes of the homelessness. One of the key causes of homelessness is mental health, often co-occurring with substance abuse. This requires that Community Action Partnership of Natrona County provide appropriate services for those experiencing mental illness, as well.

3. What programs/services are currently offered by your organization?

Community Action Partnership of Natrona County provides services in four (4) areas: housing, self-sufficiency, physical and mental health, and supporting other human service agencies in our community. In the arena of housing, there are very few agencies in Natrona County providing assistance. We currently offer financial assistance by providing rental payments that prevent families from losing existing housing. We often see families who encounter a large unexpected expense, such as vehicle repairs. If they lose their car, it could impact their ability to retain employment; however, if they pay the car repair bill, they may not have enough to make their monthly rent payment. We assist with a monthly rent check in order to retain their housing. For those who have already lost their housing, we are able to re-house that family by paying up to three (3) months rent. When evaluating which clients we can assist, we analyze the family's ability to maintain that housing after our rental assistance expires. In addition to rent, we also assist with utility payments. We often see in the winter families who have electric heat with enormous bills that exceed their low income budget. We are able to make a portion of the utility payment. Within the housing arena we also provide 22 units of Permanent Supportive Housing, specifically for those who are chronically homeless, which includes a diagnosis of mental illness. In the arena of self-sufficiency, we assist low income families with skills that help them gain employment or increase their employment income. We financially assist with the fees for certification courses, which, once complete, can quickly move an individual from living below the poverty line. In addition to the financial assistance, we provide support with a variety of employment and life skills, such as resume writing, job interviewing, and budgeting. All clients who are assisted with self sufficiency support are tracked for one year to evaluate the effectiveness of the service. The majority of our physical and mental health services are provided through Healthcare for the Homeless. We are funded to provide primary care, as well as supportive mental health services, which include medication. We participate in the Patient Assistance Program in order to enroll patients in a program that provides prescriptions that are funded by the pharmaceutical companies. We also operate a 340b dispensary that provides medically needed prescriptions. We partner very closely with University of Wyoming Family Practice, Wyoming Behavioral Institute, Central Wyoming Counseling Center, and Community Health Center of Central Wyoming. We have recently implemented a significant outreach component by partnering with Central Wyoming Rescue Mission. Twice each week our medical provider is at the Mission to provide care, removing a travel barrier. Finally, we have served to assist the Natrona County Board of County Commissioners and the City of Casper distribute one cent funding to human service agencies in the community. We will continue to provide this service for the Board of County Commissioners. The detail of how those funds have been distributed is discussed in question 4.

4. Describe how your 1% #15 funding was used.

The Community Action Partnership of Natrona County utilized 2017-2018 funds awarded under our four (4) year contract that ended 6/30/2018 to support 13 agencies within Natrona County for services that assist senior citizens, low income/homeless, individuals with disabilities, family violence, juvenile justice, and substance abuse. Summary of subcontracts: Food Bank of the Rockies -- \$17,000, Food Pantries of Natrona County -- \$40,000, Hospice -- \$10,000, Wyoming Senior Companion Program -- \$7,000, Central Wyoming Rescue Mission -- \$37,300, Central Wyoming Senior Center -- \$18,000, Brain Injury Alliance -- \$4,000, Self Help Center -- \$23,000, Meals on Wheels -- \$12,800, CASA -- \$13,000, Mercer Family Resource Center -- \$16,750, Youth Crisis Center -- \$10,000, Children's Advocacy Project -- \$17,000, Retired Senior Volunteer Program -- \$10,000, and Housing First -- \$64,574. These subcontracts are made with a combination of Natrona County One Cent Allocations and City of Casper One Cent Allocations, which is why the total exceeds the amount of the 2017-2018 City of Casper allocation noted on page 1 of this request. If our 1% #15 request for the period of 7/1/2018- 6/30/2019 is funded, those monies will be used to support Permanent Supportive Housing that follows the Housing First Model. This program has strong outcomes; During the grant period July 1, 2017 – June 30, 2018, eighty six percent (86%) of our residents have maintained housing stability, exceeding the program outcome goal outlined in the grant application. Ten percent (10%) of those clients graduated from the program and now have unsubsidized housing because of the intensive supportive services provided by CAPNC staff. These graduations from the program allow us to open a PSH unit to another chronically homeless individual. During that same time frame thirty two percent (32%) of our residents increased total family income as a result of our supportive services.

5. Describe how your 1% #16 funding will be used.

As a result of the reduction of agencies in our community that support homeless prevention and rapid re-housing, we will use any funds allocated through this request to provide direct services to low income and homeless individuals and families in our community who are at risk of losing their housing or to get them quickly re-housed. This will primarily be rental assistance; however, it could include utility payments that can often interfere with housing stability. In the past there were two other agencies in our community that provided rental and utility assistance that we regularly partnered with. Both those agencies have dramatically reduced that assistance or eliminated that assistance. As a result, Community Action Partnership of Natrona County currently provides the majority of these services. We will implement the same poverty guidelines that are in place with the CSBG grant -- 125% or below the federal poverty guidelines to ensure those who are most in need can receive assistance that stabilizes a family.

6. If your total grant request is more than the previously requested, please explain why.

N/A This request is not an increase over the 1% #15 request.

7. How will it affect your program if you do not receive this funding?

We are fortunate to have a federal grant that currently supports some of the need to stabilize housing in our community. This means we have a formalized process in place to assist our community with housing. With this process in place we can increase the number of families we assist if awarded 1% #16 funding. If we do not receive the funding in this request, it will reduce the number of families we can assist with housing stabilization services in our community. We do not yet know if those federal funds will be affected by the federal budgeting process; however, the service will continue to be offered through that grant to whatever extent the funding awarded can support.

8. How does your organization evaluate itself and programs for effectiveness?

Community Action Partnership of Natrona County utilizes a case management software system and an electronic health record system that allows us to track both service delivery and program outcomes. In the housing and self-sufficiency program we evaluate outcomes such as, maintaining housing, maintaining a budget, acquiring and maintaining a job. We also track the number of families who request housing stabilization services and those receiving housing stabilization services. We also track our physical and mental health outcomes, such as diabetes management, depression screenings, cancer screenings, and asthma management. For our subcontracts we collect and compile quarterly reports from all subcontractors detailing their progress toward outcomes outlined in their application process. Those are summarized in a spreadsheet and forwarded to the City of Casper and Natrona County on a quarterly basis. Community Action has continued to meet and/or exceed its goals and outcomes for number of clients seen and individuals and families receiving rental assistance. Additionally, the federal Housing Management Information System allows us to input and track data on homeless clients. Many of our grants require monthly or quarterly reporting, which enables us to monitor our effectiveness in a timely manner. Our case management system, CAP 60, reflected a 19% increase in the number of individuals whose rent Community Action Partnership of Natrona County paid during October 1, 2016 to September 30, 2017 verses that same period of time during 2015-2016. The information in our case management system is paramount as it provides us with a precise look at the needs of the community. From a qualitative perspective, Community Action also utilizes a Client Satisfaction Survey, which is anonymous and directly reflects the client's overall assessment of the case management/advocacy received. This affords our clients a way to provide us with feedback and Community Action a way to maintain and/or improve the quality of client interactions, if necessary. Also, Community Action completed a Needs Assessment for Natrona County in December of 2017. Housing and health care were among the top three poverty indicators and showed a need for change. Lastly, Community Action is embarking on a new pilot program that will provide long-term case management and support services to 20 families in Casper. This will afford them to be a viable part of this community. Our new motto is, "If we're not talking about housing we're not asking the right questions."

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| Personnel | | | |
|----------------------------------|----------------|----------------|----------------|
| Full-Time | | | |
| Regular Wages | \$847,395.02 | \$791,708.80 | \$831,294.24 |
| Overtime Wages | \$0.00 | | |
| Part-Time | | | |
| Regular Wages | \$0.00 | \$28,080.00 | \$28,080.00 |
| Overtime Wages | \$0.00 | | |
| Employer Contributions | | | |
| Taxes | \$75,221.52 | \$79,361.00 | \$83,129.00 |
| Benefits | \$284,021.67 | \$273,254.20 | \$286,797.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$1,206,638.21 | \$1,172,404.00 | \$1,229,300.24 |

| General Administration | | | |
|--|--------------|--------------|--------------|
| Postage & Freight | \$2,634.44 | \$2,600.00 | \$2,700.00 |
| Telephone | \$10,202.38 | \$10,200.00 | \$10,500.00 |
| Printing / Duplication | \$10,133.18 | \$10,000.00 | \$10,000.00 |
| Publicity, Dues / Subscriptions | \$3,810.00 | \$3,800.00 | \$3,800.00 |
| Utility Services | | | |
| Professional Services | \$12,500.00 | \$30,000.00 | \$30,000.00 |
| Maintenance Agreements | \$68,596.54 | \$68,258.00 | \$68,258.00 |
| Travel | \$14,031.15 | \$14,201.00 | \$14,201.00 |
| Employees | \$8,860.11 | | |
| Other (please list below) | | | |
| Medical Supervision | | \$3,000.00 | \$3,500.00 |
| Medical/Staff Development | \$3,122.17 | \$5,000.00 | \$5,000.00 |
| Software | \$2,077.52 | \$2,000.00 | \$2,200.00 |
| Janitorial | \$6,880.92 | \$6,900.00 | \$7,000.00 |
| Subtotal General Administration | \$142,848.41 | \$155,959.00 | \$157,159.00 |

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | |
|--|-----------------------|-----------------------|-----------------------|
| Program Fees | \$20,000.00 | \$25,000.00 | \$25,000.00 |
| United Way | \$11,850.00 | | \$12,000.00 |
| Donations | \$2,000.00 | \$2,500.00 | \$2,500.00 |
| Grants - State | | | |
| Grants - Federal | \$2,034,676.00 | \$1,989,676.00 | \$2,188,643.00 |
| Grants - Private | | | |
| Interest Income | | | |
| Other Fundraisers | | | \$20,000.00 |
| Foundations | | \$45,000.00 | \$45,000.00 |
| Corporations | | | |
| County Funding | \$160,436.00 | \$160,436.00 | \$160,436.00 |
| City Funding 1% | \$214,740.00 | \$30,000.00 | \$30,000.00 |
| City Funding Community Promotions | | | |
| City Other | | | |
| Other (please list below) | | | |
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| | | | |
| SUMMARY OF REVENUES | \$2,443,702.00 | \$2,252,612.00 | \$2,483,579.00 |

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | Month / Year: | Jun-20 |

| | | | | |
|--------------------------------|--|---------------------|---------------------|---------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$2,443,702.00 | \$2,252,612.00 | \$2,483,579.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$2,453,482.37 | \$2,252,612.00 | \$2,483,578.24 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$2,453,482.37 | \$2,252,612.00 | \$2,483,578.24 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | (\$9,780.37) | \$0.00 | \$0.76 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | (\$9,780.37) | (\$9,780.37) |
| 7 | Change in Operating Reserve (line #5 from above) | (\$9,780.37) | \$0.00 | \$0.76 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | (\$9,780.37) | (\$9,780.37) | (\$9,779.61) |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | (\$9,780.37) | (\$9,780.37) | (\$9,779.61) |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

The negative in operating reserves was covered by program fees that were not expended in FY 2016-2017.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

1% #16 Funding Application

RECEIVED

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

8:02am

Today's Date: 08/21/18

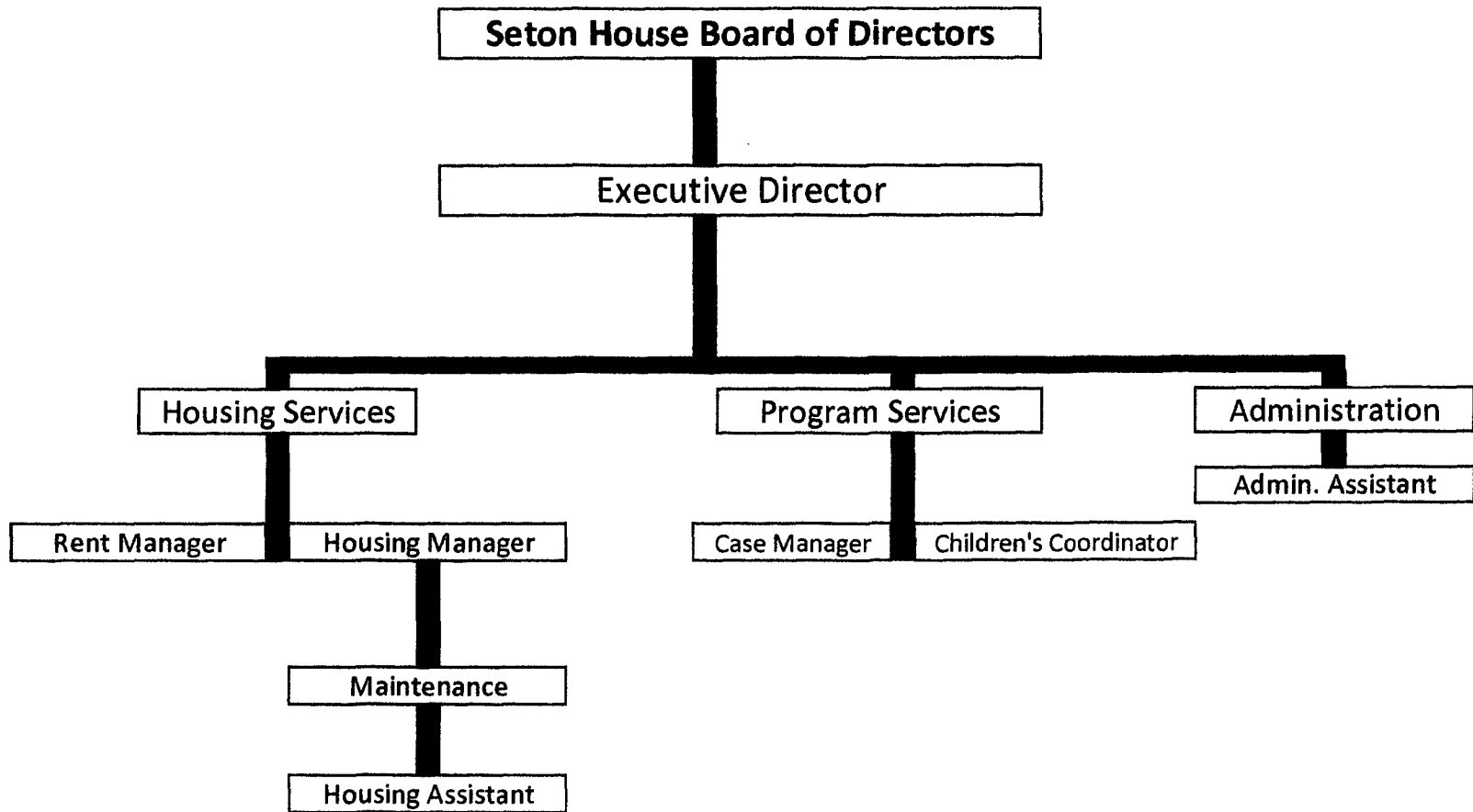
| Organization Requesting Funding | | | |
|---------------------------------|---|------|--------------------------|
| Name: | Mother Seton Housing, Inc. D.B.A. Seton House | | |
| Address: | 919 N. Durbin St | | |
| Phone #: | 307-577-8026 | Fax: | 307-577-0125 |
| | | | Date Organized: 12/01/89 |

| Organization Contact Person(s) | | | |
|--------------------------------|---------------------------------|----------|--------------|
| Name and Title: | Deanna Frey, Executive Director | Phone #: | 307-577-8026 |
| Email: | setonh.deanna@gmail.com | | |
| Name and Title: | | Phone #: | |
| Email: | | | |

| Organization Board Members (if applicable) | | | | | |
|--|---------------|--------------|----------------|-------|-----------------|
| Name: | C.J. Anderson | Office Held: | President | Term: | July 18-June 19 |
| Name: | Paula Travers | Office Held: | Vice President | Term: | July 18-June 19 |
| Name: | Tammi Hanshaw | Office Held: | Secretary | Term: | July 18-June 19 |
| Name: | Brad Williams | Office Held: | Treasurer | Term: | July 18-June 19 |
| Name: | Fleur Tremel | Office Held: | Member | Term: | |
| Name: | Linda Siplon | Office Held: | Member | Term: | |
| Name: | Gary George | Office Held: | Member | Term: | |
| Name: | Cass Hebert | Office Held: | Member | Term: | |
| Name: | Kitty Mills | Office Held: | Member | Term: | |
| Name: | Helen Byrd | Office Held: | Member | Term: | |
| Name: | | Office Held: | | Term: | |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|-----------------------|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | CAP Replacement Funds | \$25,000 |
| FY 18 | NA | NA |
| Previous Years (specify what year(s)). | | |

Please Attach an Agency Organizational Chart



1. What is your organizations mission?

To support single parent families on their journey to independence.

2. What geographical area & populations are being served by your organization?

First priority for admission to the program is given to current residents of Casper and Natrona County who are experiencing homelessness. Applications from individuals living outside of Natrona County in Wyoming are given second priority. Individuals that live out of state are told that they may apply but it is not likely that they will be accepted to the program if they do not live in our community. (Additionally, they are told that they should not move to Casper without housing as the waiting list will serve current Casper residents first and emergency housing for families is very limited). In order to qualify for service individuals must be single parents who are experiencing homelessness. Parents must have custody of their children or have a written reunification plan.

3. What programs/services are currently offered by your organization?

Seton House provides programming including transitional housing, for single parent families who have been homeless. Those guidelines are: obtaining employment within 30 days of admission, payment of a program fee monthly (this fee includes rent), consistent progress in working of goals with their case plan, enrolling their children in school, maintaining their apartment and common areas surrounding their apartment and regular communication with program personnel. Primary services offered include case management, housing support and children's services. Case management includes developing an individual case plan with each parent. Housing services provide a fully furnished apartment at reduced rent and includes utilities. Children's services are provide support staff who is available to attend parent-teacher conferences or individual education plan meetings, assistance in arranging transportation, school supplies, and enrollment in school. In addition to afterschool homework help, children are also given the opportunity to engage in enrichment activities that may include sports activities, trips to the Science Zone or YMCA, or dance or music classes for example. The case manager and children's coordinator also arrange opportunities for parents to participate in parenting or cooking classes. Parents of young children are supported to find high quality child care, preschool or programs that provide guidance for first time parents.

4. Describe how your 1% #15 funding was used.

N.A.

5. Describe how your 1% #16 funding will be used.

Our request is to deal with two key issues; 1) repair and maintenance of buildings dating from the 1920's and 1930's , the newer buildings constructed since 2009, and the grounds throughout the campus and appliances 2) planning for and the removal of the original building containing 7 apartments , the apartment next to it and a small storage building, and plan for a replacement of those 8 apartments in the coming years. 1) In the first year we are requesting funds to have an architectural plan drawn to begin planning for replacement of 8 apartments in approximately 4-5 years. The architectural plan will allow us to develop a cost estimate for the new building(s) and begin a capital campaign. In year four we are requesting funds to demolish 3 buildings. Also in the first year the request includes funds for replacing and repairing roofs and removal and pruning of trees. 2) In the past 29 years Seton House has grown from one building with 3 apartments to 13 buildings with 30 apartments. In the past five years the total budget for providing programming and housing for 30 families has been \$500,000 or less. This budget is focused on providing programming and limited maintenance and repair of facilities and grounds. Therefore, funds in all four years to provide ongoing maintenance of the facility that will include the following: annual inspections of fire extinguishers, fire alarm system and backflow systems, annual grounds care including repair and replacement of fencing, tree trimming, and funding to replace appliances (stoves, refrigerators, and hot water heaters) as needed.

6. If your total grant request is more than the previously requested, please explain why.

NA

7. How will it affect your program if you do not receive this funding?

If funding is not received for items regarding planning for a new building(s) it will be postponed until funding can be obtained. This means that the 8 apartments that were built in the early 1920's may need to be closed in a few years. If those apartments are closed 8 families would remain homeless. Rather than having the opportunity to develop skills and become productive community members those families would continue to require assistance from local and State agencies and programs, rather than building their skills, contributing to the economy and moving toward independence. It would also mean that their children would be experiencing additional trauma that would impact their abilities to do well in school and in the future. If funding is not received to maintain and repair the facility we would continue to seek funding and complete repair and maintenance as funds are located. Our desire is to maintain these buildings thereby extending the time that they can be used to provide safe housing.

8. How does your organization evaluate itself and programs for effectiveness?

Seton House uses Service Point, a homeless data management information system. Service Point allows the program to monitor the people we serve through basic demographics as well as providing information regarding the reason clients enter the program. It also allows the ability to determine progress while the individuals are living at Seton House. Evaluation includes review of issues such as: length of stay, completion of programs ordered by the court system, return of custody of children, job training and education progress, length of time in a job, income and increase of income, and individual goals for families. The data is used to evaluate gaps in service and adapt our service model as needed. The board of directors established an ad hoc committee consisting of board members, a housing director from another local agency, a landlord and a contractor to evaluate the facilities at Seton House. The committee was charged to make recommendations for short and long term needs for the facility and grounds. The committee and board determined that spending additional funds to maintain the oldest apartment building, an apartment to the north of that building and a small storage building in the long term would be futile. It was also determined that attempting to renovate those buildings would not be cost effective. Additionally, the committee (with input from the city arborist) stated that 3 large trees needed to be removed and others need to be pruned to prevent further structural damage.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|--|---------------------|----------------------|
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| Architectual Drawing (FY 20) | \$20,000.00 | 13% |
| Roof Repair, Tree removal (FY 20) | \$11,500.00 | 7% |
| Annual Maintenance: Fire Extinguisher, Fire Alarm System, Back Flow System, Gutters, Security Lights, and Grounds Maintenance, Applcance replacement, fence repair and replacement (\$18,750 per year) | \$75,000.00 | 48% |
| Demolition of 3 buildings (FY23) | \$50,000.00 | 32% |
| | | 0% |
| | | 0% |
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| | | 0% |
| TOTAL REQUESTED | \$156,500.00 | 100% |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| Personnel | | | |
|----------------------------------|---------------------|---------------------|---------------------|
| Full-Time | | | |
| Regular Wages | \$135,025.00 | \$160,000.00 | \$188,887.00 |
| Overtime Wages | | | |
| Part-Time | \$93,088.00 | \$70,000.00 | \$52,530.00 |
| Regular Wages | | | |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$26,685.00 | \$29,943.00 | \$26,685.00 |
| Benefits | \$15,122.00 | \$21,000.00 | \$12,960.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$269,920.00 | \$280,943.00 | \$281,062.00 |

| General Administration | | | |
|--|---------------------|---------------------|---------------------|
| Postage & Freight | \$3,000.00 | \$3,000.00 | \$3,000.00 |
| Telephone & Internet | \$8,000.00 | \$8,000.00 | \$8,000.00 |
| Printing / Duplication | \$3,500.00 | \$3,000.00 | \$3,000.00 |
| Publicity, Dues / Subscriptions | \$2,000.00 | \$2,000.00 | \$2,000.00 |
| Utility Services | \$55,000.00 | \$55,000.00 | \$55,000.00 |
| Professional Services | \$20,000.00 | \$20,000.00 | \$20,000.00 |
| Maintenance Agreements | | | |
| Travel | \$3,000.00 | \$3,000.00 | \$3,000.00 |
| Employees | | | |
| Other (please list below) | | | |
| Client Services | \$12,000.00 | \$12,000.00 | \$12,000.00 |
| | | | |
| | | | |
| Subtotal General Administration | \$106,500.00 | \$106,000.00 | \$106,000.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|--------------------|--------------------|--------------------|
| Office | \$3,000.00 | \$3,000.00 | \$3,000.00 |
| Operating | \$7,000.00 | \$7,000.00 | \$10,000.00 |
| Repairs / Maintenance | \$40,000.00 | \$20,000.00 | \$20,000.00 |
| Materials | | | |
| Other (please list below) | | | |
| | | | \$18,750.00 |
| | | | |
| Subtotal Supplies | \$50,000.00 | \$30,000.00 | \$51,750.00 |

| Fixed Charges | | | |
|-------------------------------|--------------------|--------------------|--------------------|
| Insurance | \$16,000.00 | \$16,000.00 | \$16,000.00 |
| Rent/Lease | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$16,000.00 | \$16,000.00 | \$16,000.00 |

| Other Expenditures | | | |
|------------------------------------|--------------------|--------------------|--------------------|
| Fundraising Expenses | \$10,000.00 | \$10,000.00 | \$10,000.00 |
| Debt Service | | | |
| Other (please list below) | | | |
| Tree removal/ Roof repair | | | \$11,500.00 |
| Architectual Drawings | | | \$30,000.00 |
| | | | |
| Subtotal Other Expenditures | \$10,000.00 | \$10,000.00 | \$51,500.00 |

| Capital Expenditures | | | |
|------------------------------------|---------------|---------------|---------------|
| Capital Building | | | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|---------------------|---------------------|---------------------|
| TOTAL FOR ALL EXPENDITURES | \$452,420.00 | \$442,943.00 | \$506,312.00 |
|-----------------------------------|---------------------|---------------------|---------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | |
|---|---------------------|---------------------|---------------------|
| Program Fees | \$37,504.00 | \$59,500.00 | \$59,000.00 |
| United Way + United Way Designated | \$51,280.00 | \$52,000.00 | \$52,000.00 |
| Donations | \$156,465.00 | \$106,000.00 | \$120,000.00 |
| Grants - State | | | |
| Grants - Federal | \$25,000.00 | \$25,000.00 | \$25,000.00 |
| Grants - Private | \$48,700.00 | \$48,700.00 | |
| Interest Income | \$2,018.81 | \$2,000.00 | \$2,000.00 |
| Other Fundraisers | \$75,760.00 | \$90,000.00 | \$90,000.00 |
| Foundations | \$72,000.00 | \$42,000.00 | \$50,000.00 |
| Corporations | | | |
| County Funding | | | |
| City Funding 1% | \$0.00 | \$0.00 | \$52,500.00 |
| City Funding Community Promotions | | | |
| City Other CAP | | \$25,000.00 | \$25,000.00 |
| Other (please list below) | | | |
| CAP | \$8,333.00 | | |
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| | | | |
| | | | |
| SUMMARY OF REVENUES | \$477,060.81 | \$450,200.00 | \$475,500.00 |

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | | |
|--------------------------------|--|--------------------|--------------------|-------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$477,060.81 | \$450,200.00 | \$475,500.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$452,420.00 | \$442,943.00 | \$506,312.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$452,420.00 | \$442,943.00 | \$506,312.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$24,640.81 | \$7,257.00 | (\$30,812.00) |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | \$24,640.81 | \$31,897.81 |
| 7 | Change in Operating Reserve (line #5 from above) | \$24,640.81 | \$7,257.00 | (\$30,812.00) |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$24,640.81 | \$31,897.81 | \$1,085.81 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$24,640.81 | \$31,897.81 | \$1,085.81 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

RECEIVED

9:23 am

PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

[Handwritten initials]

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 3:00 pm August 10, 2018

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

1% #16 Funding Application

RECEIVED

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

~~8:00~~ 8:20 AM

Today's Date: 08/23/18

Organization Requesting Funding

| | | | |
|-----------------|---------------------------------|------|--|
| Name: | Poverty Resistance Food Pantry | | |
| Address: | 450 S. Wolcott Casper, WY 82601 | | |
| Phone #: | 307-215-4732 | Fax: | |
| Date Organized: | 05/01/87 | | |

Organization Contact Person(s)

| | | | |
|-----------------|--------------------------------|----------|--------------|
| Name and Title: | Mary Ann Budenske , Proprietor | Phone #: | 307-215-4732 |
| Email: | mbudenske@aol.com | | |
| Name and Title: | Linda Wicklund, Grant Writer | Phone #: | 307-267-0704 |
| Email: | lgwicklund@gmail.com | | |

Organization Board Members (if applicable)

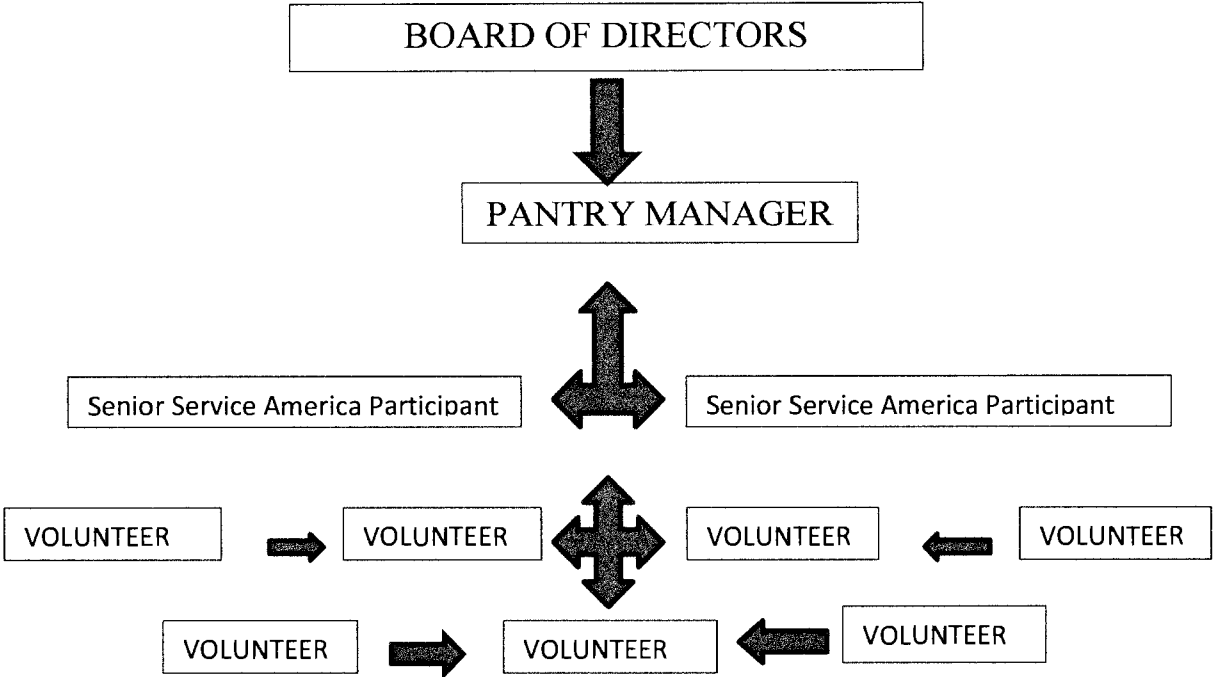
| Name : | Office Held: | Term: |
|-------------------|-----------------------|-----------|
| Rickey Hahn | President | 2016-2019 |
| Mary Ann Budenske | Secretary / Treasurer | 2017-2020 |
| Dustin Estrada | Member at Large | 2018-2021 |
| Kim Holloway | Member at Large | 2018-2021 |
| Linda Wicklund | Member at Large | 2018-2020 |
| Name : | Office Held: | Term: |
| Name : | Office Held: | Term: |
| Name : | Office Held: | Term: |
| Name : | Office Held: | Term: |
| Name : | Office Held: | Term: |
| Name : | Office Held: | Term: |

Funding History and Amount Requested (if not applicable, list N/A)

| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
|--|------------------|--|
| FY 19 | | |
| FY18 | | |
| Previous Years (specify what year(s)). | 2015 2016 2017 | 1% Funds Food Pantries City of Casper (2015 -2019) CAP Funding (2016-2017) |

Please Attach an Agency Organizational Chart

POVERTY RESISTANCE FOOD PANTRY
Organizational chart



ORGANIZATIONAL CHART
POVERTY RESISTANCE FOOD PANTRY

Rickey Hahn, Board President
450 S. Wolcott
Casper, WY 82601
307-315-1974

Mary Ann Budenske, Board Secretary / Treasurer
2535 Allendale
Casper, WY 82601
307-215-8257

Dustin Estrada , Board member at Large
Casper, WY 82601
307-315-8257

Kim Holloway, Board member at large
Casper, WY 82601
307-

Linda Wicklund, Board member at Large
Casper, WY 82601
307-267-0704

Billy D. Brown, Pantry Manager (Only paid Position)
Casper, WY 82601
307-262-6528

Bonnie Van Norman, Senior Service America Participant
Casper, WY 82601
307-277-9346

Bruce Poe, Senior Service America Participant
Casper, WY 82601
307-259-8890

Various Volunteers

1. What is your organizations mission?

The Poverty Resistance Food Pantry of Casper serves those people in the Casper Area who are in need of nutritious, healthy food staples, fresh fruits, fresh vegetables, and dairy products on a daily basis. Our clients include the homeless, part time workers, single parents, seniors, low income families, and those who are in emergency needs due to temporary lay-offs/ jobs shut down, illness/health issues, and those underemployed. We strive to supplement families groceries to include perishable, fresh, nutritious food options. By doing so, Poverty Resistance helps people to be more self-sufficient.

2. What geographical area & populations are being served by your organization?

Our project fits within the priorities identified by the citizen survey as follows: **Senior Citizen Services:** A number of our clients are senior citizens who utilize the pantries to supplement their food budget due to high cost of living and the low revenues available to them. **Community Health Services:** Having nutritious, healthy food available, families/individuals are healthier, physically / mentally which promotes less domestic unrest, malnutrition and illness. **Human Services:** Many of our clients are on public assistance. We supplement what they are receiving by providing food, clothing, and other household items (voucher based). Many of our clients do not meet the criteria to receive public assistance by a narrow margin. Many of our clients are homeless, who for whatever reason are not able to be helped. We provide food, clothing for them also. WE SERVE approximately 35% children 65% adults/seniors.

3. What programs/services are currently offered by your organization?

Poverty Resistance is a non-profit entity that provide food and clothing to those individuals who are in need of assistance. The Pantry serves those individuals in the area on an as needed, on going basis. With the increase in those in need of our services, due to unemployment, underemployment, or other decreased benefits, the clientele has the option of making available staples, fresh fruits, fresh vegetables, and other products as they become available and/or as they can be purchased and stored safely with funds that become available. Our Food Pantry relies mainly/ solely on donations from the community in which they reside. Poverty Resistance receives phone calls daily from the public about availability of food. In the past several years, poverty has also received a phone call from a school counselor who requested help with a student who had no food at home. Poverty Resistance provided that student with the food necessary to continue to live a life at home where he/she was not hungry for several weeks.

4. Describe how your 1% #15 funding was used.

Poverty Resistance was the Managing entity for Food Pantries City of Casper, which were non-profit entities that provide food and clothing to those individuals who were in need of assistance. Each Pantry served those individuals in their area on an as needed, on going basis. With the increase in those in need of services, due to unemployment, underemployment, or other decreased benefits, the purchasing of staples, refrigeration, equipment to retrieve and move product, and the ability to properly store perishables enhanced their ability to serve more of those in need. The Food Pantries rely mainly/ solely on donations from the community in which they reside. Equipment such as heavy duty carts, hydrolic pallet jacks were needed to transport case lots and pallets of food to storage areas. While our areas for our food banks have not increased, reconstruction and reorganization is needed to supply the food, clothing, household goods that was offered to our patrons within the same amount of space while we had an increase in patrons. Funding was used to purchase commercial refrigeration, carts, and equipment to make the Pantries more effeciant. Pantries made upgrades, repairs and enhanced to their pantries to better serve the community.

5. Describe how your 1% #16 funding will be used.

The 1% #16 funding will be used to repair our building(leaking roof, cracked windows, doors), purchase a refrigerator truck, commercial refrigeration, (to better meet standards implemented of the Wyoming Food Bank of the Rockies), to supplement the Pantry Managers salary, to supplement those food purchases that are needed, and to help with the utilities, office supplies, fees, memberships, expenses, repair and maintain vehicles used in the distribution, of the pantries mission.

6. If your total grant request is more than the previously requested, please explain why.

This will be thr first grant request for Poverty Resistance as a sole entity. A past grant request was in conjuction with Food Pantries of Natrona County. The current grant request is solely for Poverty Resistance. The grant request has been created to meet the needs of Poverty Resistance. Poverty Resistance has been in operation since 1987 and has operated in the same location. This grant will benefit Poverty Resistance in that we are a non profit organization. While we have been successful in fundraising when necessary, big ticket items are harder to raise money for. This grant affords us the opportunity to be able to get those most needed items in order to sustain our pantry and helps to run it more efficiently by meeting those needs and demands that we must adhere to in order provide safe, nutritious foods for the public in need.

7. How will it affect your program if you do not receive this funding?

Poverty Resistance will continue within the confines of the resources that become available. Poverty Resistance will continue to provide what services they can in the limited manner available. The project may or may not move forward as decisions may be made based on resources that are available. Poverty Resistance is dedicated to that population that no one else wants to admit is out there. Poverty Resistance will continue to do what it has done since 1987, administer help to the poor, working poor, elderly, and homeless.

8. How does your organization evaluate itself and programs for effectiveness?

Poverty Resistance has a Sign in Sheet as clientele come in to utilize the products available. The Board meets every May to discuss the past year and future success of Poverty. Poverty is evaluated by Public opinion, biases, and what is presumed, assumed without necessarily have the facts checked for truthfulness. Poverty is effective is the fact that since 1987, this organization has helped, supplemented, and addressed the condition of the poor in Natrona County. We have taken steps to try and implement programs that would help those poor, working poor, elderly, and homeless to have a place to receive and hand up not just a hand out. Poverty has been the forerunner to pantries in Natrona County. Poverty has been the organization that has pulled pantries together to work as team for the greater good. Poverty Resistance is misunderstood and not recognized for the contribution it has made in Natrona County's for its poor, working poor, elderly and homeless.

REQUESTED BUDGET DETAIL

| Outline in the table below specifically how your request will be used. <i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i> | | |
|---|---------------------|----------------------|
| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
| <i>EXAMPLE: Director's Salary</i> | \$5,000.00 | 6% |
| Pantry Manager Salary | \$2,600.00 | 2% |
| Refrigerated Truck with lift | \$25,000.00 | 22% |
| Roof Repair (Building) | \$30,000.00 | 27% |
| Window replacement / door repair (Building) | \$5,000.00 | 4% |
| Vehicle maintenance / insurance | \$5,000.00 | 4% |
| Refrigerators (2) / Freezer (1) | \$15,000.00 | 13% |
| Utilities (Heat, Phone/Internet) | \$5,000.00 | 4% |
| Office supplies | \$2,500.00 | 2% |
| Fees / Expenses / Memberships | \$2,500.00 | 2% |
| Food purchases | \$20,000.00 | 18% |
| | | 0% |
| | | 0% |
| | | 0% |
| | | 0% |
| | | 0% |
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| | | 0% |
| | | 0% |
| | | 0% |
| TOTAL REQUESTED | \$112,600.00 | 100% |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |

| Personnel | | | |
|----------------------------------|--------------------|--------------------|--------------------|
| Full-Time | | | |
| Regular Wages | | | |
| Overtime Wages | | | |
| Part-Time | | | |
| Regular Wages | \$10,500.00 | \$11,800.00 | \$13,000.00 |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$400.00 | \$450.00 | \$500.00 |
| Benefits | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$10,900.00 | \$12,250.00 | \$13,500.00 |

| General Administration | | | |
|--|--------------------|--------------------|--------------------|
| Postage & Freight | \$1,200.00 | \$1,200.00 | \$1,200.00 |
| Telephone | \$1,200.00 | \$1,200.00 | \$1,200.00 |
| Printing / Duplication | \$1,200.00 | \$1,200.00 | \$1,200.00 |
| Publicity, Dues / Subscriptions | \$500.00 | \$500.00 | \$500.00 |
| Utility Services | \$6,035.00 | \$6,500.00 | \$7,000.00 |
| Professional Services | \$250.00 | \$250.00 | \$250.00 |
| Maintenance Agreements | \$0.00 | \$0.00 | \$0.00 |
| Travel | \$3,280.00 | \$3,500.00 | \$4,000.00 |
| Employees | | | |
| Other (please list below) | | | |
| Insurance (commercial, vehicle) | \$1,500.00 | \$1,500.00 | \$1,500.00 |
| | | | |
| Subtotal General Administration | \$15,165.00 | \$15,850.00 | \$16,850.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|--------------------|--------------------|--------------------|
| Office | \$2,760.00 | \$3,000.00 | \$3,500.00 |
| Operating | \$6,032.00 | \$6,500.00 | \$7,000.00 |
| Repairs / Maintenance | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| Materials | \$3,402.00 | \$3,500.00 | \$4,500.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$14,694.00 | \$15,500.00 | \$17,500.00 |

| Fixed Charges | | | |
|-------------------------------|-------------------|-------------------|-------------------|
| Insurance | \$1,300.00 | \$1,500.00 | \$1,750.00 |
| Rent/Lease | \$600.00 | \$600.00 | \$600.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$1,900.00 | \$2,100.00 | \$2,350.00 |

| Other Expenditures | | | |
|------------------------------------|-------------------|-------------------|-------------------|
| Fundraising Expenses | \$2,000.00 | \$2,000.00 | \$2,000.00 |
| Debt Service | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$2,000.00 | \$2,000.00 | \$2,000.00 |

| Capital Expenditures | | | |
|------------------------------------|---------------|---------------|---------------|
| Capital Building | | | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|--------------------|--------------------|--------------------|
| TOTAL FOR ALL EXPENDITURES | \$44,659.00 | \$47,700.00 | \$52,200.00 |
|-----------------------------------|--------------------|--------------------|--------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |

| | | | |
|--|--------------------|--------------------|--------------------|
| Program Fees | | | |
| United Way | | | |
| Donations | \$9,000.00 | \$10,000.00 | \$12,500.00 |
| Grants - State | | | |
| Grants - Federal | | | |
| Grants - Private | | | |
| Interest Income | | | |
| Other Fundraisers | \$31,891.00 | \$3,250.00 | \$3,250.00 |
| Foundations | | | |
| Corporations | | | |
| County Funding | | | |
| City Funding 1% | \$5,500.00 | \$5,500.00 | \$0.00 |
| City Funding Community Promotions | | | |
| City Other CAP | \$5,000.00 | \$5,000.00 | \$0.00 |
| Other (please list below) | | | |
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| | | | |
| SUMMARY OF REVENUES | \$51,391.00 | \$23,750.00 | \$15,750.00 |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |

| | | | | |
|--------------------------------|--|-------------------|----------------------|----------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$51,391.00 | \$23,750.00 | \$15,750.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$44,659.00 | \$47,700.00 | \$52,200.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$44,659.00 | \$47,700.00 | \$52,200.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$6,732.00 | (\$23,950.00) | (\$36,450.00) |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | \$6,732.00 | (\$17,218.00) |
| 7 | Change in Operating Reserve (line #5 from above) | \$6,732.00 | (\$23,950.00) | (\$36,450.00) |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$6,732.00 | (\$17,218.00) | (\$53,668.00) |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$6,732.00 | (\$17,218.00) | (\$53,668.00) |

Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)

Operating Reserves: Poverty Resistance has no reserves being held by our Agency. When Poverty is in need of funding, we request funding through FaceBook, word of mouth, try to complete a fund raiser, or ask for more donations from the community. Most times we have to make sure we can survive day to day.
Capital Reserves - at this time we have none as all Grants are non existent.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

9:33 am

PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 1:00 pm August 24, 2018

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

Today's Date: 08/13/18

Organization Requesting Funding

| | | | |
|----------|--------------------------------------|------|--------------------------|
| Name: | Wyoming Food for Thought Project | | |
| Address: | 900 Saint John, Casper Wyoming 82601 | | |
| Phone #: | (307) 337-1703 | Fax: | Date Organized: 11/01/12 |

Organization Contact Person(s)

| | | | |
|-----------------|--|----------|----------------|
| Name and Title: | Jamie Purcell, Executive Director, Founder, Lead Dreamer | Phone #: | (307) 267-2421 |
| Email: | jpurcell@wyfftp.org | | |
| Name and Title: | Cassandra Baker, Associate Director, Lead Dreamer | Phone #: | (307) 337-1703 |
| Email: | cbaker@wyfftp.org | | |

Organization Board Members (if applicable)

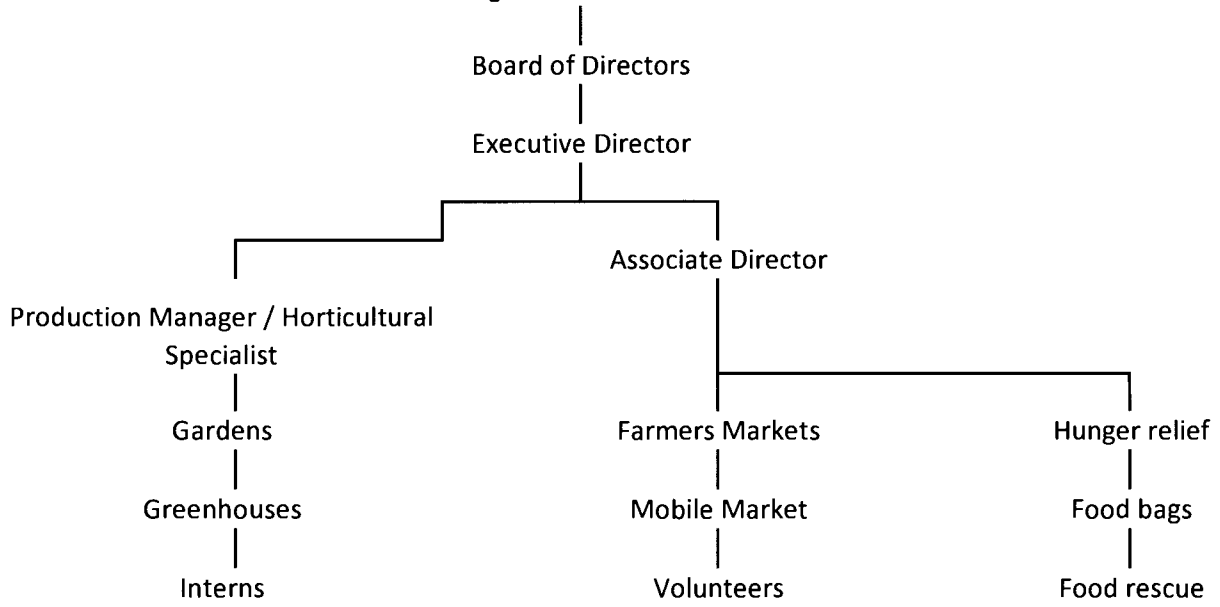
| | | | | | |
|-------|-------------------|--------------|-----------------|-------|--------------|
| Name: | Debi McNabb | Office Held: | Board Chair | Term: | 8-18 to 8-19 |
| Name: | Kendra Markwardt | Office Held: | Vice Chair | Term: | 8-18 to 8-19 |
| Name: | Leah Reeb-Varella | Office Held: | Secretary | Term: | 8-18 to 8-19 |
| Name: | Shannon Rigali | Office Held: | Treasurer | Term: | 8-18 to 8-19 |
| Name: | JoAnn True | Office Held: | Member at-large | Term: | 8-18 to 8-19 |
| Name: | Beau Gambell | Office Held: | Member at-large | Term: | 8-18 to 8-19 |
| Name: | Jacob Ernst | Office Held: | Member at-large | Term: | 8-18 to 8-19 |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |

Funding History and Amount Requested (if not applicable, list N/A)

| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
|--|--|--|
| FY 19 | | |
| FY18 | | |
| Previous Years (specify what year(s)). | 7,934.75 x 4 years, beginning in 2016 with FY15 funds. = \$31,739.00 | FY15 1% Funds |

Please Attach an Agency Organizational Chart

Wyoming Food for Thought Project
Organizational Chart



1. What is your organizations mission?

Wyoming Food for Thought Project exists to create equitable access to good and healthy food for everyone in our community. Often confused with "other" organizations, we seek to create systemic and sustainable solutions that functions outside of the "usual" way of fighting hunger. We are NOT a food bank or food pantry. While we do take donations of food to fill our weekend food bags, our aim is to create systems that "Teach a man to fish" rather than simply giving out food. Our programs are centered around our core ideals: Provide, Empower, and Educate. First, we provide help immediately to children who have no other help with food access outside of school. Second, we empower everyone in our community to understand where their food comes from, participate in the production of their food through community gardens, workshops, urban farming, and farmer's markets. Third, we educate our community members on the importance of a strong and equitable local food system that gives everyone in our community direct access to good and healthy food, year-round. Inspired by leaders like Alice Watters of the Edible Schoolyard, and Will Allen of Growing Power in Milwaukee, we seek to forge partnerships and create inventive and new ways to address old problems. We seek to partner with others whose work is central to our core beliefs, thereby strengthening our collective missions and amplifying our reach.

2. What geographical area & populations are being served by your organization?

Wyoming Food for Thought Project serves all citizens of Natrona County, with a special emphasis on food insecure children, low-income populations, and food deserts. However, our work benefits every single person in the community through our food system and sustainability focus as well as our desire to end food deserts by creating food hubs, mobile farmer's markets, co-ops, community gardens, urban farms, and an empowered and educated community who possess the ability to take charge of their own personal situations.

3. What programs/services are currently offered by your organization?

Wyoming Food for Thought Project began as a local solution to childhood hunger. Our aim was to create a food bag program that was kid-centered where each bag of food was specifically for one child. The idea was that if a child is going hungry at home, there are underlying issues to why - and assuming that if we send home food that may need an adult to prepare it, or a fully functioning kitchen, or extra ingredients to prepare (like Hamburger Helper) we may be setting kids up for failure, kids who just don't have help at home to make dinner. So, our food bags have shelf-stable (needs no refrigeration), kid-friendly, easy to prepare food. In most cases, the food can be opened and eaten if necessary. This takes away the assumption that a child has help at home by providing them with food they can prepare and consume themselves, and empowers them with access. It also provides dignity as they do not have to rely on an adult for this basic human right. As we evolved, we realized that simply giving out food was not providing any solution. So, we decided that instead of just "giving a man a fish" we would "teach a man to fish". Simply put, we began implementing systems and educational components to our programs that provide opportunity to be empowered. Our programs/services include: Weekend Food Bags, Year-round meals and snacks, Food rescue from restaurants and caterers, Free summer meals for kids (during the week) as well as year-round food bags, Seed-to-jar programs that start with our composting program, seed library, and move to the community gardens, and then to the farmer's markets and into our community kitchen; composting; vermi-composting; school field trips; service-learning; Little Free Pantries; Free-Store; Seed Library; community facility use; Year-round growing with 3 high-tunnel greenhouses, one 4-season greenhouse, and one soon-to-be built geodesic dome greenhouse, Veteran's Urban Farming, School garden partners, Food Preservation, Occupational Therapy, Business team-building, Community dinners, year-found farmer's markets, Birds & Bucks holiday food drive, Stuff the Van Toy Drive coordination... and more!

4. Describe how your 1% #15 funding was used.

We utilized our funding to expand our programs and reach. Essentially, we operate of cash-flow and expand as opportunity arises. Thus, we were able to host hundreds of children in the gardens, expand the number of garden beds from 100 to 200 in 5 locations across the city (James Reeb Park, The Veteran's Urban Farm located at the Landing at Roosevelt, Dallason Park, 10th & Cedar, and Life Steps Campus). We hosted many school groups who did service, helped plant the garden, and did presentations including 72 students and their families from Woods Learning Center, Cottonwood 2nd Grade (all of them!), 4th graders from Sagewood (All of them!), partnered with KWHS Ag Students to plant their greenhouse starts in the community gardens, held cooking workshops for over 100 people, hosted community dinners where more than 1,000 people attended (cumulatively), partnered with youth mission groups who built infrastructure in the gardnens, presented to Summit 3rd Graders (90 of them) about our work in the community, hosted 20 different occupational therapists and their clients, hosted over 8 corporate groups for retreats where they provided service including HUB International, AdBay, Black Hills Energy, and First Interstate Bank, procured and distributed holiday giftst for over 3,000 local kids over the holidays, and provided over 245,000 meals over the past year alone to local kids.

5. Describe how your 1% #16 funding will be used.

With the investment from the City we will expand our reach of serving food deserts through a Commerical Kitchen where local food producers can process their products to be on shelves in local stores, including our Mobile Market. We will expand the reach of our Veteran's Urban Farm with workshops and the creation of a permanent food outlet in north Casper using the produce from the Veteran's Urban Farm which is already producing enough to sell at two farmer's markets a week. We need the commerical kitchen and veggie washing station in order to sell products to other stores and restaurants. We will use the city's investment to continue our work and expand our reach, working on a Good Food Hub, with food aggregation, processing, and sales. We know that the way to put an end to the bottomless pit of food banks and food pantries is to create new and better solutions to food access. Solutions that include empowering our communtiy by making food more accessible with more grocery outlets like our Mobile Market, a co-op in North Casper, more farmers markets, or extended hours, SNAP acceptance at all of our market locations, and more Food is Free garden locations. We will also host more workshops including on-site "get your hands dirty" workshops for kids and families, all free to the community. We beleive that a community who understands where their food comes from and is engaged in the process of growing their own food will be better equipped to use their bootstraps to climb out of poverty, live a healthier life, and be a greater part of our community.

6. If your total grant request is more than the previously requested, please explain why.

We are requesting more from the City of Casper because we have grown! Our services have exploded and we think that they are worth investing in. If the City sees fit to fund our full request, it will allow us to expand our reach in partnership with the city. We will expand our food access programs including adding a mobile market, working to create a food store in North Casper, and also work to create a food hub where we grow food on site, aggregate food from around the region, process food in a commercial faciltiy located in Casper, and host a public market like a co-op and a public market where vendors can have year-round stalls.

7. How will it affect your program if you do not receive this funding?

It will feel disheartening and defeating to us and our work if the City does not fund our project. We feel that the services we provide are far more valuable to the city than our ask. Of course, we assume all organizations feel the same way about their own work. However, as the United Nations voted to declare access to food a Basic Human Right, so too do we believe that food and the access to it is the right thing to work to provide for everyone in our community. The right to food is recognized in the 1948 Universal Declaration of Human Rights (Article 25) as part of the right to an adequate standard of living, and is enshrined in the 1966 International Covenant on Economic, Social and Cultural Rights (Article 11)

8. How does your organization evaluate itself and programs for effectiveness?

We move fast. We do a lot. We know this. We see the success of our program's effectiveness by the number of people we engage, and by the way we feel at the end of the day. It's that simple. If we feel we aren't doing a good enough job, we evaluate our progress and make adjustments. We will be fully effective when food deserts no longer exist in our community and access to food goes far beyond the general concept that if a food pantry exists, hunger is gone. WE ARE NOT A FOOD BANK. WE ARE NOT A FOOD PANTRY. WE ARE A SOLUTION THAT CREATES SYSTEMS WHICH ARE SUSTAINABLE SO THAT EVERYONE IN OUR COMMUNITY HAS ACCESS TO FOOD ALL THE TIME. ALL THE TIME.

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| Personnel | | | |
|----------------------------------|---------------------|---------------------|---------------------|
| Full-Time | | | |
| Regular Wages | \$94,908.00 | \$94,908.00 | \$94,908.00 |
| Overtime Wages | | | |
| Part-Time | | | |
| Regular Wages | \$30,966.92 | \$43,680.00 | \$68,680.00 |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$9,872.91 | \$16,214.00 | \$19,139.00 |
| Benefits | | \$6,000.00 | \$12,000.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$135,747.83 | \$160,802.00 | \$194,727.00 |

| General Administration | | | |
|--|--------------------|--------------------|--------------------|
| Postage & Freight | \$2,524.71 | \$2,500.00 | \$2,500.00 |
| Telephone | \$2,568.77 | \$2,568.77 | \$2,568.77 |
| Printing / Duplication | \$217.14 | \$200.00 | \$200.00 |
| Publicity, Dues / Subscriptions | \$310.43 | \$350.00 | \$350.00 |
| Utility Services | \$4,593.50 | \$4,500.00 | \$4,500.00 |
| Professional Services | \$2,192.03 | \$2,200.00 | \$2,200.00 |
| Maintenance Agreements | \$1,908.00 | \$2,000.00 | \$2,000.00 |
| Travel | | | |
| Employees | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal General Administration | \$14,314.58 | \$14,318.77 | \$14,318.77 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|--------------------|--------------------|--------------------|
| Office | \$1,468.26 | \$1,500.00 | \$1,500.00 |
| Operating | | | |
| Repairs / Maintenance | \$1,908.67 | \$2,000.00 | \$2,000.00 |
| Materials | | | |
| Other (please list below) | | | |
| Food for Food Bags | \$45,690.40 | \$46,000.00 | \$46,000.00 |
| | | | |
| Subtotal Supplies | \$49,067.33 | \$49,500.00 | \$49,500.00 |

| Fixed Charges | | | |
|-------------------------------|--------------------|--------------------|--------------------|
| Insurance | \$7,723.12 | \$7,750.00 | \$7,800.00 |
| Rent/Lease | \$6,000.00 | \$6,000.00 | \$6,000.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$13,723.12 | \$13,750.00 | \$13,800.00 |

| Other Expenditures | | | |
|------------------------------------|-------------------|-------------------|-------------------|
| Fundraising Expenses | \$1,468.26 | \$1,500.00 | \$1,500.00 |
| Debt Service | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$1,468.26 | \$1,500.00 | \$1,500.00 |

| Capital Expenditures | | | |
|------------------------------------|---------------|--------------------|---------------|
| Capital Building | | \$3,000.00 | |
| Capital Equipment | | \$10,000.00 | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$13,000.00 | \$0.00 |

| | | | |
|-----------------------------------|---------------------|---------------------|---------------------|
| TOTAL FOR ALL EXPENDITURES | \$214,321.12 | \$239,870.77 | \$273,845.77 |
|-----------------------------------|---------------------|---------------------|---------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | |
|--|---------------------|---------------------|---------------------|
| Program Fees | \$200.00 | \$200.00 | \$200.00 |
| United Way | \$0.00 | \$0.00 | \$0.00 |
| Donations | \$189,838.19 | \$170,000.00 | \$170,000.00 |
| Grants - State | \$0.00 | \$0.00 | \$0.00 |
| Grants - Federal | \$0.00 | \$0.00 | \$0.00 |
| Grants - Private | \$0.00 | \$10,000.00 | \$20,000.00 |
| Interest Income | \$0.00 | \$0.00 | \$0.00 |
| Other Fundraisers | \$13,000.00 | \$15,000.00 | \$16,000.00 |
| Foundations | \$40,000.00 | \$45,000.00 | \$40,000.00 |
| Corporations | \$1,800.00 | \$5,000.00 | \$5,000.00 |
| County Funding | \$0.00 | \$0.00 | \$0.00 |
| City Funding 1% | \$7,934.75 | \$7,934.75 | \$41,250.00 |
| City Funding Community Promotions | \$0.00 | \$0.00 | \$0.00 |
| City Other | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
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| SUMMARY OF REVENUES | \$252,772.94 | \$253,134.75 | \$292,450.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|--------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| none | | |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|-------------------------------|------------------------------------|--------|--------------------------------------|--------|-----------------------------------|--------|
| | Prior Operating Budget Year | | Current Operating Budget Year | | Next Operating Budget Year | |
| | Actual | | Projected | | Projected | |
| | Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| | to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |
| Land | \$0.00 | | \$0.00 | | \$0.00 | |
| Buildings | \$0.00 | | \$0.00 | | \$0.00 | |
| Machinery & Equipment | \$0.00 | | \$0.00 | | \$0.00 | |
| Other (List Below) | none | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| | | | | | | |
| Capital Outlay Summary | \$0.00 | | \$0.00 | | \$0.00 | |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | Month / Year: | Jun-20 |

| | | | | |
|--------------------------------|--|--------------------|--------------------|--------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$252,772.94 | \$253,134.75 | \$292,450.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$214,321.12 | \$239,870.77 | \$273,845.77 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$214,321.12 | \$239,870.77 | \$273,845.77 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$38,451.82 | \$13,263.98 | \$18,604.23 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | \$38,451.82 | \$51,715.80 |
| 7 | Change in Operating Reserve (line #5 from above) | \$38,451.82 | \$13,263.98 | \$18,604.23 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$38,451.82 | \$51,715.80 | \$70,320.03 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$38,451.82 | \$51,715.80 | \$70,320.03 |

**Please identify the purpose of all reserves being held by your agency:
 Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

Operating reserves for cash-flow

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

RECEIVED

10:31a.

PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 3:00 pm August 10, 2018

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

*Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.*

Today's Date: 07/30/18

| Organization Requesting Funding | | | | |
|---------------------------------|----------------------------------|------|--------------|-----------------|
| Name: | Wyoming Food Bank of the Rockies | | | |
| Address: | PO Box 116 Mills WY 82644-116 | | | |
| Phone #: | 307-265-2712 | Fax: | 307-472-1869 | Date Organized: |
| | | | | 01/01/85 |

| Organization Contact Person(s) | |
|--------------------------------|-----------------------------|
| Name and Title: | Shanna Harris, Director |
| Email: | sharris@foodbankrockies.org |
| Phone #: | 307-232-4014 |
| Name and Title: | |
| Email: | |

| Organization Board Members (if applicable) | | | | |
|--|------------------------------|--------------|-------------------------|---------------|
| Name: | Dan Ball | Office Held: | Board Member | Term: |
| | | | | 01/18-12/20 |
| Name: | Garry Beaulieu | Office Held: | Board Member | Term: |
| | | | | 10/17-09/20 |
| Name: | Dana Benfield | Office Held: | Board Member | Term: |
| | | | | 11/15-10/18 |
| Name: | Nick Benham | Office Held: | Board Member | Term: |
| | | | | 01/16-12/18 |
| Name: | Gordon Banks | Office Held: | Board Member | Term: |
| | | | | 05/17-04/20 |
| Name: | Amy Diaz | Office Held: | Board Member | Term: |
| | | | | 07/18-06/20 |
| Name: | Bruce Etkin | Office Held: | Board Member | Term: |
| | | | | 02/17-01/20 |
| Name: | Amy Gales | Office Held: | Board Treasurer | Term: |
| | | | | 05/17-04/20 |
| Name: | Reid Galbraith | Office Held: | Board Member | Term: |
| | | | | 04/18-05/21 |
| Name: | Sue Hobza | Office Held: | Board Member | Term: |
| | | | | 07/16-06/19 |
| Name: | Cheryl Lerner, DMD | Office Held: | Board Member | Term: |
| | | | | 09/16-08/19 |
| Name: | Kelli McGannon | Office Held: | Board Member | Term: |
| | | | | 09/16-08/19 |
| Name: | Nick Morris | Office Held: | Board Member | Term: |
| | | | | 09/15-08/18 |
| Name: | Patricia Novosel | Office Held: | Board Member | Term: |
| | | | | 01/17-12/19 |
| Name: | Jack Pargeon | Office Held: | Board Member | Term: |
| | | | | 07/16-06/19 |
| Name: | Bart A. Pugh | Office Held: | Board Member | Term: |
| | | | | 10/17-09/20 |
| Name: | Margaret Rossow | Office Held: | Board Member | Term: |
| | | | | 01/17-12/19 |
| Name: | Martin (Marty) Ian Schechter | Office Held: | Board Member | Term: |
| | | | | 12/16-11/19 |
| Name: | Tiffany A. Todd | Office Held: | Board Secretary | Term: |
| | | | | 01/17-12/19 |
| Name: | Doug Wilhelm | Office Held: | Board Chair | Term: |
| | | | | 10/16-09/19 |
| Name: | Diane DeLozier | Office Held: | Advisory Council Member | Term: |
| | | | | 09/16 - 09/19 |
| Name: | Hans Hunt | Office Held: | Advisory Council Member | Term: |
| | | | | 09/16 - 09/19 |
| Name: | Jessica Homer | Office Held: | Advisory Council Member | Term: |
| | | | | 09/16 - 09/19 |
| Name: | Jessica Jaubert | Office Held: | Advisory Council Member | Term: |
| | | | | 09/16 - 09/19 |
| Name: | Ryan McConnaughey | Office Held: | Advisory Council Member | Term: |
| | | | | 09/16 - 09/19 |
| Name: | JoAnn True | Office Held: | Advisory Council Member | Term: |
| | | | | 09/16 - 09/19 |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|-------------------------------------|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | \$20,000 | CAP |
| FY18 | Requested \$30,000 Awarded \$17,000 | CAP |
| Previous Years (specify what year(s)): | | |

Please Attach an Agency Organizational Chart

1. What is your organizations mission?

We help families thrive by efficiently procuring and distributing food and essentials to the hungry through our programs and partner agencies.

2. What geographical area & populations are being served by your organization?

The characteristics that make Wyoming unique can present challenges to those who live at or below the poverty level: higher cost of living, lack of affordable housing, and low minimum hourly wage. Hunger and food insecurity affects nearly 73,000 of our Wyoming neighbors, 23,550 of whom are children. Thirty-four percent of Wyoming children live in low-income families below the poverty line. Six percent of Wyoming seniors live in poverty. A brief snapshot of those we serve:

- 11,120 food insecure individuals are living in Natrona County; one-third of them are children.
- 42 percent of Natrona County students are eligible free and reduced school lunch program.
- 14 percent of clients are seniors, age 60+.
- 37 percent of households had a member working for pay in the last four week, 63 percent had a person working for pay in the last 12 months.
- 19 percent are grandparents who have responsibility for grandchildren who live with them.
- 21 percent have a household member who has served or is serving in the US military.

Wyoming Food Bank of the Rockies works in all 23 Wyoming Counties. Funds from this opportunity would serve those in Casper and surrounding areas.

3. What programs/services are currently offered by your organization?

Our programs include:

Fighting Hunger Feeding Hope - Our main distribution program serving partner agency sites.

Mobile Pantries - Mobile feeding sites set up at in neighborhoods where the need is greater than the capacity of existing resources.

Children's Programs – Three unique programs that provide nutritious food to children on the weekends and holidays when other on-site feeding programs may not be in operation.

Rescue – The salvage and distribution of nutritious food from local retailers to hunger relief programs.

Food

USDA hunger relief programs – Government programs including the Temporary Emergency Food Assistance Program (TEFAP).

4. Describe how your 1% #15 funding was used.

Funds were used to purchase 54,967 pounds of food (68,000 meals) for distribution to food insecure children, families, and seniors.

5. Describe how your 1% #16 funding will be used.

WFBR will use funding awarded to distribute food through our core distribution program, Fighting Hunger Feeding Hope. The food distributed is a mix of donated, purchased and USDA commodity products. WFBR partners with 141 hunger relief programs statewide. These programs order their food online; our volunteers pull their order; and the program receives the order and distributes the food to their clients. Currently WYFBR has over 30 partner agencies in Casper. Each of these partner agencies is able to obtain a variety of both perishable and non-perishable foods from WFBR through our Fighting Hunger Feeding Hope program. Forty percent of our partner agencies provide at least one other service in addition to food distribution. Eighty percent report that if they could no longer receive food through WYFBR, it would have a major effect on their program.

6. If your total grant request is more than the previously requested, please explain why.

Not applicable

7. How will it affect your program if you do not receive this funding?

Fighting Hunger Feeding Hope is our core distribution program and operates year round. WFBR strives to ensure the stability of all the programs through a broad base of funders including individuals, corporations, foundations, civic groups, government, special events and promotions. We are continually cultivating new donors with an interest in fighting hunger, and are extremely grateful for the partnerships we have with existing donors who are conscientious about it. All programs are supported out of our general operating pool, unless specific donations are restricted to programs. If this funding were not awarded, WFBR would continue to pursue funding from other sources in the community.

8. How does your organization evaluate itself and programs for effectiveness?

WFBR evaluates progress towards meeting our strategic goals with monthly reviews of our total pounds of food distributed, meals provided through programs and partner agencies, and organizational performance to budget. Strong partnerships, fiscal accountability, and solid planning for the future are three key reasons for our success; none of which would be possible without continual evaluation of our programs and outcomes. Regular review of monthly poundage reports allows WFBR to adjust distributions as needed, identify gaps in what partner agencies are offering clients, understand product demands by community, and quantify the impact of the food we distribute. WFBR programs staff conduct regular site visits and communicate frequently with partner agencies and volunteers to ensure the program is running smooth and any issues are resolved in a timely manner. WFBR will know that our approach continues to be successful as food insecurity numbers decrease.

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

Personnel

| Full-Time | | | |
|----------------------------------|---------------------|---------------------|---------------|
| Regular Wages | | | |
| Overtime Wages | \$674,781.00 | \$649,745.00 | |
| Part-Time | | | |
| Regular Wages | | | |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$72,377.00 | \$69,102.00 | |
| Benefits | \$163,742.00 | \$178,231.00 | |
| Other (please list below) | | | |
| Contract Labor | \$35,387.00 | \$10,000.00 | |
| Subtotal Personnel | \$991,852.00 | \$935,390.00 | \$0.00 |

General Administration

| | | | |
|--|---------------------|---------------------|---------------|
| Postage & Freight | \$207,980.00 | \$234,402.00 | |
| Telephone | \$11,993.00 | \$11,500.00 | |
| Printing / Duplication | \$1,710.00 | \$2,000.00 | |
| Publicity, Dues / Subscriptions | \$9,375.00 | \$10,440.00 | |
| Utility Services | \$61,109.00 | \$71,000.00 | |
| Professional Services | \$35,129.00 | \$63,799.00 | |
| Maintenance Agreements | \$20,852.00 | \$17,750.00 | |
| Travel | \$25,415.00 | \$42,318.00 | |
| Employees | \$7,769.00 | \$8,300.00 | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal General Administration | \$381,332.00 | \$461,509.00 | \$0.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|---------------------|---------------------|---------------|
| Office | \$45,214.00 | \$23,150.00 | |
| Operating | \$22,749.00 | \$12,500.00 | |
| Repairs / Maintenance | \$24,799.00 | \$33,000.00 | |
| Materials | \$277.00 | \$1,250.00 | |
| Other (please list below) | | | |
| Program Food & Supplies | \$118,862.00 | \$142,000.00 | |
| Property Taxes | \$4,514.00 | \$18,000.00 | |
| Vehicle Expense | \$299,480.00 | \$186,500.00 | |
| Subtotal Supplies | \$515,895.00 | \$416,400.00 | \$0.00 |

| Fixed Charges | | | |
|-------------------------------|---------------------|--------------------|---------------|
| Insurance | \$22,013.00 | \$24,000.00 | |
| Rent/Lease | \$83,965.00 | | |
| Other (please list below) | | | |
| | | | |
| Subtotal Fixed Charges | \$105,978.00 | \$24,000.00 | \$0.00 |

| Other Expenditures | | | |
|------------------------------------|---------------------|---------------------|---------------|
| Fundraising Expenses | | \$15,500.00 | |
| Debt Service | \$3.00 | | |
| Other (please list below) | | | |
| Depreciation | \$121,504.00 | \$44,727.00 | |
| Bank & Merchant Fees | \$750.00 | \$800.00 | |
| Interest Expense | \$58,796.00 | \$492,500.00 | |
| Purchased Food | \$352,449.00 | \$58,300.00 | |
| Subtotal Other Expenditures | \$533,502.00 | \$611,827.00 | \$0.00 |

| Capital Expenditures | | | |
|------------------------------------|---------------|---------------|---------------|
| Capital Building | | | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|-----------------------|-----------------------|---------------|
| TOTAL FOR ALL EXPENDITURES | \$2,528,559.00 | \$2,449,126.00 | \$0.00 |
|-----------------------------------|-----------------------|-----------------------|---------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | |
|--|-----------------------|-----------------------|---------------|
| Program Fees | \$858,758.00 | \$771,200.00 | |
| United Way | \$27,500.00 | \$25,000.00 | |
| Donations- Individual/Association | \$352,904.00 | \$300,000.00 | |
| Grants - State | | | |
| Grants - Federal | | | |
| Grants - Private | | | |
| Interest Income | | | |
| Other Fundraisers | \$28,380.00 | \$36,000.00 | |
| Foundations | \$119,319.00 | \$155,000.00 | |
| Corporations | \$139,639.00 | \$110,000.00 | |
| County Funding | | | |
| City Funding 1% | \$91,475.00 | \$91,475.00 | |
| City Funding Community Promotions | | | |
| City Other- CAPS | \$17,000.00 | \$20,000.00 | |
| Other (please list below) | | | |
| Donated Services & Materials | \$10,538.00 | \$0.00 | |
| Gains/Losses Sale of Property | (\$9,685.00) | \$200,000.00 | |
| Delivery Income | \$25,926.00 | \$25,000.00 | |
| Net Assetes Released | \$92,347.00 | \$126,477.00 | |
| Other Income | \$48,871.00 | \$39,000.00 | |
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| | | | |
| SUMMARY OF REVENUES | \$1,802,972.00 | \$1,899,152.00 | \$0.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|-----------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| Toshiba Financial Services | \$27,670.00 | July-20 |
| First Bank of Denver | \$964,007.00 | June-25 |
| USDA, Rural Development | \$1,909,421.00 | September-54 |
| USDA, Rural Development | \$471,498.00 | September-32 |
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| TOTAL DEBT | \$3,372,596.00 | |

| Capital Outlay | | | |
|-------------------------------|---|--|---|
| | Prior Operating Budget Year Actual | Current Operating Budget Year Projected | Next Operating Budget Year Projected |
| | Month / Year: to Month / Year: | Month / Year: to Month / Year: | Month / Year: to Month / Year: |
| | Jul-17 Jun-18 | Jul-18 Jun-19 | Jul-19 Jun-20 |
| Land | | \$185,000 | |
| Buildings | \$37,047 | \$1,708,706 | |
| Machinery & Equipment | | \$91,402 | \$117,000 |
| Other (List Below) | | | |
| Leasehold Improve. | \$44,498 | \$24,823 | \$235,000 |
| Vehicles | \$586,193 | \$180,510 | \$180,000 |
| Software | \$36,912 | | |
| Contruction in progress | | \$919,677 | |
| | | | |
| Capital Outlay Summary | \$704,650.00 | \$3,110,118.00 | \$532,000.00 |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | Month / Year: | Jun-20 |

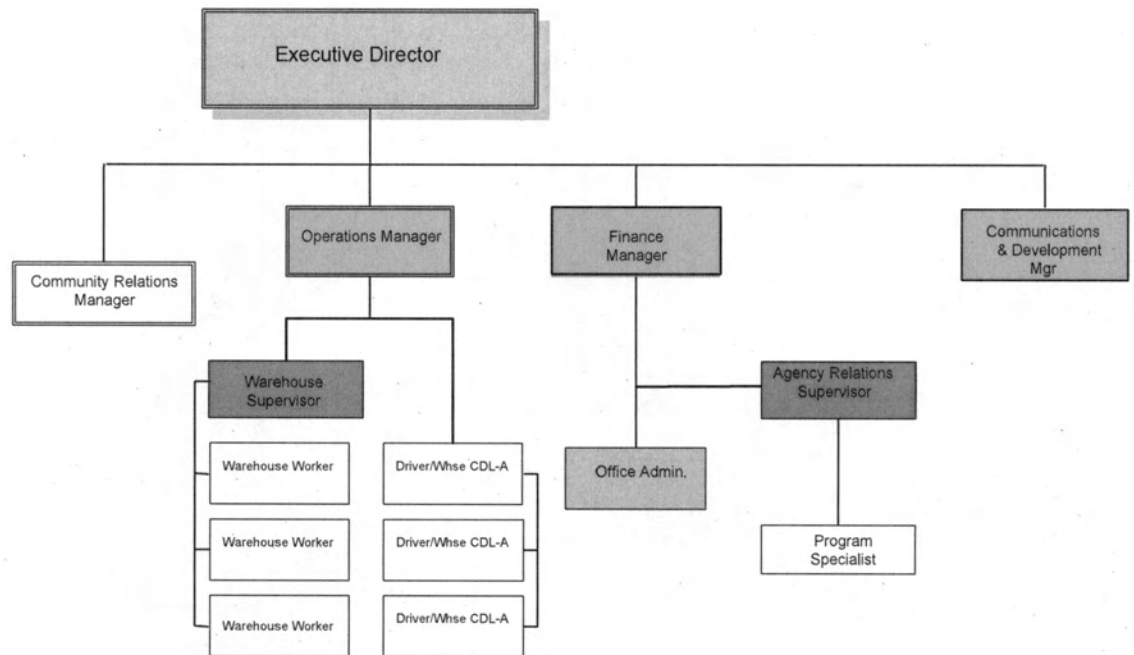
| | | | | |
|--------------------------------|--|-------------------------|-------------------------|-------------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$1,802,972.00 | \$1,899,152.00 | \$0.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$2,528,559.00 | \$2,449,126.00 | \$0.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$704,650.00 | \$3,110,118.00 | \$532,000.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$3,233,209.00 | \$5,559,244.00 | \$532,000.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | (\$1,430,237.00) | (\$3,660,092.00) | (\$532,000.00) |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | (\$1,430,237.00) | (\$5,090,329.00) |
| 7 | Change in Operating Reserve (line #5 from above) | (\$1,430,237.00) | (\$3,660,092.00) | (\$532,000.00) |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | (\$1,430,237.00) | (\$5,090,329.00) | (\$5,622,329.00) |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | (\$1,430,237.00) | (\$5,090,329.00) | (\$5,622,329.00) |

Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future



PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 1:00 pm August 24, 2018
(Application period has been extended from August 10th to August 24th)


Early submission is appreciated to allow Council adequate time
to review all applications before the presentations on August 28th.

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

Received - 8/24/18


PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

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200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

| | |
|----------------------|----------|
| Today's Date: | 08/16/18 |
|----------------------|----------|

Organization Requesting Funding

| | | | | | |
|-----------------|------------------------------|-------------|----------------|------------------------|----------|
| Name: | United Way of Natrona County | | | | |
| Address: | 350 Big Horn Road | | | | |
| Phone #: | (307) 237-9367 | Fax: | (307) 472-1842 | Date Organized: | 01/01/55 |

Organization Contact Person(s)

| | | | |
|-------------------------|----------------------------------|-----------------|----------------|
| Name and Title : | Anna Wilcox - Executive Director | Phone #: | (307) 237-9367 |
| Email: | | | |
| Name and Title : | | Phone #: | |
| Email: | | | |

Organization Board Members (if applicable)

| Name : | Office Held: | Term: |
|--------------------|--------------------------|-------|
| Rob Sanford | President | 1 |
| Renee Penton-Jones | Vice President | 2 |
| Karin East | Secretary | 3 |
| Matt Killmer | Treasurer | 2 |
| Fleur Tremel | CIC Chair | 1 |
| David Monhollen | CIC Vice Chair | 1 |
| Mike Phillips | Member | 3 |
| Ryan Ford | Member | 3 |
| Jesse Helm | Member | 3 |
| Shane True | Member | 2 |
| Brian Helling | Member | 1 |
| Jamie Woosley | Member | 1 |
| Stacy Nelson | Directors Representative | 1 |
| Samantha Benson | Member | 2 |
| Rhonda Franzen | Member | 1 |
| Nat Steinhoff | Member | 1 |

Funding History and Amount Requested (if not applicable, list N/A)

| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
|---|----------------------|--|
| FY19 | Casper, WY - \$9,670 | Total Request of \$38,680 for 4 year cycle (\$9,670 x 4 years) |
| FY18 | Casper, WY - \$3,500 | |
| <i>Previous Years (specify what year(s)).</i> | | |

Please Attach an Agency Organizational Chart

1. What is your organizations mission?

Provide resources to improve lives and build a stronger community.

2. What geographical area & populations are being served by your organization?

United Way of Natrona County provides support to Agencies across Natrona County. Services are centralized in Casper and focus on the following areas: Basic Needs, Health & Wellness (with an emphasis on Seniors and individuals with Special Needs), Youth Programs and Success by 6 (targets children under the age of 6 and provides resources to prepare them for school).

3. What programs/services are currently offered by your organization?

United Way of Natrona County runs programs called The Ready League and VITA (Volunteer Income Tax Assistance). The Ready League is a collaboration of early childcare providers and leaders in the community, spearheaded by United Way of Natrona County, that identified the need to provide better community resources to ensure Kindergarten Readiness. Through this effort parent resources were created and activity bags were put together and are continuously distributed throughout the community of Casper to those families with children preparing to enter into Kindergarten. The VITA program is a tax assistance program that targets individuals who make \$65,000 a year or less to come in and have their taxes filed for free by IRS certified volunteers. United Way of Natrona County has recruited and maintained volunteers over the last 4 years and seen an increase in individuals using this service. The individuals who receive their refund from the VITA tax site subsequently spend their refund in the surrounding community directly benefitting Casper and Natrona County.

4. Describe how your 1% #15 funding was used.

The 2017-18 funding was used to put on the annual "Kick-Off Luncheon". This luncheon kicks off the United Way Annual Campaign and recognizes those Donors who have already given money. The \$3,500 that was awarded to United Way of Natrona County from the City of Casper was used to purchase door prizes for the event, awards and recognition bars for the Donors, lunch and printing of materials. This luncheon shows the appreciation that we have for our Donor base and encourages them to continue campaigns in their places of work and further their support of United Way.

5. Describe how your 1% #16 funding will be used.

The funding requested for the 2018-19 cycle will be used to support the VITA (Volunteer Income Tax Assistance) Program. The \$9,670 requested would be used to reimburse 250 hours of United Way staff time used directly to manage the program, as well as for the purchase of printing supplies, mail supplies and snacks and beverages for our volunteer Certified Tax Preparers. VITA is the only free tax assistance program in Natrona County that prepares returns with IRS certified volunteers at no cost to the tax payer. During the 2017/18 tax seasons our VITA site prepared over 3,300 returns, helping to put \$3.8 million back into the community through refunds that went straight to the Tax Payer. 50% of the individuals who utilize this service are Seniors over the age of 50 and the average income of our clientele was \$24,078. \$9,670 is requested for the 2018-19 funding cycle with a total of \$38,680 ($\$9,670 \times 4$ years) for the 4 years this grant applications covers.

6. If your total grant request is more than the previously requested, please explain why.

The total grant request is higher this year due to a change in what program the money will be used for. Rather than ask for money to host a luncheon for our Donors we want to take this opportunity to request funds that support a direct service provided to the community by United Way.

7. How will it affect your program if you do not receive this funding?

The United Way is committed to continuing to offer this program and grow the resources as the need within the community grows. Without the \$9,670 the number of community members served and the size of the program would potentially need to be reduced. The United Way of Natrona County continuously seeks other funding options for this program and will continue to do so in order to maintain the ability to provide the service. We are committed to amount of \$9,670 is granted, totaling in \$38,680 over the course of 4 years, we expect the VITA program to grow each year in number of individuals reached.

8. How does your organization evaluate itself and programs for effectiveness?

United Way of Natrona County monitors outputs and outcomes provided by Agencies who received funding as well as United Way initiated programs such as The Ready League and VITA. United Way leads Community Investment Committees (CIC), comprised of leaders throughout the community, who meet quarterly throughout the year to stay up to date on these outputs and outcomes and determine the priorities and needs present in these community assessments.

REQUESTED BUDGET DETAIL

| Outline in the table below specifically how your request will be used. <i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i> | | |
|---|-------------------|----------------------|
| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
| <i>EXAMPLE: Director's Salary</i> | \$5,000.00 | 6% |
| Program Manager Salary | \$6,270.00 | 65% |
| Supplies: | | 0% |
| Ink Toner (10 @ \$55/Ink Toner) | \$550.00 | 6% |
| Paper (5 cases @ \$50/case) and Envelopes | \$250.00 | 3% |
| Tissues, hand sanitizer, pens, etc. | \$100.00 | 1% |
| Volunteer snacks and beverages | \$2,500.00 | 26% |
| | | 0% |
| | | 0% |
| | | 0% |
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| | | 0% |
| | | 0% |
| | | 0% |
| | | 0% |
| TOTAL REQUESTED | \$9,670.00 | 100% |

**Note-This Budget Detail Sheet only captures the request for 1 year rather than 4. The money will be used in the same areas over the course of the 4 years totaling in \$38,680. **

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Oct-17 | Month / Year: | Oct-18 |
| to Month / Year: | Sep-17 | to Month / Year: | Sep-18 | to Month / Year: | Oct-19 |

Note - Our fiscal year is from October to September, yet the drop down did not go back to 2016. Prior Year should be Oct-16 to Sept-17

Personnel

| Full-Time | | | |
|----------------------------------|--------------|--------------|--------------|
| Regular Wages | \$240,037.00 | \$230,400.00 | \$230,400.00 |
| Overtime Wages | | | |
| Part-Time | | | |
| Regular Wages | | | |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$22,420.00 | \$20,175.00 | \$20,175.00 |
| Benefits | \$15,850.00 | \$15,505.00 | \$15,505.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$278,307.00 | \$266,080.00 | \$266,080.00 |

General Administration

| | | | |
|--|-------------|-------------|-------------|
| Postage & Freight | \$2,800.00 | \$2,500.00 | \$2,500.00 |
| Telephone | \$5,520.00 | \$5,520.00 | \$5,520.00 |
| Printing / Duplication | | | |
| Publicity, Dues / Subscriptions | \$15,900.00 | \$13,690.00 | \$13,690.00 |
| Utility Services | | | |
| Professional Services | \$25,000.00 | \$25,500.00 | \$25,500.00 |
| Maintenance Agreements | | | |
| Travel | \$5,000.00 | \$4,500.00 | \$4,500.00 |
| Employees | \$500.00 | \$400.00 | \$400.00 |
| Other (please list below) | | | |
| Conference, Conventions & Meetings | \$6,300.00 | \$2,800.00 | \$2,800.00 |
| Community Need | \$2,500.00 | \$1,500.00 | \$1,500.00 |
| FEMA | \$500.00 | \$400.00 | \$400.00 |
| Equipment & Technology | \$6,800.00 | \$5,200.00 | \$5,200.00 |
| Marketing & Advertising | \$11,400.00 | \$12,525.00 | \$12,525.00 |
| Internet | \$1,010.00 | \$1,010.00 | \$1,010.00 |
| Subtotal General Administration | \$83,230.00 | \$75,545.00 | \$75,545.00 |

Supplies

PROGRAM EXPENDITURE DETAIL

| | | | |
|---------------------------|-------------------|-------------------|-------------------|
| Office | \$1,000.00 | \$1,400.00 | \$1,400.00 |
| Operating | | | |
| Repairs / Maintenance | | | |
| Materials | \$8,400.00 | \$6,700.00 | \$6,700.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$9,400.00 | \$8,100.00 | \$8,100.00 |

| | | | |
|-------------------------------|--------------------|--------------------|--------------------|
| Fixed Charges | | | |
| Insurance | \$2,400.00 | \$1,700.00 | \$1,700.00 |
| Rent/Lease | \$20,200.00 | \$20,205.00 | \$20,205.00 |
| Other (please list below) | | | |
| Service Charges | \$5,500.00 | \$2,200.00 | \$2,200.00 |
| Credit Card Service Charges | \$900.00 | \$7,800.00 | \$7,800.00 |
| Subtotal Fixed Charges | \$29,000.00 | \$31,905.00 | \$31,905.00 |

| | | | |
|------------------------------------|--------------------|--------------------|--------------------|
| Other Expenditures | | | |
| Fundraising Expenses | \$58,800.00 | \$44,400.00 | \$44,400.00 |
| Debt Service | | | |
| Other (please list below) | | | |
| VITA | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| Kick Off Event | \$3,800.00 | \$2,000.00 | \$2,000.00 |
| Platte Society Expense | \$4,300.00 | \$3,500.00 | \$3,500.00 |
| Day of Action Expense | \$1,200.00 | \$300.00 | \$300.00 |
| Public Relations | \$2,200.00 | \$500.00 | \$500.00 |
| Depreciation | \$7,000.00 | \$7,280.00 | \$7,280.00 |
| Success By 6 | \$5,000.00 | \$0.00 | \$0.00 |
| Subtotal Other Expenditures | \$87,300.00 | \$62,980.00 | \$62,980.00 |

| | | | |
|------------------------------------|---------------|---------------|---------------|
| Capital Expenditures | | | |
| Capital Building | | | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|---------------------|---------------------|---------------------|
| TOTAL FOR ALL EXPENDITURES | \$487,237.00 | \$444,610.00 | \$444,610.00 |
|-----------------------------------|---------------------|---------------------|---------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jan-17 | Month / Year: | Oct-17 | Month / Year: | Oct-18 |
| to Month / Year: | Sep-17 | to Month / Year: | Sep-18 | to Month / Year: | Oct-19 |

| | | | |
|--|--------------------|---------------------|---------------|
| Program Fees | | | |
| United Way | | | |
| Donations | | | |
| Grants - State | | | |
| Grants - Federal | | | |
| Grants - Private | | | |
| Interest Income | | | |
| Other Fundraisers | \$45,284.91 | \$126,057.00 | |
| Foundations | | | |
| Corporations | | | |
| County Funding | | | |
| City Funding 1% | | | |
| City Funding Community Promotions | | | |
| City Other | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| SUMMARY OF REVENUES | \$45,284.91 | \$126,057.00 | \$0.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|---------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| Boys and Girls Club of Central Wyoming | \$50,950.00 | November-18 |
| CASA | \$25,000.00 | November-18 |
| Casper Family Connections | \$15,000.00 | November-18 |
| Children's Advocacy Project | \$20,000.00 | November-18 |
| Salvation Army | \$30,000.00 | November-18 |
| Self Help Center | \$25,000.00 | November-18 |
| Seton House | \$50,000.00 | November-18 |
| Wyoming Food Bank of the Rockies | \$30,000.00 | November-18 |
| Wyoming Housing Network | \$4,200.00 | November-18 |
| Wyoming Rescue Mission | \$25,000.00 | November-18 |
| Youth Crisis Center | \$42,172.00 | November-18 |
| ARC of Natrona County | \$20,000.00 | November-18 |
| Central Wyoming Hospice | \$11,500.00 | November-18 |
| Central Wyoming Senior Services | \$12,500.00 | November-18 |
| I-Reach 2 | \$6,000.00 | November-18 |
| Meals on Wheels | \$51,877.00 | November-18 |
| Reach 4A Star | \$27,600.00 | November-18 |
| Special Olympics | \$3,750.00 | November-18 |
| YMCA | \$20,000.00 | November-18 |
| Wyoming Dementia Care | \$15,000.00 | November-18 |
| Child Development Center | \$21,000.00 | November-18 |
| Wyoming Child and Family Development | \$45,306.63 | November-18 |
| Boy Scouts of Greater Wyoming | \$15,500.00 | November-18 |
| Girl Scouts of Montana and Wyoming | \$8,770.00 | November-18 |
| Mercer Family Resource Center | \$34,271.00 | November-18 |
| TOTAL DEBT | \$610,396.63 | |

| Capital Outlay | | | |
|-----------------------|---|--|---|
| | Prior Operating Budget Year Actual | Current Operating Budget Year Projected | Next Operating Budget Year Projected |
| | Month / Year: Jan-17 to Month / Year: Sep-17 | Month / Year: Oct-17 to Month / Year: Sep-18 | Month / Year: Oct-18 to Month / Year: Oct-19 |
| Land | | | |
| Buildings | | | |
| Machinery & Equipment | | | |
| Other (List Below) | | | |
| | | | |
| | | | |

DEBT DETAIL - CAPITAL OUTLAY

| | | | |
|------------------------|--------|--------|--------|
| | | | |
| | | | |
| Capital Outlay Summary | \$0.00 | \$0.00 | \$0.00 |

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Oct-17 | Month / Year: | Oct-18 |
| to Month / Year: | Sep-17 | to Month / Year: | Sep-18 | Month / Year: | Oct-19 |

| | | | | |
|--------------------------------|--|---------------------|-----------------------|---------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$45,284.91 | \$126,057.00 | \$0.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$487,237.00 | \$444,610.00 | \$444,610.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$487,237.00 | \$444,610.00 | \$444,610.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | (\$441,952.09) | (\$318,553.00) | (\$444,610.00) |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$655,502.00 | \$213,549.91 | (\$105,003.09) |
| 7 | Change in Operating Reserve (line #5 from above) | (\$441,952.09) | (\$318,553.00) | (\$444,610.00) |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$213,549.91 | (\$105,003.09) | (\$549,613.09) |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$655,502.00 | \$1,116,762.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$655,502.00 | \$461,260.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$655,502.00 | \$1,116,762.00 | \$1,116,762.00 |
| TOTAL RESERVES | | \$869,051.91 | \$1,011,758.91 | \$567,148.91 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

10:40 a
JF

| | | | | Today's Date: | | | |
|---------------------------------|---------------------------------------|------|--------------|-----------------|----------|--|--|
| Organization Requesting Funding | | | | | | | |
| Name: | Boys & Girls Clubs of Central Wyoming | | | | | | |
| Address: | 1701 East K Street, Casper, WY 82601 | | | | | | |
| Phone #: | 307-235-4079 | Fax: | 307-234-2511 | Date Organized: | 11/19/69 | | |

| Organization Contact Person(s) | | | |
|--------------------------------|--|----------|--------------|
| Name and Title: | Ashley Bright, Chief Executive Officer | Phone #: | 307-235-4079 |
| Email: | abright@bgccw.org | | |
| Name and Title: | Brandy Popp, Chief Financial Officer | Phone #: | 307-235-4079 |
| Email: | bpopp@bgccw.org | | |

| Organization Board Members (if applicable) | | | | | |
|---|----------------|--------------|----------------|-------|--|
| Name: | Jan Cundy | Office Held: | President | Term: | |
| Name: | Ian Sandefer | Office Held: | Vice President | Term: | |
| Name: | Brian Stack | Office Held: | Treasurer | Term: | |
| Name: | Diane McGinley | Office Held: | Secretary | Term: | |
| <i>Full Organization Board Member List Attached</i> | | | | | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|---|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | | 73285 |
| FY 18 | | 73285 |
| Previous Years (specify what year(s)). | 2015 (\$325 in-kind) - Community Promotions | FY 17 - 73285 FY 16 - 73285 |

Please Attach an Agency Organizational Chart

1. What is your organizations mission?

To inspire all youth, especially those who need us most, to reach their full potential as productive, responsible, and caring citizens.

2. What geographical area & populations are being served by your organization?

The Boys & Girls Clubs of Central Wyoming has seven Club branches throughout Natrona County including: Greater Casper Branch (North Casper), Verda James (East Casper), Journey (Central Casper), Paradise Valley (West Casper), Lincoln (North Casper), Teen Center (North Casper), and Dean Morgan (Central Casper). The Clubs serve youth ages 5-18, kindergarten through high school graduation. Because the Clubs' target audience is youth who need us most, Clubs are open to all children notwithstanding their academic standing, financial circumstance or juvenile justice record. In fact, 56% of Club members qualify for Free & Reduced Lunch and over 60% receive financial assistance to attend. All youth have the opportunity to participate in programming that will encourage good behavior and discourage delinquency through outreach, education, recognition, opportunities, and positive relationships. In 2017, BGCCW served 10,041 youth and had 3,399 members.

3. What programs/services are currently offered by your organization?

At the Boys & Girls Clubs of Central Wyoming, we believe that every child who attends has the potential to "Be Great!" In support of this belief, the Club strives to build an environment that fosters impactful youth development and empowers young people to succeed. The Club implements five key elements in its operations to ensure that such an atmosphere exists: A safe, positive place that ensures physical and emotional safety; supportive relationships that reinforce that all members are cared for; fun that develops an eagerness to return to the Club and participate; abundant opportunities to explore interests and build new skills with the expectation that each member can succeed at the Club and in life; and recognition and positive reinforcement for young people's accomplishments. By creating a atmosphere in which all children believe that they can succeed and are cared for, members can make steps to achieve the Club's priority outcomes of Good Character & Citizenship, Academic Success, and Healthy Lifestyles.

4. Describe how your 1% #15 funding was used.

Support from the City of Casper 1% #15 made the Club's expansion into Lincoln Elementary School possible, allowing for staff and supplies to implement impactful programs to 134 youth. As the Greater Casper Branch neared capacity, the expansion was vital to ensuring that the Club was able to serve youth in their North Casper neighborhood. The Lincoln Branch provided out of school care every day after school with the exception of two weeks reserved for staff development and preparation prior to summer camp and the launch of the school year. The Club was opened for 496 days and had over 11,363 named member visits. The Lincoln Branch followed the Formula for Impact and focused programming on three priority outcome areas: Academic Success, Good Character & Citizenship, and Healthy Lifestyles.

5. Describe how your 1% #16 funding will be used.

Funds from 1% #16 will be used to relocate the Club's existing technology center to the ground level of the Greater Casper Branch while providing space in its former location for essential services that are limited by the existing layout. Services such as counseling, case management, group support, medical and dental services, college courses, staff training, and more will be made possible through additional classroom and office space. These enhancements will provide privacy that does not currently exist in the lower level open floor plan. The new technology center will be relocated to a new 2,296 square foot addition on the west side of the Greater Casper Branch in the current courtyard. The addition will allow for maximized computer space which has been limited in recent years as the demand has grown. There are currently 48 computer stations in the technology center and a 20 minute wait time for access from the hours of 7:30 a.m. to close. There is a consistent line of kids outside of the technology center waiting for the opportunity to complete homework, explore digital media, or work on their coding skills. Youth rely on technology now more than ever. Internet, media and information literacy are essential 21st Century Skills for academic and career success. Since September 2017, 641 unduplicated members have visited the technology center 11,284 times. In the new addition, there will be 90 computer stations, almost doubling current capacity. This space will help level the virtual playing field for Club members by providing easy access during out of school hours.

6. If your total grant request is more than the previously requested, please explain why.

The total grant request is more than previous funding due to the scale of the project. The total cost for this capital project is \$874,189, according to estimates from Caspar Building Systems, Inc. Boys & Girls Clubs of Central Wyoming requests that the City of Casper 1% #16 fund fifty-one percent of the project. This investment tackles 3,794 square feet of the Greater Casper Branch to improve services for youth. As our only stand-alone site within the community, the Greater Casper Branch experiences high-utilization with an average daily attendance of approximately 300 youth. As a place of impact, the Club must continue to invest in its facility to ensure that it is able to meet the needs of youth to prepare each for their own great future. We believe that an investment in increased technology space, an additional classroom, and office spaces will allow us to do just that by providing better computer access and space for essential services that will enhance the lives of the youth that we serve. Research supports this strategy. MGS Consulting conducted a study of technology programs as a learning tool for low-income youth and found that "...youth who participate in the technology programs believe that they will do better in school, attend college, and get a good job after they finish school."

7. How will it affect your program if you do not receive this funding?

The Boys & Girls Clubs of Central Wyoming will have challenges moving forward with the expansion and renovation project without the Optional 1% #16 allocation. The Club does plan to enlist the support of its donor base for project completion but may have to reevaluate its strategy moving forward if support is not received from the City of Casper. Because the Club has identified this project as a vital to serving Club members with the best possible services, it will continue to be a priority funding area until its completion.

8. How does your organization evaluate itself and programs for effectiveness?

The Annie E. Casey Foundation lists six characteristics of quality out-of-school time programs: a focused and intentional strategy; sustained, frequent, and intense exposure; supportive relationships; family engagement; cultural competence; and continuous program improvement. BGCCW strives to meet all of these characteristics in its service to the youth of Converse, Johnson, and Natrona counties. At our ten branch locations, we utilize the Formula for Impact and proven measurement tools to gauge the effectiveness of programming and impact centered on Academic Success, Good Character & Citizenship, and Healthy Lifestyles. To determine our success at helping youth achieve these three priority outcomes, Boys & Girls Clubs of Central Wyoming participates in Boys & Girls Clubs of America's National Youth Outcomes Initiative (NYOI). The NYOI system measures the impact of Boys & Girls Clubs in a consistent manner using a common set of research-informed indicators. Through NYOI, we administer NYOI's National Outcomes Survey annually, which measures the degree to which Club members are achieving the priority outcomes. Additionally, some NYOI survey questions replicate language used by the Centers for Disease Control and Prevention's Youth Risk Behavior Surveillance Survey, allowing for comparisons of Club youth outcomes to state and national averages. The survey also asks members about their perceptions of the Club. Responses allow us to assess how effectively we are implementing the Formula for Impact and delivering an Optimal Club Experience to support positive youth development. Tools such as the COMET System and Vision are also utilized to close achievement gaps, increase educational proficiency, and improve community outcomes. Branch directors at each site regularly take part in strategic action planning based on data collected to meet the unique needs of members at their specific branches.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|------------------------------|---------------------|----------------------|
| General Conditions | \$40,506.75 | 9% |
| Sitework/Demolition | \$13,387.50 | 3% |
| Concrete | \$25,132.80 | 6% |
| Masonry | \$3,505.74 | 1% |
| Metals | \$26,163.00 | 6% |
| Carpentry | \$10,735.50 | 2% |
| Moisture Protection | \$42,816.54 | 10% |
| Doors/Windows/Glass | \$15,988.50 | 4% |
| Finishes | \$62,671.86 | 14% |
| Specialites | \$1,201.05 | 0% |
| Equipment | \$0.00 | 0% |
| Furnishings | \$1,122.00 | 0% |
| Special Construction | \$0.00 | 0% |
| Conveyor Systems | \$0.00 | 0% |
| Fire Suppression | \$7,022.70 | 2% |
| Plumbing | \$3,511.35 | 1% |
| HVAC | \$22,807.02 | 5% |
| Electrical | \$29,574.90 | 7% |
| Communications | \$11,913.60 | 3% |
| Electrical Safety & Security | \$7,022.70 | 2% |
| Earthwork | \$11,451.54 | 3% |
| Exterior Improvements | \$6,454.05 | 1% |
| Utilities | \$0.00 | 0% |
| Contingency (10%) | \$34,298.92 | 8% |
| Design/Engineering Fees | \$37,728.82 | 8% |
| Building Permit | \$3,505.74 | 1% |
| General Liability Insurance | \$2,743.91 | 1% |
| Builders Risk Insurance | \$1,275.00 | 0% |
| Contractor Fee | \$23,294.56 | 5% |
| | | 0% |
| TOTAL REQUESTED | \$445,836.05 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|---|--------------------------|--------------------|--------------------|-------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Director of Operations | Full-Time | \$52,000.00 | \$6,500.00 | \$520.00 |
| Branch Director | Full-time | \$36,004.80 | \$6,500.00 | \$360.05 |
| Financial Assistant | Full-time | \$36,420.80 | \$8,321.04 | \$364.21 |
| Program Leader | Part-time | \$6,720.00 | \$0.00 | \$67.20 |
| Program Leader | Part-time | \$12,800.00 | \$0.00 | \$128.00 |
| Bus Driver | Part-time | \$8,640.00 | \$0.00 | \$86.40 |
| Branch Director | Part-time | \$22,200.00 | \$0.00 | \$222.00 |
| Program Leader | Part-time | \$8,000.00 | \$0.00 | \$80.00 |
| Branch Director | Full-time | \$39,000.00 | \$6,500.00 | \$390.00 |
| Program Leader | Part-time | \$26,861.50 | \$6,500.00 | \$268.62 |
| Bus Driver | Part-time | \$4,320.00 | \$0.00 | \$43.20 |
| Program Leader | Part-time | \$16,640.00 | \$0.00 | \$166.40 |
| Program Leader | Part-time | \$13,120.00 | \$0.00 | \$131.20 |
| Program Leader | Part-time | \$4,800.00 | \$0.00 | \$48.00 |
| Program Leader | Part-time | \$12,800.00 | \$0.00 | \$128.00 |
| Branch Director | Full-time | \$42,265.60 | \$8,613.28 | \$422.66 |
| Program Leader | Part-time | \$12,800.00 | \$0.00 | \$128.00 |
| Program Leader | Part-time | \$12,800.00 | \$0.00 | \$128.00 |
| Branch Director | Full-time | \$49,875.00 | \$8,993.75 | \$498.75 |
| Program Leader | Full-time | \$30,160.00 | \$8,008.00 | \$301.60 |
| Program Leader | Full-time | \$32,760.00 | \$8,138.00 | \$327.60 |
| Program Leader | Full-time | \$22,880.00 | \$7,644.00 | \$228.80 |
| Program Leader | Full-time | \$22,880.00 | \$7,644.00 | \$228.80 |
| Program Leader | Full-time | \$29,120.00 | \$6,500.00 | \$291.20 |
| Program Leader | Part-time | \$15,540.00 | \$0.00 | \$155.40 |
| Program Leader | Part-time | \$4,560.00 | \$0.00 | \$45.60 |
| Program Leader | Part-time | \$5,280.00 | \$0.00 | \$52.80 |
| Program Leader | Part-time | \$4,560.00 | \$0.00 | \$45.60 |
| Program Leader | Part-time | \$4,800.00 | \$0.00 | \$48.00 |
| Counter Control | Full-time | \$29,120.00 | \$0.00 | \$291.20 |
| Bus Driver | Part-time | \$15,600.00 | \$0.00 | \$156.00 |
| Bus Driver | Part-time | \$16,068.00 | \$0.00 | \$160.68 |
| Financial Assistant | Full-time | \$35,360.00 | \$8,264.00 | \$353.60 |
| VP Operations | Full-time | \$62,732.80 | \$9,636.64 | \$627.33 |
| | TOTALS | \$749,488.50 | \$107,762.71 | \$7,494.89 |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|---|------------------------------|-----------------------|---------------------|--------------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| CEO | Full-time | \$104,000.00 | \$11,700.00 | \$1,040.00 |
| VP Operations | Full-time | \$64,428.00 | \$6,500.00 | \$644.28 |
| Financial Assistant | Full-time | \$37,440.00 | \$8,372.00 | \$374.40 |
| VP Operations | Full-time | \$70,762.03 | \$10,038.10 | \$707.62 |
| VP Operations | Full-time | \$85,363.20 | \$10,768.16 | \$853.63 |
| Teen Coordinator | Full-time | \$40,000.00 | \$6,500.00 | \$400.00 |
| Teen Coordinator | Part-time | \$20,720.00 | \$0.00 | \$207.20 |
| Program Leader | Full-time | \$29,120.00 | \$1,456.00 | \$291.20 |
| Program Leader | Part-time | \$7,200.00 | \$0.00 | \$72.00 |
| Branch Director | Full-time | \$37,440.00 | \$6,500.00 | \$374.40 |
| Program Leader | Part-time | \$12,160.00 | \$0.00 | \$121.60 |
| Program Leader | Part-time | \$11,520.00 | \$0.00 | \$115.20 |
| Branch Director | Full-time | \$49,875.00 | \$7,746.88 | \$498.75 |
| Program Leader | Full-time | \$29,120.00 | \$7,592.00 | \$291.20 |
| Program Leader | Part-time | \$12,800.00 | \$0.00 | \$128.00 |
| Program Leader | Part-time | \$12,160.00 | \$0.00 | \$121.60 |
| Program Leader | Part-time | \$12,800.00 | \$0.00 | \$128.00 |
| Branch Director | Full-time | \$42,000.00 | \$8,600.00 | \$420.00 |
| Program Leader | Part-time | \$12,160.00 | \$0.00 | \$121.60 |
| Program Leader | Part-time | \$14,720.00 | \$0.00 | \$147.20 |
| Program Leader | Part-time | \$12,800.00 | \$0.00 | \$128.00 |
| Program Leader | Part-time | \$12,160.00 | \$0.00 | \$121.60 |
| Academic Outreach Coordinator | Full-time | \$34,320.00 | \$8,216.00 | \$343.20 |
| Academic Outreach Coordinator | Full-time | \$38,500.80 | \$8,425.04 | \$385.01 |
| Athletic Coordinator | Full-time | \$39,998.40 | \$8,199.92 | \$399.98 |
| Program Leader | Part-time | \$14,800.00 | \$0.00 | \$148.00 |
| Program Leader | Part-time | \$16,280.00 | \$0.00 | \$162.80 |
| Marketing Specialist | Full-time | \$50,003.20 | \$9,000.16 | \$500.03 |
| Resource Development Coordinator | Full-time | \$48,006.40 | \$0.00 | \$480.06 |
| Kitchen Coordinator | Part-time | \$14,300.00 | \$0.00 | \$143.00 |
| Kitchen Coordinator | Part-time | \$12,025.00 | \$0.00 | \$120.25 |
| Coat Check | Full-time | \$3,600.00 | \$0.00 | \$36.00 |
| | | | | |
| | TOTALS | \$1,002,582.03 | \$119,614.26 | \$10,025.82 |
| | GRAND TOTALS | \$1,752,070.53 | | |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Oct-17 | Month / Year: | Oct-18 |
| to Month / Year: | Sep-17 | to Month / Year: | Sep-18 | to Month / Year: | Sep-19 |

Personnel

| Full-Time | | | |
|----------------------------------|----------------|----------------|----------------|
| Regular Wages | \$1,145,555.26 | \$1,241,635.00 | \$1,347,756.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Part-Time | | | |
| Regular Wages | \$383,401.89 | \$586,024.00 | \$481,519.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Employer Contributions | | | |
| Taxes | \$175,371.95 | \$233,575.00 | \$193,721.00 |
| Benefits | \$156,110.95 | \$223,000.00 | \$210,000.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$1,860,440.05 | \$2,284,234.00 | \$2,232,996.00 |

General Administration

| | | | |
|--|--------------|--------------|--------------|
| Postage & Freight | \$5,534.37 | \$8,000.00 | \$5,000.00 |
| Telephone | \$23,547.80 | \$34,000.00 | \$33,000.00 |
| Printing / Duplication | \$5,564.54 | \$4,000.00 | \$2,000.00 |
| Publicity, Dues / Subscriptions | \$12,687.13 | \$22,000.00 | \$24,000.00 |
| Utility Services | \$74,403.30 | \$78,400.00 | \$88,000.00 |
| Professional Services | \$55,208.00 | \$44,000.00 | \$44,000.00 |
| Maintenance Agreements | \$33,060.00 | \$60,000.00 | \$60,000.00 |
| Travel | \$43,259.92 | \$30,000.00 | \$33,000.00 |
| Employees | | | |
| Other (please list below) | | | |
| Bank Charges | \$9,097.42 | \$9,200.00 | \$8,000.00 |
| Advertising | \$25,422.80 | \$15,000.00 | \$15,000.00 |
| | | | |
| Subtotal General Administration | \$287,785.28 | \$304,600.00 | \$312,000.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|---------------------|---------------------|---------------------|
| Office | \$12,535.05 | \$14,000.00 | \$14,000.00 |
| Operating | \$4,735.82 | \$6,000.00 | \$6,000.00 |
| Repairs / Maintenance | \$84,850.43 | \$53,100.00 | \$41,100.00 |
| Materials | \$133,199.49 | \$152,000.00 | \$152,000.00 |
| Other (please list below) | | | |
| USDA Expense | \$62,945.77 | \$70,000.00 | \$70,000.00 |
| Vehicle Expense | \$31,784.40 | \$44,500.00 | \$40,200.00 |
| Subtotal Supplies | \$330,050.96 | \$339,600.00 | \$323,300.00 |

| Fixed Charges | | | |
|-------------------------------|---------------------|---------------------|---------------------|
| Insurance | \$81,263.72 | \$78,800.00 | \$94,800.00 |
| Rent/Lease | \$55,644.60 | \$50,000.00 | \$40,000.00 |
| Other (please list below) | | | |
| License Expense | \$60,000.00 | \$70,000.00 | \$65,000.00 |
| | | | |
| Subtotal Fixed Charges | \$196,908.32 | \$198,800.00 | \$199,800.00 |

| Other Expenditures | | | |
|------------------------------------|-----------------------|---------------------|---------------------|
| Fundraising Expenses | \$171,035.41 | \$189,202.00 | \$189,202.00 |
| Debt Service | \$0.00 | \$4,500.00 | \$3,000.00 |
| Other (please list below) | | | |
| Inkind | \$401,534.96 | \$363,920.00 | \$373,420.00 |
| Due to Endowment | \$400,000.00 | | |
| Depreciation | \$48,000.00 | \$27,000.00 | \$40,000.00 |
| Subtotal Other Expenditures | \$1,020,570.37 | \$584,622.00 | \$605,622.00 |

| Capital Expenditures | | | |
|------------------------------------|---------------|---------------|---------------|
| Capital Building | | | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|-----------------------|-----------------------|-----------------------|
| TOTAL FOR ALL EXPENDITURES | \$3,695,754.98 | \$3,711,856.00 | \$3,673,718.00 |
|-----------------------------------|-----------------------|-----------------------|-----------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jan-17 | Month / Year: | Oct-17 | Month / Year: | Oct-18 |
| to Month / Year: | Sep-17 | to Month / Year: | Sep-18 | to Month / Year: | Sep-19 |

| | | | |
|--|-----------------------|-----------------------|-----------------------|
| Program Fees | \$677,864.00 | \$752,000.00 | \$650,000.00 |
| United Way | \$68,272.00 | \$65,000.00 | \$50,950.00 |
| Donations | \$87,276.64 | \$150,000.00 | \$150,000.00 |
| Grants - State | \$133,000.00 | \$125,000.00 | \$125,000.00 |
| Grants - Federal | \$94,500.00 | \$88,000.00 | \$88,000.00 |
| Grants - Private | \$773,829.41 | \$1,039,621.00 | \$719,668.00 |
| Interest Income | \$2,192.08 | \$2,000.00 | \$2,100.00 |
| Other Fundraisers | \$1,035,527.14 | \$618,350.00 | \$1,010,000.00 |
| Foundations | \$510,511.86 | \$100,000.00 | \$100,000.00 |
| Corporations | \$22,750.00 | \$150,000.00 | \$150,000.00 |
| County Funding | \$94,500.00 | \$75,000.00 | \$75,000.00 |
| City Funding 1% | \$73,285.00 | \$153,285.00 | \$150,000.00 |
| City Funding Community Promotions | \$0.00 | \$0.00 | \$0.00 |
| City Other | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| Financial Lit Fees | \$88,250.00 | \$70,000.00 | \$85,000.00 |
| USDA Reimb. | \$41,240.06 | \$50,000.00 | \$50,000.00 |
| Inkind | \$232,419.64 | \$266,000.00 | \$257,000.00 |
| Misc | \$4,300.00 | \$7,600.00 | \$11,000.00 |
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| SUMMARY OF REVENUES | \$3,939,717.83 | \$3,711,856.00 | \$3,673,718.00 |

DEBT DETAIL - CAPITAL OUTLAY

List all debts owed by your organization.

| Debtor | Amount Owed | Anticipated Pay-off Date |
|-------------------|---------------|--------------------------|
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|-------------------------------|---------------------------------------|------------------|--|------------------|---|------------------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | Month / Year: to Month / Year: | Jan-17 Sep-17 | Month / Year: to Month / Year: | Oct-17 Sep-18 | Month / Year: to Month / Year: | Oct-18 Sep-19 |
| Land | | | | | | |
| Buildings | | | | | \$874,189.00 | |
| Machinery & Equipment | | | | | | |
| Other (List Below) | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Capital Outlay Summary | | \$0.00 | | \$0.00 | \$874,189.00 | |

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

| Prior Budget Year | | Current Budget Year | | Next Budgeted Year | |
|--------------------------|--------|----------------------------|--------|---------------------------|--------|
| Actual Values | | Projected Values | | Projected Values | |
| Month / Year: | Jan-17 | Month / Year: | Oct-17 | Month / Year: | Oct-18 |
| to Month / Year: | Sep-17 | to Month / Year: | Sep-18 | Month / Year: | Sep-19 |

| | | | | |
|--------------------------------|--|---------------------|---------------------|-----------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$3,939,717.83 | \$3,711,856.00 | \$3,673,718.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$3,695,754.98 | \$3,711,856.00 | \$3,673,718.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$874,189.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$3,695,754.98 | \$3,711,856.00 | \$4,547,907.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$243,962.85 | \$0.00 | (\$874,189.00) |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | \$243,962.85 | \$243,962.85 |
| 7 | Change in Operating Reserve (line #5 from above) | \$243,962.85 | \$0.00 | (\$874,189.00) |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$243,962.85 | \$243,962.85 | (\$630,226.15) |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$243,962.85 | \$243,962.85 | (\$630,226.15) |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

Reserves are currently managed by the Boys & Girls Clubs of Central Wyoming Foundation. Reserves can be made available to operating and capital projects based on organizational need as identified by the BGCCW Board of Directors and submitted to the Foundation for consideration and approval.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

* Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

Board Members

PRESIDENT: Jan Cundy
VICE PRESIDENT: Ian Sandefer
TREASURER: Brian Stack
SECRETARY: Diane McGinley

MEMBERS

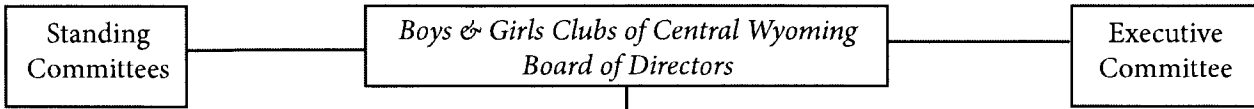
| | |
|-----------------|--------------------|
| Matt Cassel | Drew Perkins |
| Beau Covert | Chad Pew |
| Gregory Dixon | Tim Postel |
| Peggy Drury | Rebecca Sedar |
| Steve Ellbogen | Jack Tarter |
| Jim Foss | Bill Thompson |
| Whitney Gamroth | Kent Thompson |
| Suzanna Garlick | Michele Trost-Hall |
| Ben Kirven | Larry Wilson |
| Dominic Madia | Mark Wilson |
| Susie McMurry | Mitch Zimmerman |
| Kathi Paulson | |

Foundation Board Members

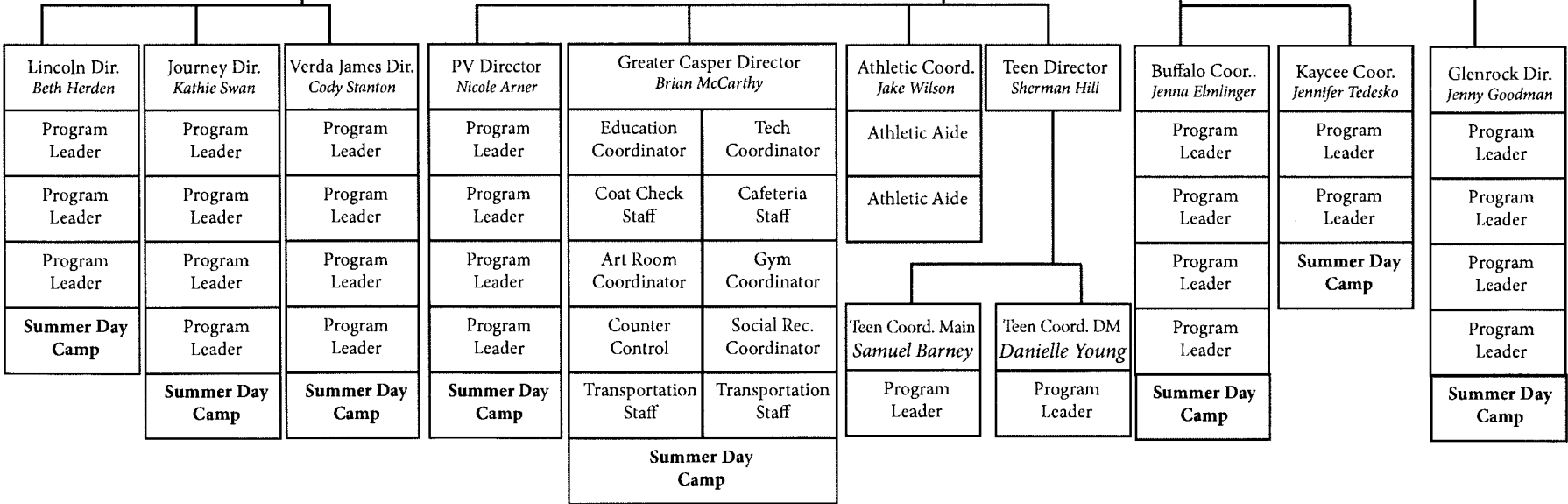
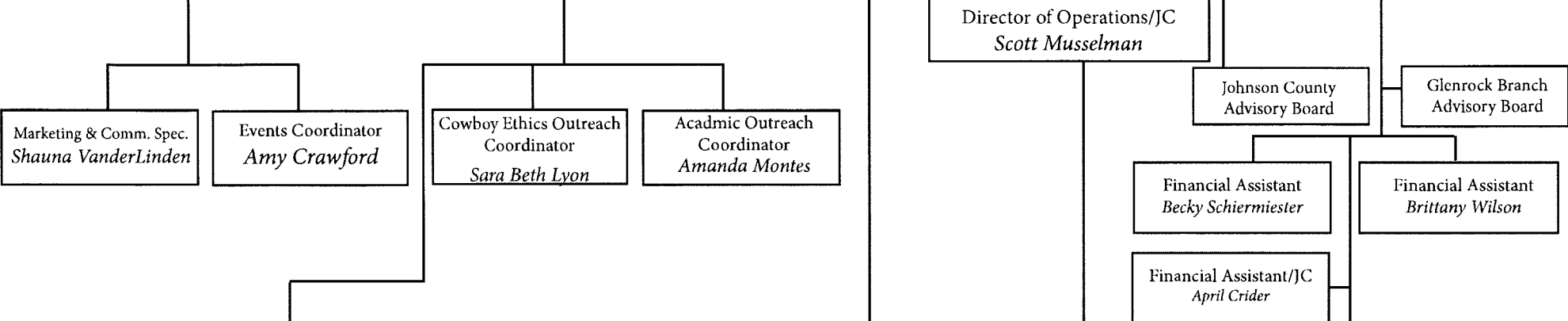
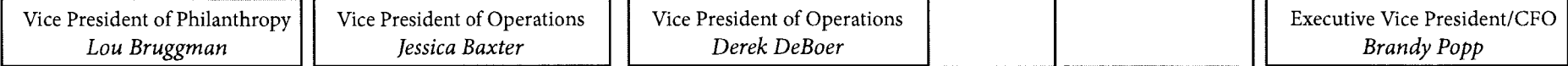
PRESIDENT: Phil Schmidt
VICE PRESIDENT: Matt Grant
TREASURER: Bill Thompson
SECRETARY: Sadie Carson

MEMBERS

Kim DeVore
Drew Perkins
Mike Sullivan
Mitch Zimmerman



Chief Executive Officer
Ashley Bright





Healthy Homes Healthy Families

Housing Authority of the City of Casper

1% Application

“Transitional Housing”

August 24, 2018

TO:

City Manager's Office

Attention: Renee Jordan-Smith

200 North David

Casper, Wyoming 82601-1553

FROM:

Casper Housing Authority

Kim Summerall-Wright

Executive Director

kswright@chaoffice.org

307.266.1388 x17

RECEIVED
12:18 PM



145 North Durbin, Casper, Wyoming 82601-7123
Phone 307-266-1388 Fax 307-237-4869 www.chaoffice.org



COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
 Please, DO NOT submit any additional documentation unless requested.

Todays Date: 08/22/18

| Organization Requesting Funding | | | |
|---------------------------------|------------------------------------|------------------------|--------------|
| <i>Name:</i> | Casper Housing Authority | | |
| <i>Address:</i> | 145 N. Durbin St. Casper, WY 82601 | | |
| <i>Phone #:</i> | 307-266-1388 | <i>Fax:</i> | 307-237-4869 |
| | | <i>Date Organized:</i> | 07/01/71 |

| Organization Contact Person(s) | | | |
|--------------------------------|--|-----------------|-------------------|
| <i>Name and Title:</i> | Kim Summerall-Wright, Executive Director | <i>Phone #:</i> | 307-266-1388 x 17 |
| <i>Email:</i> | kswright@chaoffice.org | | |
| <i>Name and Title:</i> | Lori Burns, Development Director | <i>Phone #:</i> | 307-266-1388 x15 |
| <i>Email:</i> | lburns@chaoffice.org | | |

| Organization Board Members (if applicable) | | | | | |
|--|--------------|---------------------|------------------|--------------|------------|
| <i>Name:</i> | John Lichty | <i>Office Held:</i> | Chairperson | <i>Term:</i> | 12/31/2020 |
| <i>Name:</i> | Scott Wonser | <i>Office Held:</i> | Vice Chairperson | <i>Term:</i> | 12/31/2022 |
| <i>Name:</i> | John Haass | <i>Office Held:</i> | Commissioner | <i>Term:</i> | 12/31/2021 |
| <i>Name:</i> | Dave Maxner | <i>Office Held:</i> | Commissioner | <i>Term:</i> | 12/31/2018 |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> | |
| <i>Name:</i> | | <i>Office Held:</i> | | <i>Term:</i> | |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|------------------|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, <i>please specify</i>) |
| <i>FY 19</i> | | 500,000 1% Funds - City |
| <i>FY18</i> | | |
| <i>Previous Years</i> | | \$980,000 from 1% #15 |

Please Attach an Agency Organizational Chart

1. What is your organizations mission?

The Casper Housing Authority provides quality affordable housing that is well integrated into the fabric of neighborhoods and serves as a foundation to improve lives and advance resident independence.

2. What geographical area & populations are being served by your organization?

The Casper Housing Authority operates mainly within the City of Casper. A few of our program participants also reside in Bar Nunn, Mills, and Evansville. Our organization serves families and individuals who are low-income and live below the poverty line.

3. What programs/services are currently offered by your organization?

The Casper Housing Authority offers over 8 different housing programs to serve our clients. These programs include:

1. Public Housing
2. Housing Choice Voucher (Section 8)
3. Veterans Affairs Supportive Housing (HUD - VASH)
4. Mod Rehab - (SRO)
5. Multifamily (Section 202)
6. Housing First
7. Low Income Housing Tax Credit - (LIHTC)
8. LifeSteps Campus Shared Housing
9. Project-Based Vouchers at CentrePointe Apartments (PBV)
10. Project Based Vouchers at RavenCrest Apartments (RAD)

Each programs has qualifying guidelines with tenants typically earning 80 percent of the area median income or less.

4. Describe how your 1% #15 funding was used.

The Casper Housing Authority was awarded 1% #15 funding for the renovations of the LifeSteps Campus. The LifeSteps Campus is owned by the City of Casper with property management being conducted by the Casper Housing Authority overseeing the campus buildings and grounds. These funds paid for the following renovations to the campus: (1) Renovations of Building B, C, and E including drywall, paint, lighting, windows, flooring, and other improvements. (2) Landscape improvements (3) Code Upgrades and Abatement (4) Plumbing Upgrades and (5) Interior and partial outdoor lighting upgrades.

5. Describe how your 1% #16 funding will be used.

The Casper Housing Authority is partnering with Seton House and Interfaith to start a new transitional housing program on the LifeSteps Campus. Transitional housing refers to a supportive – yet temporary – type of accommodation that is meant to bridge the gap from homelessness to permanent housing by offering structure, supervision, support, life skills, and in some cases, education and training. We are a 3 partner consortium bringing together all of our services to help families in need: CHA - Housing, Seton House - Case Management for transitional housing, and Interfaith - Supportive Services for low income families and individuals. CHA is the lead and fiscal agency for the project with Seton House and Interfaith being contracted to provide their services.

Casper Housing Authority as the property managers of LifeSteps Campus will be providing the housing aspect of the transitional housing program which includes housing for up to 16 families in building E on the LifeSteps Campus, utilities, maintenance, and security. Program participants will pay 30% of their income or \$50 flat rate (whichever is greater) for rent. Seton House will be providing Case Management services to families which will include helping them become self-sufficient in order to move out of the program after up to 2 years of services. Seton House already works with a similar demographic and has case management in place and the resources to provide this service. Interfaith of Natrona County will be providing support services to the participants. This includes helping them with transportation vouchers, healthcare vouchers, clothing, personal care items, utility allowances upon move out, and other services. By partnering together, our three agencies are able to provide services to transitional housing participants without duplicating already offered services.

6. If your total grant request is more than the previously requested, please explain why.

N/A

1%#15 - was for LifeSteps Campus Renovations for the amount of \$980,000

1%#16 - is being requested for a new Transitional Housing Program in the amount of \$500,000

7. How will it affect your program if you do not receive this funding?

Without the 1% #16 funding, the transitional housing program will be unable to be brought back to the Casper Community. The grant opportunities to support this type of program are few and far between. We have been unable to find funding for this program through other means. If the program does not receive funding - we will continue to research other options to see if we can identify other funding sources; however, this will continue to delay the Casper community of this needed service.

8. How does your organization evaluate itself and programs for effectiveness?

The Casper Housing Authority evaluates itself and its program for effectiveness based on our occupancy rates in our programs, how many clients are being served, and how many clients have transferred out of our programs. For example - CHA continuously maintains a 96% public housing occupancy rate. In regards to our Section 8 - Housing Choice Voucher program we measure the effectiveness in the fact that all vouchers that have been awarded to the Casper community, by HUD, are 100% leased through over 180 CHA private landlord partners.

REQUESTED BUDGET DETAIL

| <p>Outline in the table below specifically how your request will be used.</p> <p><i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i></p> | | |
|--|---------------------|-------------|
| ITEM | AMOUNT OF FUNDING | % OF TOTAL |
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| Case Management provided by Seton House (\$50,000 X 4 years) | \$200,000.00 | 37% |
| | | 0% |
| | | 0% |
| Housing (including rent, utilities, maintenance, and security) for 16 housing units (\$54,651.75 X 4 | \$218,607.00 | 41% |
| | | 0% |
| Supportives Services provided by Interfaith (\$6,250 X 4 years) | \$25,000.00 | 5% |
| | | 0% |
| Program Manager | \$38,793.00 | 7% |
| | | 0% |
| Administrative & Supplies | \$6,200.00 | 1% |
| | | 0% |
| Insurance | \$14,400.00 | 3% |
| | | 0% |
| Furnishings/Incidentals | \$25,000.00 | 5% |
| | | 0% |
| Professional Fees | \$10,400.00 | 2% |
| Audit/Accounting/Legal | | 0% |
| | | 0% |
| | | 0% |
| TOTAL REQUESTED | \$538,400.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

**Provide salary and benefit information for all paid positions, full-time & part-time,
including projected changes.**

| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
|---------------------------|-----------------------|--------------------|--------------------|-------------------|
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Case Manager | Full-time | \$40,000.00 | \$10,000.00 | \$1,200.00 |
| Program Manager | Part-time | \$8,958.25 | \$740.00 | \$268.75 |
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| TOTALS | | \$48,958.25 | \$10,740.00 | \$1,468.75 |

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|---------------|---|--------|--|--------|
| Month / Year: | Please Select | Month / Year: | Oct-18 | Month / Year: | Oct-19 |
| to Month / Year: | Please Select | to Month / Year: | Sep-19 | to Month / Year: | Sep-20 |

| Personnel | | | |
|----------------------------------|--------|-------------|-------------|
| Full-Time | | | |
| Regular Wages | | \$40,000.00 | \$40,000.00 |
| Overtime Wages | | | |
| Part-Time | | | |
| Regular Wages | | \$8,958.25 | \$8,958.25 |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | | \$3,745.31 | \$3,745.31 |
| Benefits | | \$6,994.69 | \$6,994.69 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$0.00 | \$59,698.25 | \$59,698.25 |

| General Administration | | | |
|-------------------------------|--|----------|----------|
| Postage & Freight | | \$250.00 | \$250.00 |
| Telephone | | \$600.00 | \$600.00 |

PROGRAM EXPENDITURE DETAIL

| | | | |
|--|--------|------------|------------|
| Printing / Duplication | | \$250.00 | \$250.00 |
| Publicity, Dues / Subscriptions | | \$0.00 | \$0.00 |
| Utility Services | | Included | Included |
| Professional Services | | \$2,600.00 | \$2,600.00 |
| Maintenance Agreements | | Included | Included |
| Travel | | | |
| Employees | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| | | | |
| Subtotal General Administration | \$0.00 | \$3,700.00 | \$3,700.00 |

| Supplies | | | |
|---------------------------|--------|----------|----------|
| Office | | \$150.00 | \$150.00 |
| Operating | | | |
| Repairs / Maintenance | | | |
| Materials | | \$300.00 | \$300.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$0.00 | \$450.00 | \$450.00 |

| Fixed Charges | | | |
|-------------------------------|--------|-------------|-------------|
| Insurance | | \$3,600.00 | \$3,600.00 |
| Rent/Lease | | \$54,651.75 | \$54,651.75 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$0.00 | \$58,251.75 | \$58,251.75 |

| Other Expenditures | | | |
|---------------------------|--|--|--|
| Fundraising Expenses | | | |
| Debt Service | | | |
| Other (please list below) | | | |

PROGRAM EXPENDITURE DETAIL

| | | | |
|---|--------|-------------|-------------|
| Furnishings & Incidentals (beds, bedding, dishes, etc.) | | \$6,250.00 | \$6,250.00 |
| Supportive Services (transportation, emergency care) | | \$6,250.00 | \$6,250.00 |
| Subtotal Other Expenditures | \$0.00 | \$12,500.00 | \$12,500.00 |

| | | | |
|------------------------------------|--------|--------------|--------------|
| Capital Expenditures | | | |
| Capital Building | | | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |
| TOTAL FOR ALL | \$0.00 | \$134,600.00 | \$134,600.00 |

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | Current Operating Budget Year Projected Revenue | Next Operating Budget Year Projected Revenue |
|---|--|---|
| Month / Year: Please Select to Month / Year: Please Select | Month / Year: Oct-18 to Month / Year: Sep-19 | Month / Year: Oct-19 to Month / Year: Sep-20 |

| | | | |
|--|---------------|---------------------|---------------------|
| Program Fees | | \$9,600.00 | \$9,600.00 |
| United Way | | | |
| Donations | | | |
| Grants - State | | | |
| Grants - Federal | | | |
| Grants - Private | | | |
| Interest Income | | | |
| Other Fundraisers | | | |
| Foundations | | | |
| Corporations | | | |
| County Funding | | | |
| City Funding 1% | | \$125,000.00 | \$125,000.00 |
| City Funding Community Promotions | | | |
| City Other | | | |
| Other (please list below) | | | |
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| SUMMARY OF | \$0.00 | \$134,600.00 | \$134,600.00 |

List all debts owed by your organization.

| Debtor | Amount Owed | Anticipated Pay-off Date |
|-----------------------|---------------------|---------------------------------|
| City of Casper | \$350,000.00 | April 1,2027 |
| City of Casper | \$434,000.00 | April 1,2032 |
| First Interstate Bank | \$180,000.00 | April 1,2027 |
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| | | |
| TOTAL DEBT | \$964,000.00 | |

Capital Outlay

| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
|------------------------|---|--------------------------------|--|------------------|---|------------------|
| | Month / Year: to Month / Year: | Please Select Please Select | Month / Year: to Month / Year: | Oct-18 Sep-19 | Month / Year: to Month / Year: | Oct-19 Sep-20 |
| Land | | | | \$0.00 | | \$0.00 |
| Buildings | | | | \$0.00 | | \$0.00 |
| Machinery & Equipment | | | | \$0.00 | | \$0.00 |
| Other (List Below) | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Capital Outlay Summary | | \$0.00 | | \$0.00 | | \$0.00 |

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|---------------|---|--------|--|--------|
| Month / Year: | Please Select | Month / Year: | Oct-18 | Month / Year: | Oct-19 |
| to Month / Year: | Please Select | to Month / Year: | Sep-19 | to Month / Year: | Sep-20 |

| | | | | |
|--------------------------------|--|--------|--------------|--------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$0.00 | \$134,600.00 | \$134,600.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$0.00 | \$134,600.00 | \$134,600.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$0.00 | \$134,600.00 | \$134,600.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$0.00 | \$0.00 | \$0.00 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | \$0.00 | \$0.00 |
| 7 | Change in Operating Reserve (line #5 from above) | \$0.00 | \$0.00 | \$0.00 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$0.00 | \$0.00 | \$0.00 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |

| | | | | |
|-----------------------|--|---------------|---------------|---------------|
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$0.00 | \$0.00 | \$0.00 |

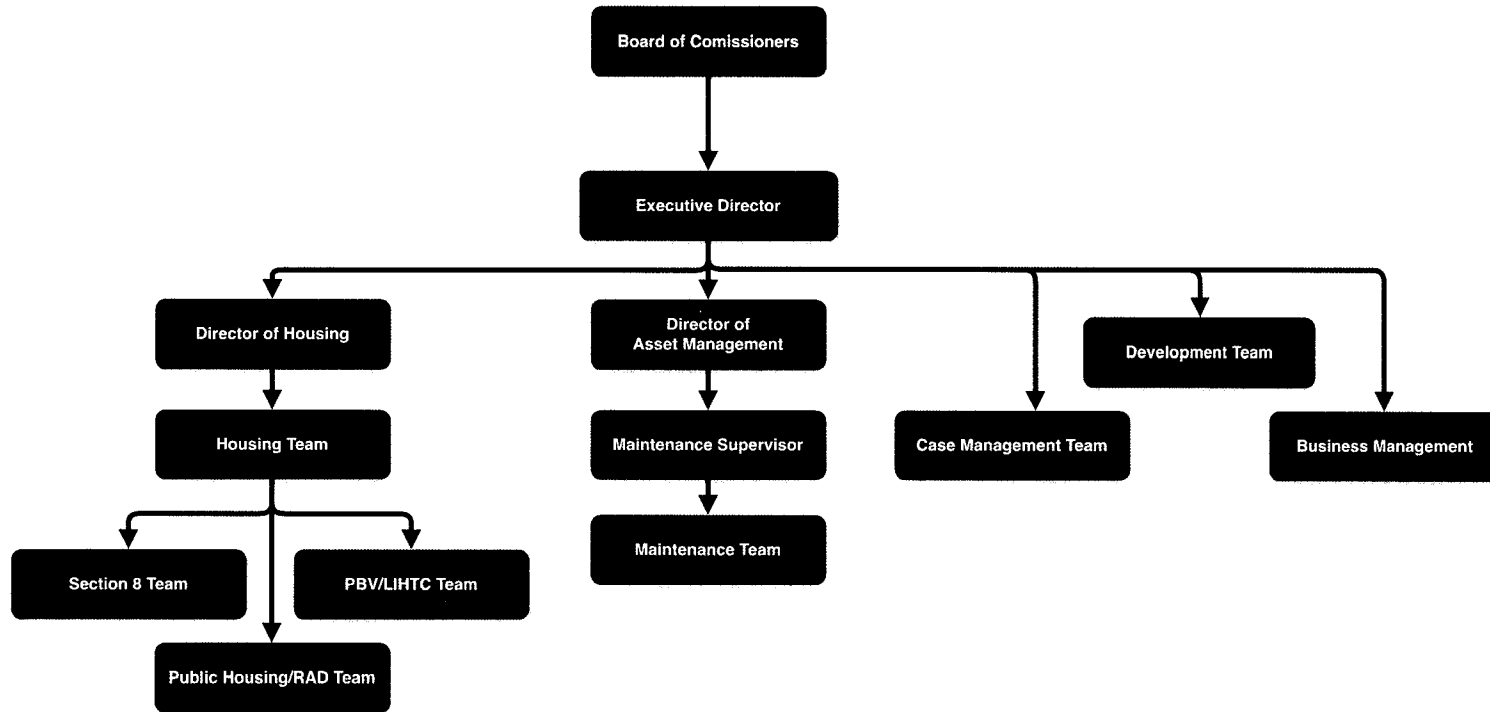
**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

CASPER HOUSING AUTHORITY
ORGANIZATIONAL CHART



PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 3:00 pm August 10, 2018

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

4
12:20 PM

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

| | | | |
|--|---------------------------------------|----------|----|
| Today's Date: | | 08/08/18 | |
| Organization Requesting Funding | | | |
| Name: | Casper Downtown Development Authority | | |
| Address: | 341 W. Yellowstone Hwy. | | |
| Phone #: | 235-6710 | Fax: | NA |
| Date Organized: | 06/09/05 | | |

| | | | |
|---------------------------------------|----------------------------------|----------|----------|
| Organization Contact Person(s) | | | |
| Name and Title: | Kevin Hawley, Executive Director | Phone #: | 235-6710 |
| Email: | kevin@downtowncasper.com | | |
| Name and Title: | | Phone #: | |
| Email: | | | |

| | | | | | |
|---|--------------------|--------------|----------------|-------|-----------|
| Organization Board Members (if applicable) | | | | | |
| Name: | Jenn True | Office Held: | Chairman | Term: | 6/30/2022 |
| Name: | Brandon Daigle | Office Held: | Vice-Chair | Term: | 6/30/2019 |
| Name: | Nicholas Grooms | Office Held: | Treasurer | Term: | 6/30/2020 |
| Name: | Pete Fazio | Office Held: | Secretary | Term: | 6/30/2022 |
| Name: | Will Reese | Office Held: | Member | Term: | 6/30/2020 |
| Name: | Trudi Holthouse | Office Held: | Member | Term: | 6/30/2019 |
| Name: | Sona Rummel | Office Held: | Member | Term: | 6/30/2019 |
| Name: | Christopher Murray | Office Held: | Member | Term: | 6/30/2021 |
| Name: | Shawn Houck | Office Held: | Member | Term: | 6/30/2022 |
| Name: | Tim Schenk | Office Held: | Member | Term: | 6/30/2020 |
| Name: | Charlie Powell | Office Held: | Council Liason | Term: | NA |

| | | |
|---|------------------|--|
| Funding History and Amount Requested (if not applicable, list N/A) | | |
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, <i>please specify</i>) |
| <i>FY19</i> | | |
| <i>FY18</i> | | |
| <i>Previous Years (specify what year(s)).</i> | 2015 | Unallocated '14 - \$3million - David Street Station |

Please Attach an Agency Organizational Chart

City Council > DDA Board > Executive Director > Operations Manager > Staff

1. What is your organizations mission?

The Wyoming legislature declares that the organization of downtown development authorities having the purposes and powers provided in this act will serve a public use; will promote the health, safety, prosperity, security and general welfare of the inhabitants thereof and of the people of this state, will halt or prevent deterioration of property values or structures within central business districts, will halt or prevent the growth of blighted areas within such districts, and will assist municipalities in the development and redevelopment of such districts and in the overall planning to restore or provide for the continuance of the health thereof, and will be of especial benefit to the property within the boundaries of any authority created pursuant to the provisions of this article.

2. What geographical area & populations are being served by your organization?

The geographical area being served is the Central Business District as defined by the DDA boundary. The population being served is all residents and visitors who spend time in downtown Casper.

3. What programs/services are currently offered by your organization?

We currently manage affairs for the central business district, the property owners, merchants, and patrons within the district, as well as manage the city owned parking structure and surface lot, as well as the operations and maintenance of David Street Station.

4. Describe how your 1% #15 funding was used.

Did not receive.

5. Describe how your 1% #16 funding will be used.

The request would be for the city of Casper to purchase capital equipment for use by the DDA for downtown maintenance but that the city retain ownership of the asset. The DDA would request that general maintenance of the equipment be under the repair of the city fleet department, much like the city owned 4-wheeler and sweeper for use at the parking garage and downtown. In consideration for this capital investment, the DDA would supply manpower to operate the equipment.

6. If your total grant request is more than the previously requested, please explain why.

The last grant request we made was for \$3 million from unallocated 1-cent '14 for use on the capital campaign of David Street Station. Since my tenure with the DDA, that is the only 1 cent ask I am aware of.

7. How will it affect your program if you do not receive this funding?

We will still carry on our mission - the sidewalks downtown will just remain in poor condition during winter months and not pedestrian friendly. We have worked hard to create a more vibrant and walkable downtown and believe this would help facilitate that in the harsh winter months. A large concern is the windrows in the middle of the pedestrian paths across major intersections in downtown- David, Center, Wolcott, etc. Currently, pedestrians step over or through sometimes a 2-3' windrow in the middle of the designated street crossing path. The ADA compliant sidewalk ramps also go unattended and are hazardous to pedestrians.

8. How does your organization evaluate itself and programs for effectiveness?

Downtown (DDA general) is downtown growing and moving in the right direction - energy, excitement, investment - or is it stagnate and/or in decline? Parking Garage - customer feedback, complaints, new reservations and retainage, overall financial health. David Street Station - donor/sponsor participation, event attendance, event feedback. For this new winter walkability effort, the only baseline to measure against is ignoring the problem, so any effort to address will make a dramatic difference. I think resident feedback would be good but I doubt many will take the time to praise, just complain that a spot is missed. If you spend anytime downtown, you will be able to tell the difference, if you don't....you will think it's always like this (because it should be).

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|---|--------------------|----------------------|
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| John Deere Snow removal Equip. | \$23,850.00 | 100% |
| includes snow thrower, broom, cab, and tractor | | 0% |
| | | 0% |
| | | 0% |
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| | | 0% |
| TOTAL REQUESTED | \$23,850.00 | 100% |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| Personnel | | | |
|----------------------------------|---------------------|---------------------|---------------------|
| Full-Time | | | |
| Regular Wages | \$166,836.24 | \$205,000.00 | \$205,000.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Part-Time | | | |
| Regular Wages | \$36,104.81 | \$60,000.00 | \$60,000.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Employer Contributions | | | |
| Taxes | \$21,080.34 | \$38,400.00 | \$38,400.00 |
| Benefits | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$224,021.39 | \$303,400.00 | \$303,400.00 |

| General Administration | | | |
|--|---------------------|---------------------|---------------------|
| Postage & Freight | \$704.86 | \$1,200.00 | \$1,200.00 |
| | | | |
| Printing / Duplication | | \$1,500.00 | \$1,500.00 |
| Publicity, Dues / Subscriptions | \$6,526.85 | \$1,800.00 | \$1,800.00 |
| Utility Services | \$18,211.02 | \$63,000.00 | \$63,000.00 |
| Professional Services | \$11,492.24 | \$80,800.00 | \$80,800.00 |
| Maintenance Agreements | \$13,361.68 | | |
| Travel | \$1,660.10 | \$6,000.00 | \$6,000.00 |
| Employees | | | |
| Other (please list below) | | | |
| Marketing | \$53,162.77 | \$76,500.00 | \$76,500.00 |
| Supplies | \$2,024.24 | \$55,250.00 | \$55,250.00 |
| Rent | \$4,631.34 | | |
| | | | |
| Subtotal General Administration | \$111,775.10 | \$286,050.00 | \$286,050.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|--------|-------------|-------------|
| Office | | | |
| Operating | | | |
| Repairs / Maintenance | | \$19,000.00 | \$19,000.00 |
| Materials | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$0.00 | \$19,000.00 | \$19,000.00 |

| Fixed Charges | | | |
|-------------------------------|-------------|-------------|-------------|
| Insurance | \$5,369.25 | \$32,000.00 | \$32,000.00 |
| Rent/Lease | \$49,243.92 | \$35,793.00 | \$35,793.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$54,613.17 | \$67,793.00 | \$67,793.00 |

| Other Expenditures | | | |
|------------------------------------|-------------|--------------|--------------|
| Fundraising Expenses | | | |
| Debt Service | | | |
| Other (please list below) | | | |
| Event Expense | \$83,811.26 | \$243,500.00 | \$243,500.00 |
| | | | |
| Subtotal Other Expenditures | \$83,811.26 | \$243,500.00 | \$243,500.00 |

| Capital Expenditures | | | |
|------------------------------------|----------------|----------------|----------------|
| Capital Building | \$4,380,632.44 | \$1,483,000.00 | \$1,483,000.00 |
| Capital Equipment | \$91,233.71 | | |
| Other (please list below) | | | |
| | | | |
| Subtotal Other Expenditures | \$4,471,866.15 | \$1,483,000.00 | \$1,483,000.00 |

| | | | |
|-----------------------------------|--------------|--------------|--------------|
| TOTAL FOR ALL EXPENDITURES | \$474,220.92 | \$919,743.00 | \$919,743.00 |
|-----------------------------------|--------------|--------------|--------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | | | | |
|--|-----------------------|--|-----------------------|--|-----------------------|--|
| Program Fees | \$378,162.08 | | \$298,920.00 | | \$298,920.00 | |
| United Way | \$0.00 | | \$0.00 | | \$0.00 | |
| Donations | \$1,381,103.67 | | \$1,841,250.00 | | \$1,841,250.00 | |
| Grants - State | \$557,414.00 | | \$0.00 | | \$0.00 | |
| Grants - Federal | \$0.00 | | \$0.00 | | \$0.00 | |
| Grants - Private | \$0.00 | | \$50,000.00 | | \$50,000.00 | |
| Interest Income | \$1,777.04 | | \$0.00 | | \$0.00 | |
| Other Fundraisers | \$0.00 | | \$0.00 | | \$0.00 | |
| Foundations | \$31,308.00 | | \$0.00 | | \$0.00 | |
| Corporations | \$50,500.00 | | \$0.00 | | \$0.00 | |
| County Funding | \$0.00 | | \$0.00 | | \$0.00 | |
| City Funding 1% | \$1,274,974.91 | | \$0.00 | | \$0.00 | |
| City Funding Community Promotions | \$0.00 | | \$0.00 | | \$0.00 | |
| City Other | \$2,000.00 | | \$2,000.00 | | \$2,000.00 | |
| Other (please list below) | \$0.00 | | \$0.00 | | \$0.00 | |
| Mill-levy | \$163,202.91 | | \$165,000.00 | | \$165,000.00 | |
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| SUMMARY OF REVENUES | \$3,840,442.61 | | \$2,357,170.00 | | \$2,357,170.00 | |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|--------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| We carry no debt | \$0.00 | January-00 |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | |
|------------------------|---|--|---|
| | Prior Operating Budget Year Actual | Current Operating Budget Year Projected | Next Operating Budget Year Projected |
| | Month / Year: to Month / Year: | Month / Year: to Month / Year: | Month / Year: to Month / Year: |
| | Jul-17 Jun-18 | Jul-18 Jun-19 | Jul-19 Jun-20 |
| Land | \$0.00 | \$0.00 | \$0.00 |
| Buildings | \$0.00 | \$0.00 | \$0.00 |
| Machinery & Equipment | | | |
| Other (List Below) | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Capital Outlay Summary | \$0.00 | \$0.00 | \$0.00 |

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

| Prior Budget Year | | Current Budget Year | |
|--------------------------|--------|----------------------------|--------|
| Actual Values | | Projected Values | |
| Month / Year: | Jul-17 | Month / Year: | Jul-18 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 |

| | | | |
|--------------------------------|--|-----------------------|-----------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$3,840,442.61 | \$2,357,170.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$474,220.92 | \$919,743.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$474,220.92 | \$919,743.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$3,366,221.69 | \$1,437,427.00 |
| Total Reserve Breakdown | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | \$3,366,221.69 |
| 7 | Change in Operating Reserve (line #5 from above) | \$3,366,221.69 | \$1,437,427.00 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$3,366,221.69 | \$4,803,648.69 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$3,366,221.69 | \$4,803,648.69 |

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

Capital - pay off capital construction; Operations....to operate

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are not used for capital projects, but are used for operating periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large project that will be made in the future

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| | |
|---------------------------|--------|
| Next Budgeted Year | |
| Projected Values | |
| Month / Year: | Jul-19 |
| Month / Year: | Jun-20 |

| |
|-----------------------|
| \$2,357,170.00 |
| \$919,743.00 |
| \$0.00 |
| \$919,743.00 |
| \$1,437,427.00 |
| \$4,803,648.69 |
| \$1,437,427.00 |
| \$6,241,075.69 |
| \$0.00 |
| \$0.00 |
| \$0.00 |
| \$6,241,075.69 |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

y:
ject)

eeded to cover gaps between funding
rge and anticipated expense(s) that



Quote Summary

Prepared For:

Downtown Casper
341 W Yellowstone Hwy
Casper, WY 82601
Business: 307-235-6710
Mobile: 307-262-8181

Prepared By:

Allan Kiser
Stotz Equipment
10801 Highway 789
Riverton, WY 82501
Phone: 307-856-4831
Mobile: 307-797-2190
akiser@stotzeq.com

Customer agrees to read Operator's Manual before operation of equipment.

Quote Id: 17952175
Created On: 07 August 2018
Last Modified On: 07 August 2018
Expiration Date: 26 October 2018

| Equipment Summary | Selling Price | Qty | Extended |
|--|----------------------|------------|---------------------|
| JOHN DEERE Signature Series X738 Tractor Less Deck | \$ 10,100.00 X | 1 = | \$ 10,100.00 |
| JOHN DEERE ROPS Hard Cab | \$ 5,500.00 X | 1 = | \$ 5,500.00 |
| JOHN DEERE 47 In. Quick-Hitch Two-Stage Snow Blower | \$ 3,450.00 X | 1 = | \$ 3,450.00 |
| JOHN DEERE 60 In. Heavy-Duty Rotary Broom | \$ 4,800.00 X | 1 = | \$ 4,800.00 |
| Equipment Total | | | \$ 23,850.00 |

Quote Summary

| | |
|----------------------------|---------------------|
| Equipment Total | \$ 23,850.00 |
| SubTotal | \$ 23,850.00 |
| Est. Service Agreement Tax | \$ 0.00 |
| Total | \$ 23,850.00 |
| Down Payment | (0.00) |
| Rental Applied | (0.00) |
| Balance Due | \$ 23,850.00 |

Salesperson : X _____

Accepted By : X _____



1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

Today's Date: _____

| Organization Requesting Funding | | | | | |
|---------------------------------|---|------|----------|-----------------|----------|
| Name: | Central Wyoming Hospice and Transitions Program | | | | |
| Address: | 319 S. Wilson | | | | |
| Phone #: | 9307) 577-4832 | Fax: | 577-4841 | Date Organized: | 06/01/81 |

| Organization Contact Person(s) | | | |
|--------------------------------|---------------------------------|----------|----------|
| Name and Title: | Kilty Brown, Executive Director | Phone #: | 577-4832 |
| Email: | kiltyb@cwHP.org | | |
| Name and Title: | | Phone #: | |
| Email: | | | |

| Organization Board Members (if applicable) | | | | | |
|--|--------------------------|--------------|---------------------|-----------|-----------------|
| Name: | Dr. Jay Sweberg | Office Held: | President | Term: 2nd | 1/2016-12/2018 |
| Name: | Mark Owens | Office Held: | Vice President | Term: 2nd | 1/2018 -12/2020 |
| Name: | Lisa Hubbard | Office Held: | Secretary/Treasurer | Term: 1st | 1/2016-12/2018 |
| Name: | Amity Vermillion-Holland | Office Held: | Director | Term: 2nd | 1/2016-12/2018 |
| Name: | Joan Means | Office Held: | Director | Term: 2nd | 1/2017-12/2019 |
| Name: | Robyn Landen | Office Held: | Director | Term: 2nd | 1/2018 -12/2020 |
| Name: | Mark Okes | Office Held: | Director | Term: 2nd | 1/2018 -12/2020 |
| Name: | Dean Cline | Office Held: | Director | Term: 1st | 1/2016-12/2018 |
| Name: | Patrick Dixon | Office Held: | Director | Term: 1st | 1/2016-12/2018 |
| Name: | Tim Frary | Office Held: | Director | Term: 1st | 1/2017-12/2019 |
| Name: | Wes Hayden | Office Held: | Director | Term: 1st | 1/2017-12/2019 |
| Name: | Stuart Atnip | Office Held: | Director | Term: 1st | 1/2018 -12/2020 |
| Name: | Angie LeDoux | Office Held: | Director | Term: 1st | 1/2018 -12/2020 |
| Name: | Shea Ward | Office Held: | Director | Term: 1st | 1/2018 -12/2020 |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|--|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | \$20,000 (Requested from CAP) | |
| FY18 | \$10,000 (CAP) | |
| Previous Years (specify what year(s)). | FY 2016 - \$12,100 (CAP) FY 2017 \$10,000 (CAP) | |

Please Attach an Agency Organizational Chart

4
12:23 P.M.

1. What is your organizations mission?

" To companion the end-of-life journey with skill and compassion."

2. What geographical area & populations are being served by your organization?

Central Wyoming Hospice and Transitions provides a full continuum of care to individuals living with a chronic and/or terminal illness. In 2017, we cared for 418 patients, 81.2% of which were 65 years or older. Support services are also provided to family members and significant others that are impacted by the challenges of living with a loved one who is chronically ill. In 2018, we served 45 children through our Kid's Grief Camp. While services are offered to individuals of any age including children and adults, the majority of our clients are 55 and older.

Our program serves Natrona and Converse Counties through its hospice and bereavement programs. Hospice Home care is only available in Natrona County. Transitions, the organization's pre-hospice program, is available to qualified residents in Natrona County.

3. What programs/services are currently offered by your organization?

Central Wyoming Hospice and Transitions offers a full continuum of programs and services for those individuals facing chronic and life limiting illnesses including:

Transitions (pre hospice program): Assists individuals living with chronic life-limiting illnesses. Transitions offers case management, resource referrals and supportive services such as advocacy, in-home respite care, meal preparation, errands, transportation, and light housekeeping. Since its inception, an average of 92% of the Transitions clients living in a private home have been able to maintain their independence through the support offered by this program. Services are also provided to residents residing in skilled nursing care facilities. Direct support services are provided by trained volunteers keeping administrative costs to a minimum. There is no charge to the clients.

Hospice care: Offers holistic medical care, emotional and spiritual support for individuals with a prognosis of 6 months or less. Services can be provided in the patient's own home, in a nursing facility or in the hospice home. Supportive services are provided for family members and significant individuals impacted by the patient's illness.

Bereavement Services: Include support groups, one on one counseling, resource library and Kid's Grief Camp. The loss impacting the bereaved individual does not have to occur on hospice services to access services. These services are offered at no charge to the participants.

Community Respite Care: Provided in the hospice home to adults unable to safely be alone without a caregiver. These individuals do NOT have to be terminally ill or meet hospice criteria to utilize this service, which offers much needed relief for caregivers. Stays can range from 4 hours to 30 days.

4. Describe how your 1% #15 funding was used.

Central Wyoming Hospice and Transitions did not apply nor receive One Cent #15 funding.

5. Describe how your 1% #16 funding will be used.

There are few people in Natrona County who are untouched by the services offered at Central Wyoming Hospice and Transitions (CWHTP). Approximately 5,000 Casper families have received support on our campus during one of the most difficult times of their lives from CWHTP.

The majority of patients residing in a hospice home are classified as Routine Home Care. Medicare provides NO reimbursement for room and board for this level of care. In 2013, the Wyoming Legislature passed legislation allowing for a Medicaid room and board benefit, which is far below the actual cost of providing services. Many individuals dealing with chronic and ultimately terminal illnesses have exhausted their assets, leaving the organization with uncollectible debt.

Hospice reimbursement is based on a per diem rate. Out of this routine care per diem, (\$195.71 per day for the 1st 60 days on service and \$153.71 for each day thereafter), CWHTP must provide 24 hour round the clock skilled nursing staff, meals, utilities, medication administration, personal hygiene supplies, and prescribed therapies). The cost of providing care in the Hospice Home averages \$900 per patient day leaving a wide financial gap. The current CWHTP room and board fee of \$350/day leaves a gap of approximately \$355/patient day. No patient is ever turned away because of inability to pay. In 2017, CWHTP provided \$71,772 in uncompensated care.

The campus was expanded to meet the growing need of our community in 2009. The HVAC system is beginning to show the wear and tear placed on it by the demands of functioning around the clock. CWHTP has been advised to include funding to replace the chiller in its 2020 budget. In spite of all of the preventative maintenance, the chiller has outlived its anticipated life.

The funding will be used to include \$60,000 in the general operating budget for 2021 to cover 63% of the cost of replacing the chiller, and \$30,000 per year to help fill the gap in the cost of hospice home operations and Medicare reimbursement.

6. If your total grant request is more than the previously requested, please explain why.

Central Wyoming Hospice has not requested funding in the past. However as the gap between what Medicare reimburses hospice for room and board and the actual cost of providing care widens, it is becoming impossible to include the cost of major building repairs and updates in the general operating budget.

In addition, hospices are mandated to provide bereavement services which take place on the Central Wyoming Hospice and Transitions campus but there is no reimbursement for these services.

The CWHTP hospice home has been a vital means of support to our community.

7. How will it affect your program if you do not receive this funding?

Central Wyoming Hospice and Transitions leadership has always felt it is imperative to provide care in a setting that is homelike and offers peace, tranquility and comfort. The individuals who walk through our doors are facing the most emotionally charged challenges in their lives. It is imperative that the environment be serene, comfortable and affordable.

If we do not receive this funding there is a chance we might have to raise the room and board fees which could make the hospice home unaffordable to many. While no one is ever turned away because of inability to pay, seeing an increased fee could prohibit individuals from even inquiring about admission to this much needed service.

In addition, the building was designed for efficiency and many of the rooms do not have windows that open to the outside as a means of maintaining air pressure and air filtration. Having an effective chiller is crucial. If CWHTP does not receive funding, they will have no option but to continue budgeting lesser dollars in repairs for a chiller that will no longer work at the optimal efficiency until the funding can be obtained to replace the existing chiller.

8. How does your organization evaluate itself and programs for effectiveness?

CWHTP is very proud of its Quality Assurance/Performance Improvement program (QA/PI). The CWHTP QA/PI program is an effective, ongoing, agency-wide data-driven quality assessment and performance improvement program. The CWHTP's Board of Directors ensures that our ongoing evaluation process:

- 1) Reflects the complexity of the organization and services (this includes our financial well-being, compliance, human resources and building maintenance);
- 2) Involves all services and programs (including those services furnished under contract or arrangement);
- 3) Focuses on indicators related to improved outcomes;
- 4) Takes actions to demonstrate improvement in CWHTP performance when indicated.

The CWHTP QA/PI staff measure, analyze, and track identified quality indicators, including adverse patient events, and other aspects of performance that enable the hospice to assess processes of care, hospice services, and operations. Documentary evidence of all actions taken under QA/PI are maintained and available for review.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|--|---------------------|----------------------|
| <i>EXAMPLE:</i> Director's Salary | \$5,000.00 | 6% |
| | | 0% |
| 63% of the project cost of installation of new chiller in 2021 | \$60,000.00 | 33% |
| | | 0% |
| General Operating for hospice home in 2020 | \$30,000.00 | 17% |
| | | 0% |
| General Operating for hospice home in 2021 | \$30,000.00 | 17% |
| | | 0% |
| General Operating for hospice home in 2022 | \$30,000.00 | 17% |
| | | 0% |
| General Operating for hospice home in 2023 | \$30,000.00 | 17% |
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| TOTAL REQUESTED | \$180,000.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|---|------------------------------|-----------------------|--------------------|--------------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Executive Director | Full-time | \$93,461.54 | \$504.00 | |
| Transitions Coordinator | Full-time | \$40,651.00 | \$0.00 | \$0.00 |
| Transitions case | Part-time | \$14,457.00 | \$0.00 | \$0.00 |
| Volunteer Coordinator | Full-time | \$38,880.00 | \$0.00 | \$0.00 |
| 13 Hospice RNs (3 are 13 Hospice Aides (4 are PT and 9 FT) | Full-time | \$836,569.61 | \$3,024.00 | \$0.00 |
| Chaplain and Social worker | Full-time | \$111,240.00 | \$0.00 | \$0.00 |
| 4 Supervisors (Director of Clinical Services, | Full-time | \$265,853.46 | \$1,512.00 | \$0.00 |
| Other Administrative | Full-time | \$277,115.20 | \$1,740.00 | \$0.00 |
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| TOTALS | | \$2,020,101.05 | \$8,364.00 | \$0.00 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |

Personnel

| Full-Time | | | |
|----------------------------------|-----------------------|-----------------------|-----------------------|
| Regular Wages | \$1,788,009.00 | \$2,020,101.05 | \$2,080,704.08 |
| Overtime Wages | | | |
| Part-Time | | | |
| Regular Wages | | | |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$156,907.00 | \$154,537.73 | \$162,294.91 |
| Benefits | \$7,855.00 | \$8,364.00 | \$8,864.00 |
| Other (please list below) | | | |
| Employee Health Insurance | \$223,890.00 | \$243,861.55 | \$256,054.63 |
| Subtotal Personnel | \$2,176,661.00 | \$2,426,864.33 | \$2,507,917.62 |

General Administration

| | | | |
|--|---------------------|---------------------|---------------------|
| Postage & Freight | \$5,129.00 | \$5,828.57 | \$6,003.42 |
| Telephone | \$17,367.00 | \$17,761.67 | \$17,761.67 |
| Printing / Duplication | \$10,375.00 | \$12,785.80 | \$12,785.80 |
| Publicity, Dues / Subscriptions | \$21,096.00 | \$29,457.74 | \$30,341.47 |
| Utility Services | \$67,140.00 | \$67,364.66 | \$67,364.66 |
| Professional Services | \$75,740.00 | \$69,200.00 | \$69,200.00 |
| Maintenance Agreements | \$30,624.00 | \$78,305.26 | \$75,000.00 |
| Travel | \$3,676.00 | \$8,000.00 | \$8,000.00 |
| Employees | \$29,818.00 | \$25,750.00 | \$25,750.00 |
| Other (please list below) Misc. | \$52,843.00 | \$51,453.00 | \$52,000.00 |
| Bank charges and paypal fees | \$5,073.00 | \$5,645.43 | \$5,700.00 |
| cleaning / housekeeping/laundry | \$59,300.00 | \$35,067.00 | \$36,820.00 |
| contract wages | \$23,133.00 | \$0.00 | \$0.00 |
| license and taxes | \$1,109.00 | \$1,200.00 | \$50.00 |
| administrative mileage | \$9,022.00 | \$9,912.00 | \$10,407.60 |
| Subtotal General Administration | \$411,445.00 | \$417,731.13 | \$417,184.62 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---|---------------------|---------------------|---------------------|
| Office | \$3,292.00 | \$3,780.19 | \$3,893.60 |
| Operating - hospital/medical provider charges | \$9,609.00 | \$11,293.56 | \$11,585.24 |
| Mileage - patient/client visits | \$14,138.00 | \$15,389.67 | \$16,159.00 |
| Medical Supplies / Small equipment/DME | \$94,842.00 | \$78,188.31 | \$82,097.72 |
| Other (please list below) - Misc | \$37,668.00 | \$39,667.00 | \$40,857.00 |
| Bereavement supplies/Kid's camp | \$11,578.00 | \$21,000.00 | \$21,000.00 |
| Pharmacy | \$113,196.00 | \$128,681.20 | \$135,115.00 |
| Meals and Food for inpatients | \$4,275.00 | \$4,843.16 | \$4,988.45 |
| Nursing Home Expenses | \$162,061.00 | \$80,112.00 | \$80,112.00 |
| Subtotal Supplies | \$450,659.00 | \$382,955.09 | \$395,808.01 |

| Fixed Charges | | | |
|-------------------------------|---------------------|---------------------|---------------------|
| Insurance | \$49,905.00 | \$53,785.62 | \$55,399.18 |
| Rent/Lease | | | |
| Other (please list below) | | | |
| Depreciation | \$338,200.00 | \$337,089.20 | \$337,000.00 |
| Social work supervision | \$2,994.00 | \$3,261.67 | \$3,261.67 |
| Subtotal Fixed Charges | \$391,099.00 | \$394,136.49 | \$395,660.85 |

| Other Expenditures | | | |
|------------------------------------|--------------------|--------------------|--------------------|
| Fundraising Expenses | \$55,590.00 | \$66,465.34 | \$66,465.34 |
| Debt Service | | | |
| Other (please list below) | | | |
| Memory Lane Boutique | \$62.00 | \$500.00 | \$500.00 |
| Bad Debt | \$38,182.00 | \$21,000.00 | \$21,000.00 |
| Unrealized loss | \$2,213.00 | | |
| Investment fees | \$1,534.00 | | |
| Subtotal Other Expenditures | \$97,581.00 | \$87,965.34 | \$87,965.34 |

| Capital Expenditures | | | |
|------------------------------------|-------------------|--------------------|-------------------|
| Capital Building | | \$8,000.00 | |
| Capital Equipment | \$1,824.00 | \$12,000.00 | \$4,000.00 |
| Other (please list below) | | \$14,450.00 | |
| Subtotal Other Expenditures | \$1,824.00 | \$34,450.00 | \$4,000.00 |

| | | | |
|-----------------------------------|-----------------------|-----------------------|-----------------------|
| TOTAL FOR ALL EXPENDITURES | \$3,527,445.00 | \$3,709,652.38 | \$3,804,536.44 |
|-----------------------------------|-----------------------|-----------------------|-----------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | Current Operating Budget Year Projected Revenue | Next Operating Budget Year Projected Revenue |
|---|--|---|
| Month / Year: Jan-17 to Month / Year: Dec-17 | Month / Year: Jan-18 to Month / Year: Dec-18 | Month / Year: Jan-19 to Month / Year: Dec-19 |

| | | | |
|--|-----------------------|-----------------------|-----------------------|
| Program Fees | \$2,921,163.00 | \$2,908,877.85 | \$2,967,055.40 |
| United Way | \$6,800.00 | \$11,500.00 | \$11,500.00 |
| Donations | \$250,993.00 | \$241,157.00 | \$242,000.00 |
| Grants - State | \$2,000.00 | \$2,000.00 | \$2,000.00 |
| Grants - Federal | \$0.00 | \$0.00 | \$0.00 |
| Grants - Private | \$25,026.50 | \$51,000.00 | \$51,000.00 |
| Interest Income | \$50,250.00 | \$17,750.00 | \$20,000.00 |
| Other Fundraisers | \$191,413.00 | \$290,561.33 | \$295,000.00 |
| Foundations | \$26,026.50 | \$28,300.00 | \$29,000.00 |
| Corporations | \$2,000.00 | \$2,000.00 | \$2,000.00 |
| County Funding | | | |
| City Funding 1% | | | |
| City Funding Community Promotions | | | |
| City Other - CAP | \$10,000.00 | \$20,000.00 | \$20,000.00 |
| Other (please list below) | | | |
| Memorial Program | \$114,447.00 | \$162,022.67 | \$180,000.00 |
| Planned Giving | \$136,711.00 | \$25,000.00 | \$25,000.00 |
| Boutique resale income | \$22,835.00 | \$30,000.00 | \$30,000.00 |
| Miscellaneous income | \$2,528.00 | \$3,000.00 | \$3,000.00 |
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| SUMMARY OF REVENUES | \$3,762,193.00 | \$3,793,168.85 | \$3,877,555.40 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|--------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| No debts are owed by CWHTP | | |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|---|------------------------------------|--------|--------------------------------------|--------|-----------------------------------|--------|
| | Prior Operating Budget Year | | Current Operating Budget Year | | Next Operating Budget Year | |
| | Actual | | Projected | | Projected | |
| | Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| | to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |
| Equipment | \$1,824.00 | | | | | |
| Electronic Hardware (computers, iPads) | | | \$12,000.00 | | \$4,000.00 | |
| Electronic Software | | | \$14,450.00 | | | |
| Kitchen Floors | | | \$8,000.00 | | | |
| Chiller for HVAC system | | | | | | |
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| | | | | | | |
| Capital Outlay Summary | \$1,824.00 | | \$34,450.00 | | \$4,000.00 | |

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | Month / Year: | Dec-19 |

| | | | | |
|--------------------------------|---|---------------------|---------------------|---------------------|
| 1 | Revenue <small>(Line 15 Revenue Detail)</small> | \$3,762,193.00 | \$3,793,168.85 | \$3,877,555.40 |
| 2 | Expenditure Summary <small>(Total from Expenditure Detail)</small> | \$3,527,445.00 | \$3,709,652.38 | \$3,804,536.44 |
| 3 | Capital Outlay Summary <small>(Total from Capital Outlay Detail)</small> | \$1,824.00 | \$34,450.00 | \$4,000.00 |
| 4 | Total Expenditures <small>(Line #2 plus line #3 from above)</small> | \$3,529,269.00 | \$3,744,102.38 | \$3,808,536.44 |
| 5 | Over/Under Revenues <small>(Subtract line #4 from line#1 above)</small> | \$232,924.00 | \$49,066.47 | \$69,018.96 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year <small>(see below for definition)</small> | \$0.00 | \$232,924.00 | \$281,990.47 |
| 7 | Change in Operating Reserve <small>(line #5 from above)</small> | \$232,924.00 | \$49,066.47 | \$69,018.96 |
| 8 | New Operating Reserve <small>(line #6 (+ or -) line #7 from above)</small> | \$232,924.00 | \$281,990.47 | \$351,009.43 |
| 9 | Capital Reserves From Prior Year <small>(see definition below)</small> | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve <small>(any additions or uses of capital reserves)</small> | \$0.00 | \$0.00 | \$20,000.00 |
| 11 | New Capital Reserve <small>(line #9 (+ or -) line #10 from above)</small> | \$0.00 | \$0.00 | \$20,000.00 |
| TOTAL RESERVES | | \$232,924.00 | \$281,990.47 | \$371,009.43 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

Hospice's reimbursement mechanisms are unpredictable and subject to delays and changes based on numerous issues that are out of our control and are unexpected. An inadvertant key stroke, a holiday, a regulatory or political change can all have major impacts on our reimbursement. Often times Medicare randomly delays payment whie requesting patient documentation. It is not uncommon for an insurance company to take in excess of 90 days to pay a claim.

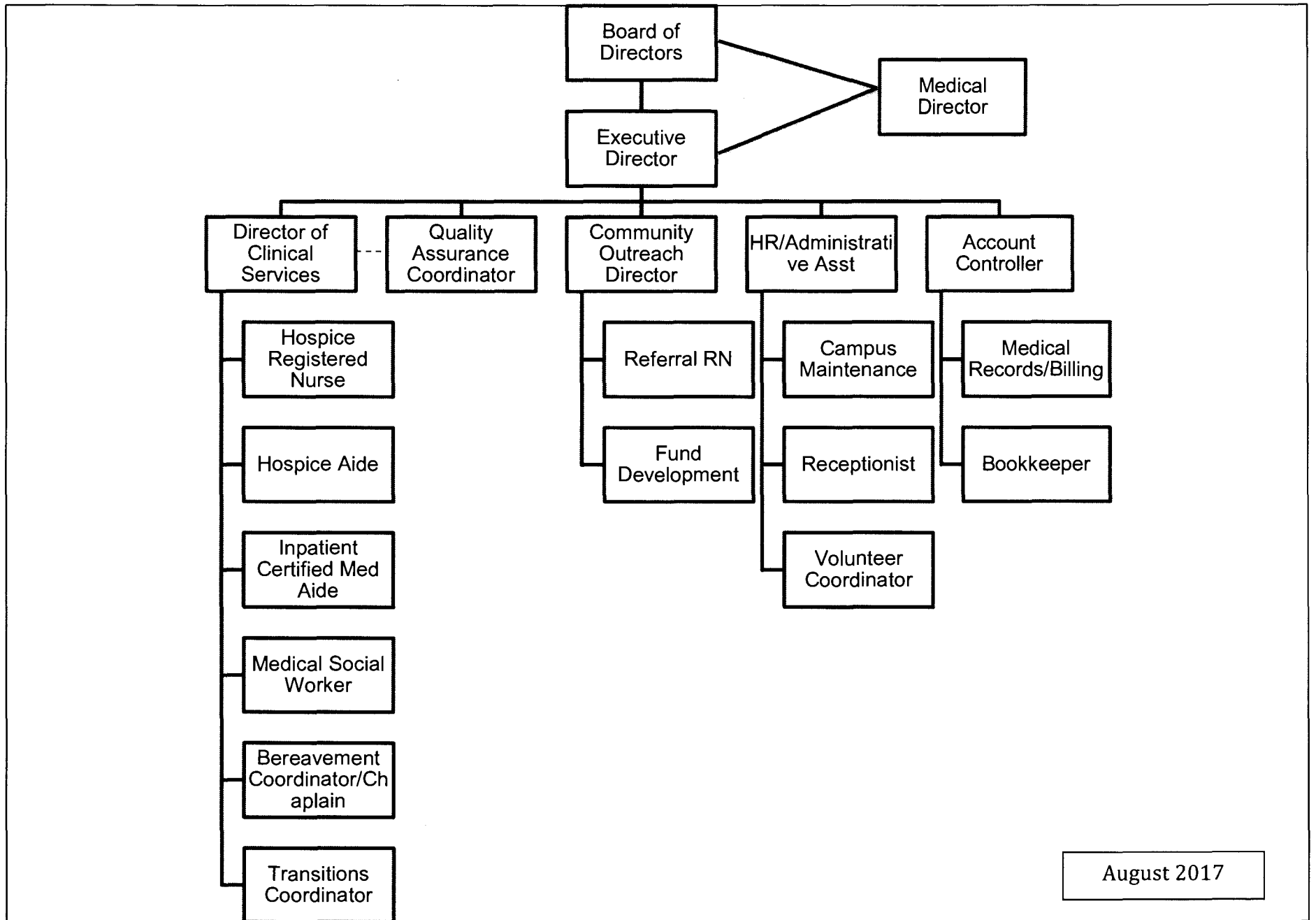
In order to remain viable and sustainable, it is crucial that we have between 9 and 12 months operating reserves available to maintain the capital needed to care for our clients. Capital expenses such as the chiller are in addition to the needed operating expenses.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

Central Wyoming Hospice and Transitions Organizational Chart



August 2017

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

| | |
|---------------|--------|
| Today's Date: | 8.7.18 |
|---------------|--------|

| Organization Requesting Funding | | | |
|---------------------------------|-------------------------------------|------|--|
| Name: | Casper Mountain Biathlon Club | | |
| Address: | 1110 East End Road Casper, WY 82601 | | |
| Phone #: | 307.215.4054 | Fax: | |
| Date Organized: | 11/01/08 | | |

| Organization Contact Person(s) | | | |
|--------------------------------|------------------------------|----------|--------------|
| Name and Title: | Cathy Rosser, Treasurer | Phone #: | 307.215.4054 |
| Email: | Casperbiathlon@gmail.com | | |
| Name and Title: | Ken Miech, Vice President | Phone #: | 307.267.8393 |
| Email: | kmiech@flyinginnovations.com | | |

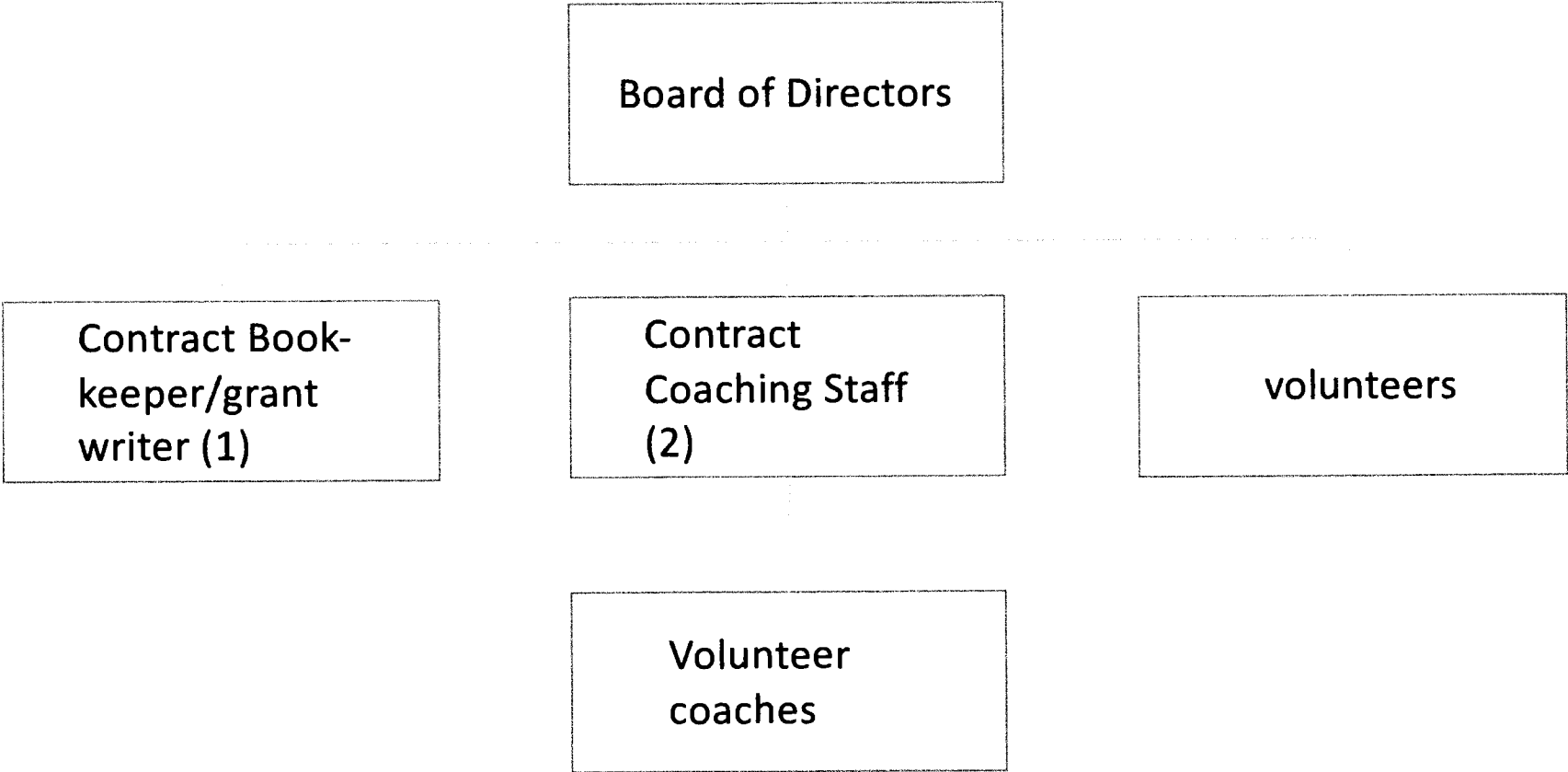
| Organization Board Members (if applicable) | | | | | |
|--|----------------|--------------|----------------|-------|----|
| Name: | Robert Rosser | Office Held: | President | Term: | 10 |
| Name: | Ken Miech | Office Held: | Vice President | Term: | 4 |
| Name: | Nicole Elder | Office Held: | Secretary | Term: | 3 |
| Name: | Cathy Rosser | Office Held: | Treasurer | Term: | 6 |
| Name: | Keith Garlick | Office Held: | Director | Term: | 2 |
| Name: | Harry Brubaker | Office Held: | Director | Term: | 10 |
| Name: | Nicole Kramer | Office Held: | Director | Term: | 2 |
| Name: | Kerrie Pearson | Office Held: | Director | Term: | 5 |
| Name: | Mason Sale | Office Held: | Director | Term: | 6 |
| Name: | Bryan Price | Office Held: | Director | Term: | 2 |
| Name: | Daron Gruner | Office Held: | Director | Term: | 6 |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|-----------------------------------|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | | \$151,181 City 1% \$50,000 County 1% |
| FY18 | | \$151,181 City 1% \$50,000 County 1% |
| Previous Years . FY 17 & 16 combined | \$3,833 City Community Promotions | \$329,110 City 1% \$320,034 County 1% |

Please Attach an Agency Organizational Chart

12:28 PM

Casper Mountain Biathlon Organizational Chart



1. What is your organizations mission?

Casper Mountain Biathlon Club is a 501(c)(3) non-profit organization, a designated Paralympic Sport Club, U.S. Ski and Snowboard club and a member club of the U.S. Biathlon Association. Casper Mountain Biathlon Club's mission is to provide opportunity and training for youth and adults of all abilities to achieve excellence through the sports of cross country skiing and rifle marksmanship.

2. What geographical area & populations are being served by your organization?

The Casper Mountain Multi Sports Complex serves local, regional, national, and international populations. Locally, CMBC members ages 6 – adult train year-round at the Complex. In winter, the Complex hosts students from Natrona County School District for ski/biathlon Physical Education. The Complex has hosted Casper area homeschool students, Boy Scouts, Girl Scouts, and the Boys and Girls Club. The Complex also serves as a year-round ski/bike/trail run/hike/equestrian recreation area for the general population. The Complex has hosted regional, national, and international cross-country ski and biathlon camps, races, and teams in the past two years of operation. The Complex has been the site of the Cowboy State Games cross country ski, biathlon, mountain bike biathlon, and running biathlon races for the past two years, drawing athletes locally and from around the region. The complex has hosted multiple national Paralympic camps for disabled veterans and has hosted a World Paralympic event drawing athletes from the USA, Canada, and South Korea. The South Korean Paralympic trained in Casper for 2 months and the Calgary Biathlon Club recently came to Casper for a two-week summer training camp. The Complex hosted the 2017 Western Region National Guard Biathlon competition and the 2018 US Biathlon Western Championships. In December 2019, the venue is slated to host its first North American Cup drawing the best athletes from Canada and the United States to compete in Casper. January to December 2017, over 1200 people participated in organized activities at the Multi-Sport Complex

3. What programs/services are currently offered by your organization?

The Casper Mountain Biathlon Club offers programs that serve populations ranging from elite athletes to beginners, children, students, adults, veterans and disabled athletes; hosts 4-5 training camps per year; hosts 8-10 races a year; regularly participates in community outreach activities such as Olympic Day at the Rec Center; and provides supplemental trail grooming and trail maintenance that benefit the general recreation population of Casper. The CMBC offers instruction and coaching in cross country ski and biathlon for athletes as young as grade-school age, a master's program for adults, and an adaptive, Paralympic program. Year-round programming is offered at all age levels and abilities. CMBC also offers various introductory experiences for cross country ski and biathlon that have been utilized by individuals and groups such as the Boys and Girls Club, Boy Scouts, and Girl Scouts. CMBC partners with Natrona County School District to offer a day-long introduction to cross country skiing and biathlon to NCSD physical education classes that has served over 500 students per winter. CMBC has purchased trail grooming equipment that allows us to groom the trails in the Complex for the use of both our club members and the general recreation population of Casper. CMBC volunteers and coaches participate in year-round trail maintenance, including cleaning up trails of downed trees, trimming grass, and planting of vegetation to prevent erosion. They also provide supplemental event, early and late season grooming that benefit the public.

4. Describe how your 1% #15 funding was used.

In combination with funding from the Wyoming Business Council, Natrona County 1%, Natrona County Joint Powers Recreation Board, CAEDA, Daniels Fund and many other private donors, City 1% funds were used to complete Phase I construction of the Casper Mountain Multi - Sport Complex at McMurry Mountain Park. The majority of Phase I funds were used for site clearing and excavation for the 30-point biathlon rifle range, and the installation of the 30-lanes of 50-meter targets with concrete pad, roofing, lead catchers, and lighting. Another important task that was accomplished was the construction and certification of 10 km of trails designed to meet homologation standards necessary for hosting International Ski Federation, International Biathlon Union, and International Paralympic Committee races. These two important elements have strongly contributed to the success to date in attracting races and participants to the venue. Other important work that has been completed as part of Phase I includes, completion of the lower (crushed rock material) parking lot, installation of an electrical power drop to the site that will support the entire project, installation of LED lighting at the parking lot and at the central venue trails and range, the construction of 2 elevated trails with pedestrian underpass to keep spectators off the race course, installation of an audio system, construction of one heated building for storage and groomer parking, fencing around the range backstop area, installation of a video security surveillance system, and the acquisition of grooming equipment, track vehicle and trailer.

5. Describe how your 1% #16 funding will be used.

1% funding will be used to support Phase 2 of the Casper Mountain Multi Sport Complex at McMurry Mountain Park that will include: 5 km of paved pathways. Paved rollers ski loops at the venue will allow for athletes to safely train off the road and maximize year-round use. The trails will be used for both training and competition. Paved paths will also be open to the public for recreational use (walking, running, biking, strollers, etc and will add wheelchair friendly trails for residents with disabilities. This addition to the venue will be a major draw for summer training camps and competitions, since there are currently only 2 venues in the United States with both a biathlon range and paved roller ski loops. Playground and agility park structures. Casper Mountain currently offers very little in the way of playground structures. We have plans to add outdoor playground structures as well as fitness and agility structures, all open to the public. Our vision is to create a summer training site that supports both athlete training and family friendly recreation. Public lodge and warming building. Currently there is only one small building for storage and maintenance and nothing available for the public. Venue landscaping & vegetation. Paid employees. CMBC currently is volunteer run with the assistance of contract coaches and professionals. Our goal moving into the next year is to expand and create one full time Venue, Program & Events Director Position and one-part time Office Manager position.

6. If your total grant request is more than the previously requested, please explain why.

N/A

7. How will it affect your program if you do not receive this funding?

As in Phase 1, we plan to leverage 1% funds with other funding sources to bring together the full amount needed for the proposed expenditures. If the project does not receive 1% funding for Phase 2, it would diminish our chances of also receiving other funding. Phase 2 build out would need to be scaled back or postponed. If this were to happen it would leave the full potential of the venue unfinished. The scope of venue master plan calls for maximum year-round use. The proposed capital and infrastructure improvements help us get closer to reaching full potential of the venue and are necessary to serve our residents as well as draw people to the biathlon and cross-country ski destination Casper is rapidly becoming.

8. How does your organization evaluate itself and programs for effectiveness?

CMBC tracks all participation in events and programs taking place McMurry Mountain Park. The club looks at Natrona County pass sales. The club does its best to track visitor stays generated from activities at the venue. The club also tracks qualitative measures such as athlete results. The club is also working with CAEDA to investigate and encourage related industries to track the venue's impact on economic diversification in Casper.

Tracking: Event & Program Participation. Impact on goal of increasing recreation opportunities. Impact on goal of strengthening and expanding local recreation and tourism industry (economic diversification)

In fall of 2018 the club will be installing a trail counter to begin tracking all use on trails from both organized programs and access by public.

REQUESTED BUDGET DETAIL

| Outline in the table below specifically how your request will be used. | | |
|--|--------------------------|-----------------------------|
| <i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i> | | |
| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| Pathway paving | \$150,000.00 | 36% |
| Playground and Outdoor Fitness Structures | \$40,000.00 | 10% |
| Lodge Building | \$150,000.00 | 36% |
| Venue Manager salary | \$20,000.00 | 5% |
| Supplemental and event grooming | \$10,000.00 | 2% |
| Race course and event fencing & signage | \$8,000.00 | 2% |
| Program equipment (skis, poles, rifles) | \$8,000.00 | 2% |
| Landscaping & Vegetation | \$4,000.00 | 1% |
| Lodge design and project engineering | \$30,000.00 | 7% |
| | | 0% |
| | | 0% |
| | | 0% |
| | | 0% |
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| | | 0% |
| | | 0% |
| | | 0% |
| TOTAL REQUESTED | \$420,000.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION*

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|---|------------------------------|--------------------|--------------------|--------------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Events, Programs and Venue Director | Full-time | \$60,000.00 | \$0.00 | \$60,000.00 |
| Office Manager | Part-time | \$20,000.00 | \$0.00 | \$20,000.00 |
| * CMBC does not have any employees at present. These positions we hope to add in the upcoming | | | | |
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| | TOTALS | \$80,000.00 | \$0.00 | \$80,000.00 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Nov-17 | Month / Year: | Nov-18 |
| to Month / Year: | Oct-17 | to Month / Year: | Oct-18 | to Month / Year: | Oct-19 |

| Personnel | | | |
|----------------------------------|---------------|---------------|--------------------|
| Full-Time | | | |
| Regular Wages | \$0.00 | \$0.00 | \$60,000.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Part-Time | | | |
| Regular Wages | \$0.00 | \$0.00 | \$20,000.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Employer Contributions | | | |
| Taxes | \$0.00 | \$0.00 | \$5,000.00 |
| Benefits | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$0.00 | \$0.00 | \$85,000.00 |

| General Administration | | | |
|--|---------------------|---------------------|--------------------|
| Postage & Freight | \$290.00 | \$300.00 | \$325.00 |
| Telephone | \$82.00 | \$300.00 | \$300.00 |
| Printing / Duplication | \$135.00 | \$150.00 | \$150.00 |
| Publicity, Dues / Subscriptions | \$2,506.00 | \$2,800.00 | \$3,000.00 |
| Utility Services | \$5,956.00 | \$6,500.00 | \$7,000.00 |
| Professional Services | \$89,861.00 | \$95,000.00 | \$15,000.00 |
| Maintenance Agreements | | | \$0.00 |
| Travel | \$1,061.00 | \$1,200.00 | \$1,200.00 |
| Employees | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| bank fees and credit card processing | \$670.00 | \$800.00 | \$1,200.00 |
| | | | |
| Subtotal General Administration | \$100,561.00 | \$107,050.00 | \$28,175.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|-----------------------------|--------------------|--------------------|--------------------|
| Office | \$1,067.00 | \$1,200.00 | \$1,500.00 |
| Operating | \$4,399.00 | \$7,000.00 | \$7,500.00 |
| Repairs / Maintenance | \$8,092.55 | \$11,000.00 | \$8,000.00 |
| Materials | \$6,489.00 | \$15,000.00 | \$7,000.00 |
| Other (please list below) | | | |
| Program & Race Equipment | | | \$8,000.00 |
| | | | |
| Subtotal Supplies | \$20,047.55 | \$34,200.00 | \$32,000.00 |

| Fixed Charges | | | |
|-------------------------------|----------------|-------------------|--------------------|
| Insurance | \$50.00 | \$9,500.00 | \$9,500.00 |
| Rent/Lease | \$0.00 | \$0.00 | \$6,000.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$50.00 | \$9,500.00 | \$15,500.00 |

| Other Expenditures | | | |
|------------------------------------|--------------------|--------------------|--------------------|
| Fundraising Expenses | \$5,800.00 | \$7,000.00 | \$7,000.00 |
| Debt Service | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| Programs and Competition | \$57,887.00 | \$28,000.00 | \$65,000.00 |
| | | | |
| Subtotal Other Expenditures | \$63,687.00 | \$35,000.00 | \$72,000.00 |

| Capital Expenditures | | | |
|------------------------------------|--------------------|---------------------|---------------------|
| Capital Building | \$34,372.00 | \$300,000.00 | \$400,000.00 |
| Capital Equipment | \$15,264.00 | \$7,000.00 | \$150,000.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$49,636.00 | \$307,000.00 | \$550,000.00 |

| | | | |
|-----------------------------------|---------------------|---------------------|---------------------|
| TOTAL FOR ALL EXPENDITURES | \$184,345.55 | \$185,750.00 | \$232,675.00 |
|-----------------------------------|---------------------|---------------------|---------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jan-17 | Month / Year: | Nov-17 | Month / Year: | Nov-18 |
| to Month / Year: | Oct-17 | to Month / Year: | Oct-18 | to Month / Year: | Oct-19 |

| | | | |
|--|---------------------|---------------------|---------------------|
| Program Fees | \$65,820.15 | \$95,000.00 | \$105,000.00 |
| United Way | \$0.00 | \$0.00 | \$0.00 |
| Donations | \$11,494.74 | \$10,000.00 | \$15,000.00 |
| Grants - State | \$117,115.40 | \$0.00 | \$50,000.00 |
| Grants - Federal | \$0.00 | \$0.00 | \$0.00 |
| Grants - Private | \$0.00 | \$100,000.00 | \$100,000.00 |
| Interest Income | \$154.75 | \$200.00 | \$200.00 |
| Other Fundraisers | \$1,392.00 | \$600.00 | \$60,000.00 |
| Foundations | \$0.00 | \$700.00 | \$40,000.00 |
| Corporations | \$0.00 | \$0.00 | \$0.00 |
| County Funding | \$50,000.00 | \$50,000.00 | \$150,000.00 |
| City Funding 1% | \$0.00 | \$308,363.00 | \$300,000.00 |
| City Funding Community Promotions | \$3,833.09 | \$0.00 | \$0.00 |
| City Other | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| Subawardee Federal Grant | \$77,570.50 | \$35,000.00 | \$80,000.00 |
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| SUMMARY OF REVENUES | \$327,380.63 | \$599,863.00 | \$900,200.00 |

DEBT DETAIL - CAPITAL OUTLAY

List all debts owed by your organization.

| Debtor | Amount Owed | Anticipated Pay-off Date |
|-------------------|--------------------|---------------------------------|
| N/A | \$0.00 | |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|-------------------------------|---|------------------|--|------------------|---|------------------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | Month / Year: to Month / Year: | Jan-17 Oct-17 | Month / Year: to Month / Year: | Nov-17 Oct-18 | Month / Year: to Month / Year: | Nov-18 Oct-19 |
| | | Land | | \$0.00 | | \$0.00 |
| Buildings | \$34,372.00 | | | | | |
| Machinery & Equipment | \$15,264.00 | | \$111,900.00 | | \$158,000.00 | |
| Other (List Below) | | | | | | |
| Paving | | | \$300,000.00 | | \$400,000.00 | |
| Lodge Design & Engineering | | | | | \$30,000.00 | |
| Landscaping | | | | | \$4,000.00 | |
| | | | | | | |
| | | | | | | |
| Capital Outlay Summary | \$49,636.00 | | \$411,900.00 | | \$592,000.00 | |

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Nov-17 | Month / Year: | Nov-18 |
| to Month / Year: | Oct-17 | to Month / Year: | Oct-18 | to Month / Year: | Oct-19 |

| | | | | |
|--------------------------------|---|--------------------|--------------------|---------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$327,380.63 | \$599,863.00 | \$900,200.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$184,345.55 | \$185,750.00 | \$232,675.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$49,636.00 | \$411,900.00 | \$592,000.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$233,981.55 | \$597,650.00 | \$824,675.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$93,399.08 | \$2,213.00 | \$75,525.00 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | \$93,399.08 | \$95,612.08 |
| 7 | Change in Operating Reserve (line #5 from above) | \$93,399.08 | \$2,213.00 | \$75,525.00 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$93,399.08 | \$95,612.08 | \$171,137.08 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$93,399.08 | \$95,612.08 | \$171,137.08 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

Reserves are held for phase 2 capital building, equipment, maintenance and contingency.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

* Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Nov-17 | Month / Year: | Nov-18 |
| to Month / Year: | Oct-17 | to Month / Year: | Oct-18 | to Month / Year: | Oct-19 |

| | | | | |
|--------------------------------|--|---------------------|---------------------|---------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$327,380.63 | \$599,863.00 | \$900,200.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$184,345.55 | \$185,750.00 | \$232,675.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$411,900.00 | \$592,000.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$184,345.55 | \$597,650.00 | \$824,675.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$143,035.08 | \$2,213.00 | \$75,525.00 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | \$143,035.08 | \$145,248.08 |
| 7 | Change in Operating Reserve (line #5 from above) | \$143,035.08 | \$2,213.00 | \$75,525.00 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$143,035.08 | \$145,248.08 | \$220,773.08 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$143,035.08 | \$145,248.08 | \$220,773.08 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

Reserves are held for phase 2 capital building, equipment, maintenance and contingency.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 3:00 pm August 10, 2018

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

12:51 P.M.

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

*Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.*

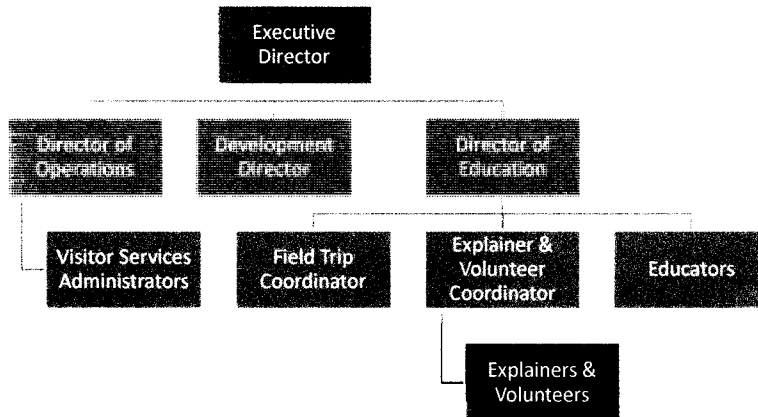
| | | | |
|--|--------------------------------------|------------------------|----------|
| | | Today's Date: | 08/24/18 |
| Organization Requesting Funding | | | |
| Name: | The Science Zone | | |
| Address: | 111 W. Midwest Ave. Casper, WY 82601 | | |
| Phone #: | (307) 473-9663 | Fax: | |
| | | Date Organized: | 11/12/04 |

| | | | |
|---------------------------------------|-----------------------------------|-----------------|----------------|
| Organization Contact Person(s) | | | |
| Name and Title: | Steven Schnell Executive Director | Phone #: | (307) 473-9663 |
| Email: | Steven.Schnell@TheScienceZone.Org | | |
| Name and Title: | | Phone #: | |
| Email: | | | |

| | | | | | |
|---|------------------|---------------------|--------------------------------------|--------------|---|
| Organization Board Members (if applicable) | | | | | |
| Name: | Matt Kadlick | Office Held: | President | Term: | 1 |
| Name: | Sheryl Barksdale | Office Held: | Vice President | Term: | 1 |
| Name: | Kyle Gamroth | Office Held: | Secretary | Term: | 1 |
| Name: | Susan Frank | Office Held: | Treasurer | Term: | 1 |
| Name: | Thea True-Wells | Office Held: | Operations Committee Chair | Term: | 1 |
| Name: | Brian Helling | Office Held: | Support Services Committee Chair | Term: | 1 |
| Name: | Cole White | Office Held: | Resource Development Committee Chair | Term: | 1 |
| Name: | Dustin Carpenter | Office Held: | | Term: | 1 |
| Name: | Nicol Kramer | Office Held: | | Term: | 1 |
| Name: | Jeanne Spawn | Office Held: | | Term: | 1 |
| Name: | Lauren Griffith | Office Held: | | Term: | 1 |

| | | |
|---|-------------------------|---|
| Funding History and Amount Requested (if not applicable, list N/A) | | |
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | | |
| FY18 | | \$ 122,141.73 |
| 2017 | | \$ 20,418.18 |
| 2016 | | \$ 24,000.00 |

Please Attach an Agency Organizational Chart



1. What is your organizations mission?

The Science Zone exists to inspire the mind, to delight the senses and to ignite a passion for the technical arts and sciences.

2. What geographical area & populations are being served by your organization?

Of the roughly 30,000 people our museum serves each year, the majority are people from around Natrona County. However, we see people who visit us from all around our state, and even out of state. We have an extensive outreach program whereby we serve an additional 7,000 people annually at a variety of different events throughout our community and towns around our state. At our museum, and at many of the outreach events, we typically serve children and their families with diverse demographics. We primarily focus our science education efforts on preschool, elementary, and middle school aged children. We have leadership opportunities and programs for high school and college students. Our exhibits and many of our outreach events, while geared for kids, are also relevant and applicable to adults. We find that the parents and grandparents who visit our museum are often able to interact with and enjoy learning from what we offer.

3. What programs/services are currently offered by your organization?

The Science Zone offers an extensive menu of programs and services, each geared to inspire the next level of scientists, innovators and critical thinkers. This year, we had 34 summer camps for children ages 5-14, ranging from chemistry to electric pinball. We offer custom-tailored homeschool science courses. In collaboration with schools in multiple districts, we provide a wide variety of standards-based field trips, each aimed to enhance the unique needs of that classroom. Our afterschool programs for middle and high school students include opportunities to design and complete science research, as well as learn applicable life and job skills. For the younger children, we offer an exploratory science program called Discovery Hour throughout the school year. We offer monthly Saturday Maker-Space activities whereby visitors design and build a variety of projects along with monthly, themed family days that provide additional hands-on learning activities for museum visitors of all ages. We provide winter-break and spring-break camps for kids. Every few months we incorporate new exhibit experiences, which provide content that is engaging for children and relevant for adults, as well as opportunities for visitors to share a learning experience with each other. These programs are made available to all interested, regardless of income, thanks to a scholarship program.

Hands-on science education, and exploration is an opportunity we'd like to share with all.

4. Describe how your 1% #15 funding was used.

Our 1% #15 was used to help support the following focused areas of our science museum: high quality exhibits, programming, outreach, and youth development. We were able to bring in such exhibits like Design Zone, Mission Aerospace, Attack of the Bloodsuckers, and more! We supported our wide variety of programs and the development of new programs, like our DIY Makerspace program. Outreach from the Science Zone has been incredible! We participate in an incredible number of events over the past few years and could not have done it without the support of the one-cent funding. Lastly, our youth development program has been an incredible opportunity for older students to expand their opportunities and provide them with work experience.

5. Describe how your 1% #16 funding will be used.

From our continuous growth, we find ourselves in great need of expansion to provide our community the educational experience it deserves. We are working diligently toward moving from our current basement location to an above-ground facility, which is both larger and more capable of serving our community and state. Today, we apply for one cent funds to help with the capital costs associated with moving the Science Zone into a larger facility. Phase one of our project includes \$1.2 M for the purchase of the building we plan to occupy and another \$2 M for remodeling- including HVAC, classrooms, restrooms, offices, exhibit spaces, and general renovations to the space. Our second phase will require funds for purpose-built exhibits to showcase the science of Wyoming and provide stellar hands-on educational experiences, an endowment to help sustain our operations and lastly A&E fees, furnishings, equipment, technology, campaign costs, and miscellaneous expenses. We are in the process of testing an \$8 – 10 M total campaign goal through a feasibility study. We specifically ask for the City of Casper's help with the capital expenses associated with our most pressing need, remodeling of the facility we plan to occupy. Although total remodeling costs are around \$2M, we are requesting 50% of this from the City to act as a challenge grant. With the City's investment, we will be able to begin construction sooner, and provide our potential funders a challenge match. Lastly, we have received an average of \$20,000 annually for operational support from the City. We are applying for four years of this vital funding. With the City of Casper's partnership, we will build something truly special for our community and state.

6. If your total grant request is more than the previously requested, please explain why.

During the previous funding cycle, we required operational funds to help with the museum. This year we ask for funding to help begin renovations of a new space. Our current home has some challenges—limited ceiling height for traveling exhibits, no natural light, poor visibility for those trying to find us, lack of square footage, difficulty in loading and unloading exhibits, etc. One of the more concerning challenges though is the limited access we can offer to patrons with physical disabilities. Right now, these individuals (or parents) call the Science Zone to request assistance, then use the freight elevator on the loading dock (assuming it is in working condition; there have been times in the past year when it was not). Renovating and moving into our new space sooner allows all our patrons the right to independently access our museum, as well as improve the exhibits and space to inspire the next generation of critical thinkers and scientists in a way we've never been able to offer.

7. How will it affect your program if you do not receive this funding?

Our current location is holding us back from further growth and offering programs and services to as many patrons who would benefit. We are trying to put the pieces in place to change this, with the purchase of a building, and the additions of new board members who can help move toward our vision. Not receiving funding delays our momentum of making this exciting, but necessary, change of venue.

8. How does your organization evaluate itself and programs for effectiveness?

We evaluate effectiveness by looking at our attendance, membership, and visitor comments. One of the primary sources for visitor comments is through social media (reviews have been incredibly positive). Our membership continues to increase, with our numbers nearing 450, which is up by nearly 150 members from last year. Our field trips and camps are also very well attended. We send surveys to school district teachers and parents after field trips, camps and other programs to help guide our offerings. We have a knowledgeable board of directors and staff with a variety of backgrounds who provide feedback and ideas for improvement. Further, we gauge our organization's effectiveness, by the increased demand for our programs and services, as illustrated by our constant requests for participation in a myriad of outreach events. We continually monitor, and adjust our programs and offerings based on trends, and needs of our community.

REQUESTED BUDGET DETAIL

| Outline in the table below specifically how your request will be used. <i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i> | | |
|---|-----------------------|----------------------|
| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| 50% of Remodeling Construction | \$1,000,000.00 | 93% |
| 4 Years of Operational Support | \$80,000.00 | 7% |
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| TOTAL REQUESTED | \$1,080,000.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|---|------------------------------|--------------------|--------------------|--------------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Executive Director | Full-Time | \$52,000.00 | | |
| Development Director | Full-Time | \$65,000.00 | | |
| Director of Education | Full-Time | \$38,000.00 | | |
| Field Trip Educator | Full-Time | \$26,000.00 | | \$1,000.00 |
| Office Administrators | Full-Time | \$34,000.00 | | \$1,000.00 |
| Explainer Cordinator | Full-Time | \$14,400.00 | | |
| Educators | Part-Time | \$35,000.00 | | \$2,000.00 |
| Operations | Part-Time | \$10,000.00 | | \$5,000.00 |
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| | TOTALS | \$274,400.00 | \$0.00 | \$9,000.00 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |

Personnel

| Full-Time | | | |
|----------------------------------|---------------------|---------------------|---------------------|
| Regular Wages | \$155,535.37 | \$229,400.00 | \$262,600.00 |
| Overtime Wages | \$1,491.82 | | |
| Part-Time | | | |
| Regular Wages | \$52,904.73 | \$45,000.00 | \$65,000.00 |
| Overtime Wages | \$0.00 | | |
| Employer Contributions | | | |
| Taxes | \$16,639.12 | \$21,759.60 | \$25,978.68 |
| Benefits | \$0.00 | | |
| Other (please list below) | | | |
| Work Comp | \$2,015.36 | \$2,551.92 | \$3,046.68 |
| Subtotal Personnel | \$228,586.40 | \$298,711.52 | \$356,625.36 |

General Administration

| | | | |
|--|--------------------|--------------------|--------------------|
| Postage & Freight | \$104.61 | \$1,000.00 | \$1,000.00 |
| Telephone | \$0.00 | \$0.00 | \$0.00 |
| Printing / Duplication | \$913.83 | \$3,000.00 | \$4,000.00 |
| Publicity, Dues / Subscriptions | \$11,551.12 | \$27,000.00 | \$27,000.00 |
| Utility Services | \$5,312.87 | \$6,000.00 | \$18,000.00 |
| Professional Services | \$4,918.50 | \$5,000.00 | \$5,000.00 |
| Maintenance Agreements | \$0.00 | | \$2,000.00 |
| Travel | \$245.15 | \$250.00 | \$250.00 |
| Employees | \$484.46 | \$500.00 | \$500.00 |
| Other (please list below) | | | \$0.00 |
| Professional Dev | \$7,143.88 | \$8,000.00 | \$8,000.00 |
| | | | |
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| Subtotal General Administration | \$30,674.42 | \$50,750.00 | \$65,750.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|--------------------|--------------------|--------------------|
| Office | \$1,791.73 | \$4,000.00 | \$4,000.00 |
| Operating | \$1,131.34 | \$1,200.00 | \$1,200.00 |
| Repairs / Maintenance | \$5,010.14 | \$1,500.00 | \$1,500.00 |
| Materials | \$0.00 | | \$0.00 |
| Other (please list below) | | | \$0.00 |
| Gift Shop/Taxes | \$7,815.14 | \$8,000.00 | \$8,000.00 |
| | | | |
| Subtotal Supplies | \$15,748.35 | \$14,700.00 | \$14,700.00 |

| Fixed Charges | | | |
|-------------------------------|--------------------|--------------------|--------------------|
| Insurance | \$14,030.00 | \$14,000.00 | \$12,000.00 |
| Rent/Lease | \$29,768.73 | \$31,200.00 | \$12,000.00 |
| Other (please list below) | | | |
| | | | |
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| Subtotal Fixed Charges | \$43,798.73 | \$45,200.00 | \$24,000.00 |

| Other Expenditures | | | |
|------------------------------------|---------------------|---------------------|---------------------|
| Fundraising Expenses | \$13,884.94 | \$15,000.00 | \$15,000.00 |
| Debt Service | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | \$0.00 |
| Exhibit | \$49,187.76 | \$51,000.00 | \$51,000.00 |
| Program | \$58,976.76 | \$58,000.00 | \$58,000.00 |
| Bank/Credit Card Fees | \$6,774.10 | \$8,000.00 | \$8,000.00 |
| Subtotal Other Expenditures | \$128,823.56 | \$132,000.00 | \$132,000.00 |

| Capital Expenditures | | | |
|------------------------------------|--------------------|--------------------|-----------------------|
| Capital Building | \$50,000.00 | \$44,495.60 | \$53,394.72 |
| Capital Equipment | | | |
| Other (please list below) | | | |
| Improvement | | | \$2,000,000.00 |
| Professional Fees | | \$50,000.00 | |
| Subtotal Other Expenditures | \$50,000.00 | \$94,495.60 | \$2,053,394.72 |

| | | | |
|-----------------------------------|---------------------|---------------------|---------------------|
| TOTAL FOR ALL EXPENDITURES | \$447,631.46 | \$541,361.52 | \$593,075.36 |
|-----------------------------------|---------------------|---------------------|---------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |

| | | | |
|--|---------------------|---------------------|-----------------------|
| Program Fees | \$114,207.05 | \$115,000.00 | \$115,000.00 |
| United Way | \$0.00 | \$0.00 | \$0.00 |
| Donations | \$9,587.89 | \$75,000.00 | \$75,000.00 |
| Grants - State | \$25,007.00 | \$25,000.00 | \$25,000.00 |
| Grants - Federal | \$55,074.98 | \$75,000.00 | \$75,000.00 |
| Grants - Private | \$50,100.00 | \$101,266.39 | \$101,266.39 |
| Interest Income | \$0.00 | \$800.00 | \$800.00 |
| Other Fundraisers | \$170,511.26 | \$163,000.00 | \$163,000.00 |
| Foundations | \$0.00 | \$100,000.00 | \$100,000.00 |
| Corporations | \$0.00 | \$0.00 | \$0.00 |
| County Funding | \$0.00 | \$0.00 | \$0.00 |
| City Funding 1% | \$204,118.00 | | \$0.00 |
| City Funding Community Promotions | \$0.00 | | \$0.00 |
| City Other | \$0.00 | | \$0.00 |
| Other (please list below) | | | \$0.00 |
| Capital Donations | \$145,000.00 | \$250,000.00 | \$2,000,000.00 |
| Gift Shop | \$11,729.90 | \$12,000.00 | \$13,000.00 |
| Admission | \$16,869.21 | \$18,000.00 | \$20,000.00 |
| Other Income | \$5,341.24 | \$8,000.00 | \$8,000.00 |
| Membership | \$22,072.23 | \$35,000.00 | \$35,000.00 |
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| SUMMARY OF REVENUES | \$829,618.76 | \$978,066.39 | \$2,731,066.39 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|-----------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| Jonah Bank | \$1,197,487.10 | 2048 |
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| TOTAL DEBT | \$1,197,487.10 | |

| Capital Outlay | | | | | | |
|-------------------------------|---|------------------|--|------------------|---|------------------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | 01 / 2017: to 12 / 2017: | Jan-17 Dec-17 | 01 / 2018: to 12 / 2018: | Jan-18 Dec-18 | 01 / 2019: to 12 / 2019: | Jan-19 Dec-19 |
| Land | \$0.00 | | \$0.00 | | | |
| Buildings | \$50,000.00 | | \$44,495.60 | | \$53,394.72 | |
| Machinery & Equipment | \$0.00 | | | | | |
| Other (List Below) | | | | | | |
| Professional Fees | | | \$50,000.00 | | | |
| Capital Improvements | | | | | \$2,000,000.00 | |
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| Capital Outlay Summary | \$50,000.00 | | \$94,495.60 | | \$2,053,394.72 | |

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |

| | | | | |
|--------------------------------|--|---------------------|---------------------|---------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$829,618.76 | \$978,066.39 | \$2,731,066.39 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$447,631.46 | \$541,361.52 | \$593,075.36 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$50,000.00 | \$94,495.60 | \$2,053,394.72 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$497,631.46 | \$635,857.12 | \$2,646,470.08 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$331,987.30 | \$342,209.27 | \$84,596.31 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | \$331,987.30 | \$674,196.57 |
| 7 | Change in Operating Reserve (line #5 from above) | \$331,987.30 | \$342,209.27 | \$84,596.31 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$331,987.30 | \$674,196.57 | \$758,792.88 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$331,987.30 | \$674,196.57 | \$758,792.88 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

Funds being held as reserves are going toward our capital campaign. We have five main areas of funding required for our museum. Building, Renovations, Exhibits, Endowment, Planning & Other. Any reserves from the year are meant to help move our project forward. - - - Furthermore, we are building an operating reserve to help us continue to fund our main operations in the event our programs don't go as expected.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 3:00 pm August 16, 2018

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

RECEIVED

AUG 16 2018

12:55 P.M.

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

| | |
|---------------|----------|
| Today's Date: | 08/10/18 |
|---------------|----------|

| Organization Requesting Funding | | | |
|---------------------------------|-------------------------------------|-----------------|----------|
| Name: | Casper Community Greenhouse Project | | |
| Address: | PO Box 50465, Casper, WY 82605 | | |
| Phone #: | 307-277-7303 | Fax: | |
| | | Date Organized: | 08/30/12 |

| Organization Contact Person(s) | | | |
|--------------------------------|---|----------|--------------|
| Name and Title: | LeAnn Miller, Executive Director/ Secretary Treasurer | Phone #: | 307-277-7303 |
| Email: | ccgreenhouseproject@gmail.com | | |
| Name and Title: | | Phone #: | |
| Email: | | | |

| Organization Board Members (if applicable) | | | | | |
|--|-----------------|--------------|----------------|-------|--------|
| Name: | Jude Sandoval | Office Held: | President | Term: | 2 year |
| Name: | Carrie Gomez | Office Held: | Vice President | Term: | 2 year |
| Name: | Mark Nelson | Office Held: | Board Member | Term: | 2 year |
| Name: | Elizabeth Rose | Office Held: | Board Member | Term: | 2 year |
| Name: | Leah Hayes | Office Held: | Board Member | Term: | 2 year |
| Name: | Kiersi Burkhart | Office Held: | Board Member | Term: | 2 year |
| Name: | Cathy Stepp | Office Held: | Board Member | Term: | 2 year |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|------------------|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | 2019 | 1% City Funds #16 requested \$69,600 |
| FY18 | 2018 | 1% City Funds #16 requested \$172,082 |
| Previous Years (specify what year(s)). | 2015-2018 | 1% City Funds #15 requested \$417,070 rec'd 191,480 |

Please Attach an Agency Organizational Chart

1. What is your organizations mission?

The Casper Community Greenhouse Project (CCGP) is a 501c3 non-profit with a mission to produce fresh and healthy local food in a way that educates and foster's community involvement and connects children with healthy food, nutrition and agriculture for the Casper Community. Our aim is to build, develop and operate local destinations designed to promote urban and rural agriculture and the health and well-being of the community. Our vision is to develop innovated spaces that produce fresh, healthy produce, attractive green spaces and educational centers, produce enough food to supply the community fresh, healthy food while generating enough revenue to remain sustainable, and to provide an environment for the community to learn about nutrition, food and the scientific process of producing it. The CCGP will collaborate with educational institutions to develop a technical path for people seeking job skills in agriculture, greenhouse operation and management, teach students about ecosystems and the symbiotic relationship between them and provide educational space for students of all ages to participate in growing food.

2. What geographical area & populations are being served by your organization?

The CCGP's target aim is the Casper community members and elementary schools with the highest food insecurity. The Casper Metropolitan area's estimated population is 57,814, the main population center of Natrona County. (US Census 2018) Of that population, 9,150 people have been identified as food insecure, which continues to rise (Feeding America). Of the nearly 13,000 students in attendance throughout Natrona County School District 40% are qualified for free and reduced lunches. The top four schools in NCSD with the highest free and reduced lunch are Lincoln Elementary, Evansville Elementary, Journey/Mills Elementary, and Pineview Elementary (ProPublica).

3. What programs/services are currently offered by your organization?

The CCGP's programs and services include operating and maintaining community greenhouses; providing innovative educational resources to our Farm-to-School students, teachers and administrators; and expanding greenhouses in the Casper community. The CCGP currently provides the development, building and operation of teaching greenhouses at Elementary and Middle Schools. We provide three initiatives: First is to operate and maintain the teaching greenhouses we have currently built in the Natrona County School District. Greenhouse education capacity is a resource for schools with a high proportion of children who are eligible for free or reduced lunches (FRL). Current programs include Evansville Elementary (69% FRL) and Journey Elementary (58% FRL). These greenhouses are supported by a dedicated greenhouse manager to operate and maintain each school greenhouse. Secondly, the CCGP provides educational resources to encourage student participation in farm and garden-based activities using innovative curriculum and resources. Utilizing hands-on learning, the organization has expanded greenhouse integration into after school garden and cooking clubs, in-services workshops, and parent involvement. The third initiative is to expand greenhouses in the Casper community. The original program objective in 2012 aimed to build five school greenhouses and a community greenhouse by 2020. Evansville and Journey Elementary are currently operating and Pineview Elementary (51% FRL) will be the third school greenhouse project. Pineview is unique as it supports the gifted and talented program for NCSD and also is home to a high proportion of low income students. Two more greenhouses will be developed with funding from this grant including CY Middle School and a Casper community greenhouse. The greenhouse setting has proved to be valuable for teachers and faculty, providing hands-on and immersive lesson to students and extracurricular activities with the support of community organizations. Expansion of the school greenhouse will provide improved resources and facilities to more teachers and students in the district. Expanding greenhouse access to the community will provide Casper with a setting for community members to explore agriculture and learn about nutrition for life-long skill development.

4. Describe how your 1% #15 funding was used.

The Casper Community Greenhouse Project received \$191,480 from the #15 cycle. The CCGP hired an Executive Director (ED) which has propelled the organization toward sustainability. The ED has facilitated grant writing and fundraising, oversight for greenhouse development and operations and maintenance, and continues to build relationships with the local community. She has embarked on our first large annual fundraising event, being held in September. Previous funding was used to construct two greenhouses at Evansville Elementary and Journey Elementary School. Pineview is the third school currently in development. Utilizing cycle #15 funding, this greenhouse is slated to be built Fall of 2018. In collaboration with Natrona County School District, the team has hired Greenhouse Managers for ongoing greenhouse operation and maintenance. The Managers assist with growing, technical training and education with students on weekly learning and hands-projects. The CCGP developed a 20-week curriculum with lessons plans including planting charts, insects and bugs, seedlings and planting, the science of plants, soil and nutrients and the nutrients of plants. English, writing, math and science are incorporated into lesson plans. Additional, the CCGP provided an Aquaponics in-service day with assistance from Colorado Aquaponics, built the outdoor learning center at Mills Elementary, hosted an annual Mother's Day sale for students to participate in entrepreneurship by growing and selling plants.

5. Describe how your 1% #16 funding will be used.

Utilizing funding from the 1% #16 the CCGP will continue toward the goal of organization sustainability by 2020. This grant will help support this goal by continuing work by the Executive Director (ED), continuing funding for greenhouse managers and Farm-to-School coordination, and developing greenhouse resources for the community. Funding will allow the ED to continue fundraising efforts, enhance the school garden curriculum, recruit new students and teacher involvement, expand the Mothers' Day Plant Sale, and broaden the organization's scope to include the entire community. This grant cycle will provide funding to purchase and construct two additional greenhouses expanding opportunities to more students and families. The funding will allow us to expand the curriculum, create more learning opportunities and provide training and support for the greenhouse managers.

6. If your total grant request is more than the previously requested, please explain why.

The CCGP requested \$417,070.00 in the One Cent #15 cycle. This amount was the organization's projection of funding needed to reach sustainability within the time period of the cycle. The CCGP was awarded \$191,480.00 which allowed us to pursue our mission with strategy changes. The request for One Cent #16 cycle is \$241,682.00. The CCGP's updated projections outline organization sustainability with this requested amount. This funding is slightly more than what the CCGP received in 2015 cycle. Funding will be applied in the same way as previous funding. The additional amount is due to increased greenhouse supply material, shipping, and labor costs. This projected amount will help realize the organization's 2020 goals.

7. How will it affect your program if you do not receive this funding?

If the CCGP does not receive this funding, it will extend the projected time for achieving set goals and hinder organization sustainability. The collaboration with the Natrona County School District will remain in full operation until June 2019. At this point, additional resources will be reduced with lack of funding. Other fundraising will commence to establish previously outlined greenhouse construction and operation to meet our 2020 goal. We will continue to write for additional grants including USDA Farm-to-School, state agriculture, and other private grants. Without funding, the organization will have to reassess the current strategy and move forward with limited resources.

8. How does your organization evaluate itself and programs for effectiveness?

The CCGP has internal control processes to provide continued evaluation and program effectiveness. Currently, the organization develops a strategic plan annually with quarterly reviews. Project evaluation is conducted by the ED, who is responsible for collection and monitoring efforts. Outcome evaluation monitors qualitative and quantitative data surrounding the success of each objective. This evaluation will include how well each objective was met, the challenges and obstacles, along with next steps from each objective. The team will incorporate farm-to-school census metrics for Natrona County that will serve as the foundation for overall program evaluation. Several indicators and measurement tool have been developed and are used to evaluate the success of current projects. These include the number of greenhouses with a dedicated staff member within the Casper community; number of students participating in the greenhouse; number of educational opportunities for the community including field trips, cooking classes, and gardening skills. This information is disseminated by one-page review reports highlighting the above items, as well as any other relevant data showing the success and benefits of the project.

REQUESTED BUDGET DETAIL

| Outline in the table below specifically how your request will be used. <i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i> | | |
|---|---------------------|----------------------|
| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
| <i>EXAMPLE: Director's Salary</i> | \$5,000.00 | 6% |
| | | 0% |
| Capitol building: purchasing and construction of two more Greenhouses. Complete greenhouse kit (\$33,025.00) assembly of greenhouse,(\$21,500.00) and shipping (\$875.00) for a total of \$55, 401.00 per greenhouse. Funding requested for two greenhouses. | \$110,802.00 | 46% |
| Stipend for Greenhouse Manager(s): This cost is developed from an 8-hr per week requirement for 4 greenhouses year 1 and 5 greenhouses year 2 at \$20 per hr. Funding is requested for 2-year timeline. | \$74,880.00 | 31% |
| Executive Director: Based on salary of \$27,500 per year. \$12,500 will be matched by CCGP per year. Funding is requested for 2-year timeline. | \$30,000.00 | 12% |
| Curriculum and Educational Resources: Teacher and manager trainings, workshop materials, and growing supplies at \$10,000 per year. Funding is requested for a 2-year timeline. | \$20,000.00 | 8% |
| Organizational Operational Costs: \$3,000 per year. Funding requested for 2-years | \$6,000.00 | 2% |
| TOTAL REQUESTED | \$241,682.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|---|------------------------------|--------------------|--------------------|--------------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Executive Director | Full-time | \$27,500.00 | \$0.00 | \$0.00 |
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| | TOTALS | \$27,500.00 | \$0.00 | \$0.00 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |

| Personnel | | | |
|----------------------------------|-------------------|--------------------|--------------------|
| Full-Time | | | |
| Regular Wages | | | |
| Overtime Wages | | | |
| Part-Time | | | |
| Regular Wages | | | |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$0.00 | \$0.00 | \$0.00 |
| Benefits | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| Contract Executive | \$7,000.00 | \$12,000.00 | \$27,500.00 |
| Subtotal Personnel | \$7,000.00 | \$12,000.00 | \$27,500.00 |

| General Administration | | | |
|--|-----------------|--------------------|--------------------|
| Postage & Freight | \$0.00 | \$200.00 | \$200.00 |
| Telephone | \$0.00 | \$0.00 | \$0.00 |
| Printing / Duplication | \$60.95 | \$162.69 | \$200.00 |
| Publicity, Dues / Subscriptions | | \$1,408.87 | \$665.00 |
| Utility Services | \$0.00 | \$0.00 | \$0.00 |
| Professional Services/Bank Fees | \$15.00 | \$20.00 | \$20.00 |
| Maintenance Agreements | | | |
| Travel & Training | | \$4,000.00 | \$4,000.00 |
| Curriculum Materials | | \$4,000.00 | \$6,000.00 |
| Licenses/Fees | | \$66.00 | \$27.00 |
| Board Meetings | \$133.83 | \$150.00 | \$150.00 |
| Board Member Gift | \$100.00 | \$0.00 | \$0.00 |
| | | | |
| Subtotal General Administration | \$309.78 | \$10,007.56 | \$11,262.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|-----------------|-----------------|-----------------|
| Office | | | |
| Operating/PO Box | \$94.00 | \$102.00 | \$102.00 |
| Repairs / Maintenance | | | |
| Materials | \$23.75 | \$100.00 | \$100.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$117.75 | \$202.00 | \$202.00 |

| Fixed Charges | | | |
|-------------------------------|-------------------|-------------------|-------------------|
| Insurance | \$1,872.00 | \$1,970.00 | \$2,000.00 |
| Rent/Lease | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$1,872.00 | \$1,970.00 | \$2,000.00 |

| Other Expenditures | | | |
|---|--------------------|--------------------|--------------------|
| Stipend to NCSD for Greenhouse Managers | \$13,747.88 | \$17,516.47 | \$33,280.00 |
| Fundraising Expenses | \$234.10 | \$40,000.00 | \$45,000.00 |
| Debt Service | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Other Expenditures | \$13,981.98 | \$57,516.47 | \$78,280.00 |

| Capital Expenditures | | | |
|---|--------------------|--------------------|---------------------|
| Capital Building & Construction Greenhouses | \$51,272.00 | \$55,401.00 | \$110,802.00 |
| Capital Equipment | | | |
| Other (please list below) | | | |
| | | | |
| Subtotal Other Expenditures | \$51,272.00 | \$55,401.00 | \$110,802.00 |

| | | | |
|-----------------------------------|--------------------|--------------------|---------------------|
| TOTAL FOR ALL EXPENDITURES | \$23,281.51 | \$81,696.03 | \$119,244.00 |
|-----------------------------------|--------------------|--------------------|---------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | Current Operating Budget Year Projected Revenue | Next Operating Budget Year Projected Revenue |
|---|--|---|
| Month / Year: Jan-17 | Month / Year: Jan-18 | Month / Year: Jan-19 |
| to Month / Year: Dec-17 | to Month / Year: Dec-18 | to Month / Year: Dec-19 |

| | | | |
|--------------------------------------|--------------------|---------------------|---------------------|
| Program Fees | | | |
| United Way | | | |
| Donations | | | |
| Grants - State | | | |
| Grants - Federal | | | \$75,000.00 |
| Grants - Private | | | \$15,000.00 |
| Interest Income | | | |
| Other Fundraisers /Fall Fest | \$770.00 | \$65,000.00 | \$82,000.00 |
| Foundations | | \$5,000.00 | \$5,000.00 |
| Corporations | | | |
| County Funding | | | |
| City Funding 1% | \$47,840.00 | \$95,680.00 | \$172,082.00 |
| City Funding Community Promotions | | | |
| City Other | | | |
| Amazon Smiles | \$15.73 | \$40.00 | \$60.00 |
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| SUMMARY OF REVENUES | \$48,625.73 | \$165,720.00 | \$349,142.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|--------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| No Debts are owed | \$0.00 | |
| | | |
| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|-------------------------------|---|------------------|--|------------------|---|------------------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | Month / Year: to Month / Year: | Jan-17 Dec-17 | Month / Year: to Month / Year: | Jan-18 Dec-18 | Month / Year: to Month / Year: | Jan-19 Dec-19 |
| Land | | | | | | |
| Buildings | | \$51,272.00 | | \$55,401.00 | | \$110,802.00 |
| Machinery & Equipment | | | | | | |
| Other (List Below) | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Capital Outlay Summary | | \$51,272.00 | | \$55,401.00 | | \$110,802.00 |

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | Month / Year: | Dec-19 |

| | | | | |
|--------------------------------|--|--------------------|--------------------|---------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$48,625.73 | \$165,720.00 | \$349,142.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$23,281.51 | \$81,696.03 | \$119,244.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$51,272.00 | \$55,401.00 | \$110,802.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$74,553.51 | \$137,097.03 | \$230,046.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | (\$25,927.78) | \$28,622.97 | \$119,096.00 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$74,856.67 | \$48,928.89 | \$77,551.86 |
| 7 | Change in Operating Reserve (line #5 from above) | (\$25,927.78) | \$28,622.97 | \$119,096.00 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$48,928.89 | \$77,551.86 | \$196,647.86 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$48,928.89 | \$77,551.86 | \$196,647.86 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

The reserves are being held under operating at this time to allow us the opportunity to review and adjust our strategies. That is if we apply for federal grants and need to utilize matching funds then we can move that amount to the line item until such time that we are informed that the grant was issued or denied. We will be reapplying for several federal grants. We as an organization have no real overhead ie. buildings etc, except the greenhouses at each school. This also allows us the ability to bring to the board monthly any opportunities or emergencies that come up. If necessary we restrict to a Capital line item when we vote on matching grant funds and determine our next project.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 3:00 pm August 10, 2018

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

| | |
|---------------|----------|
| Today's Date: | 08/08/18 |
|---------------|----------|

| Organization Requesting Funding | | | | | |
|---------------------------------|--|------|--|-----------------|----------|
| Name: | Nicolaysen Art Museum | | | | |
| Address: | 400 East Collins Drive, Casper, WY 82601 | | | | |
| Phone #: | 307-235-5247 | Fax: | | Date Organized: | 06/01/67 |

| Organization Contact Person(s) | | | |
|--------------------------------|--|----------|--------------|
| Name and Title: | Ann Ruble, Executive Director | Phone #: | 307-235-5247 |
| Email: | ann@thenic.org | | |
| Name and Title: | Alexis Grieve, Museum Services Manager | Phone #: | 307-235-5247 |
| Email: | alexis@thenic.org | | |

| Organization Board Members (if applicable) | | | | | |
|--|--------------------|--------------|-------------------------------|-------|-----------|
| Name : | Claire Marlow | Office Held: | Co-Chair | Term: | 6/30/2021 |
| Name : | Mallory Pollack | Office Held: | Co-Chair | Term: | 6/30/2022 |
| Name : | Melanie Urwiller | Office Held: | Treasurer | Term: | 6/30/2024 |
| Name : | Olivia Danielson | Office Held: | At-Large, Executive Committee | Term: | 6/30/2019 |
| Name : | Susan Driggers | Office Held: | Secretary | Term: | 6/30/2020 |
| Name : | Marlene Ashbaugh | Office Held: | Director | Term: | 6/30/2022 |
| Name : | Gary Berchenbriter | Office Held: | Director | Term: | 6/30/2021 |
| Name : | Grant Lawson | Office Held: | Director | Term: | 6/30/2023 |
| Name : | Michele Soulek | Office Held: | Director | Term: | 6/30/2020 |
| Name : | Gary Trapkus | Office Held: | Director | Term: | 6/30/2020 |
| Name : | Barbara True | Office Held: | Director | Term: | 6/30/2023 |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|------------------|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | 79,581.04 | 1% |
| FY18 | 75,227.70 | 1% |
| Previous Years (specify what year(s)). | 18,013.72 (FY16) | 1% |

Please Attach an Agency Organizational Chart

1. What is your organizations mission?

The Nicolaysen Art Museum's Vision is to be the cultural anchor of our community. Our mission is to collect, preserve, and exhibit the work of contemporary artists and present it to the community as a vital source of inspiration and education.

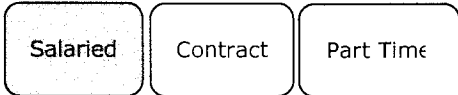
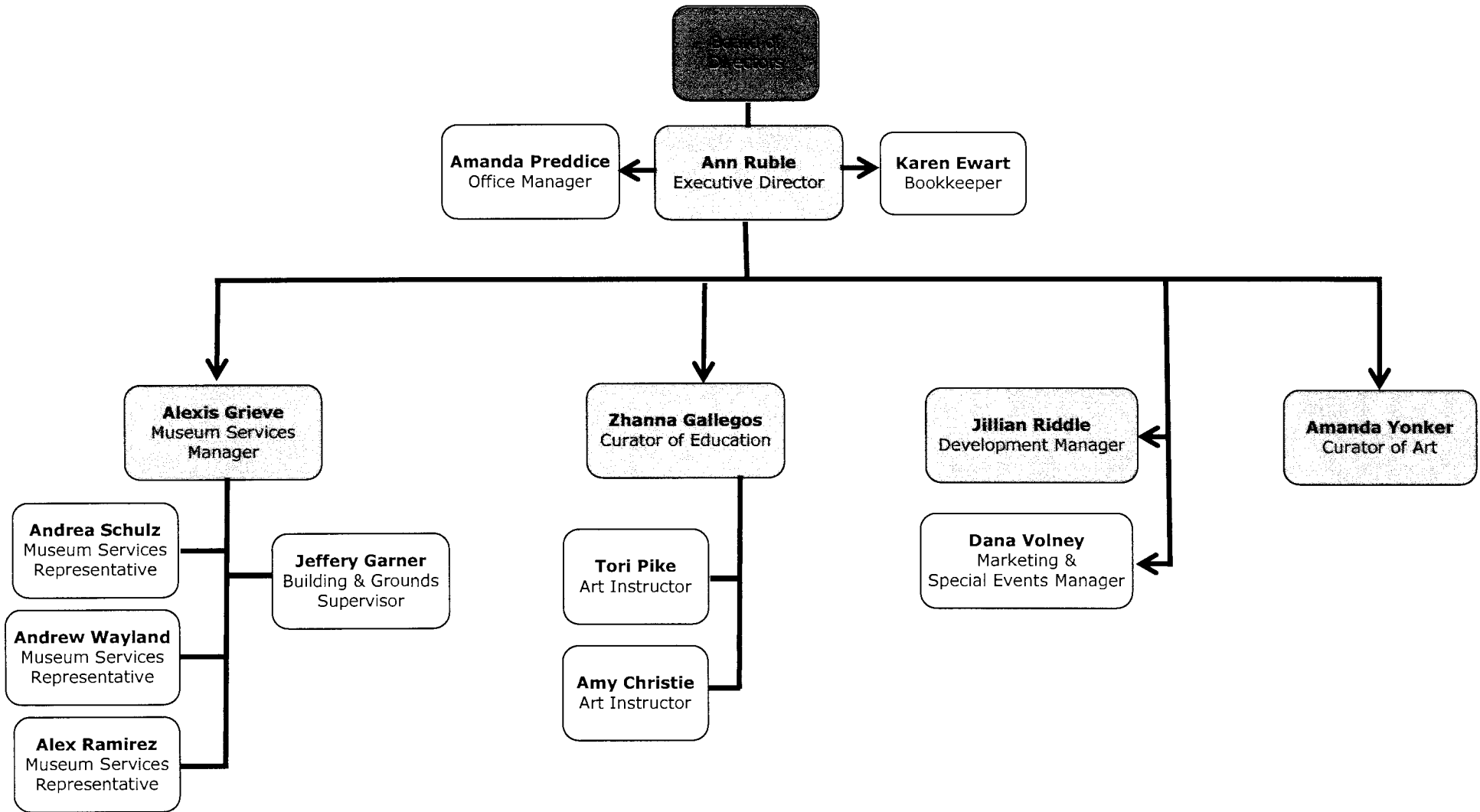
2. What geographical area & populations are being served by your organization?

We primarily serve the citizens of Natrona County, however our programs are not limited by geography. Because of our accreditation with the American Alliance of Museums (AAM) and our membership in the North American Reciprocal Association of Museums (NARM), we are sought for visits from art enthusiasts from around the world who seek our exhibitions and items from our permanent collection. In FY 17-18, we had visitors from across the county and around the world. Our Art Education programs reach children as young as 18 months and up to 90 years young. Our Therapeutic Art Programs are primarily targeted at adults with specific programs for veterans, patients with dementia and their caregivers, seniors, and adults with developmental disabilities. Special events like NIC Fest, Chinese New Year, Day of the Dead and Brunch & Bach are open to the public and draw diverse groups from across the region and state.

3. What programs/services are currently offered by your organization?

We have four core areas of programs and services: Exhibitions & Collections; Discovery Center; Museum Services; and Special Events and Partnerships. Under Exhibitions and Collections, we offer 27 different exhibits over our existing eight galleries. Some shows highlight pieces from our 8,000 piece permanent collection, while other feature local artists including the Fifth Grade Art Show and the Natrona County High School honors show each spring, the Casper Photography Association each summer and other exhibits from regional schools and Casper College. Through our Discovery Center we have two areas of programming: Art Education and Therapeutic Art. Art Education includes: Preschool Picassos (18 mo. - 5 yrs.); Art Play (4 yrs. - 8 yrs.); Art Club (8 yrs. - 12 yrs.); Homeschool Art (K-8 grades); Art Lab (7th - 12th grades); special workshops with exhibiting artists; and summer camps. These classes meet bi-weekly, weekly and/or monthly through the school year. Camps are held over the summer months with several done in partnership with the Science Zone. Therapeutic Art programs are designed with and conducted in partnership with service providers for specific groups. Here & Now is a partnership with Wyoming Dementia Care for patients living with dementia and their caregivers; Outside the Lines is a partnership with the Veterans Center for military men and women dealing with PTSD; Creative Minds is designed for adults living with developmental disabilities and/or delays; and Creative Aging is a partnership with regional nursing homes for on-site and off-site art therapy. Museum Services encompasses our Gift Shop which features consigned art from artisans across Wyoming and northern Colorado; front desk and docent services; and facility rentals for special occasions. Special Events and Partnerships include (but are not limited to) Brunch & Bach with the Wyoming Symphony (January-April); Chinese New Year (Spring); Pride Fest (Summer); NIC Fest (June); Day of the Dead (November); and new events including Opera Wyoming. All of our special events are designed with our vision of being the cultural anchor of the community front of mind.

Organization Chart - Nicolaysen Art Museum



4. Describe how your 1% #15 funding was used.

We used 1% #15 for the following completed projects: (1) upgrades of existing HVAC system and repair of our elevator; (2) installation of a new phone system and new computers; (3) installation of new signage on our southern exposure on Collins Street, our western exposure viewed from Beech & Collins, and the corner of 2nd and Kimball Streets; (4) replacement of windows in Bryce Hall with UV protected glass to utilize it as gallery space and upgrade the museum to meet Smithsonian standards; and (5) replacement of windows in the Discovery Center and third floor offices. We will finish the last project funded under 1% 15 in September when we replace the bathrooms on the first floor, third floor and Discovery Center. Project 1 has meant better air handling and humidity control in all of our spaces, especially the galleries. Our elevator keeps us in compliance with the ADA since our second floor classroom (the primary room for all therapy classes) can only be reached by steep stairs from the first floor or the elevator. Project 2 led to better communications through the building and efficiencies for staff through the new computers. All of these tools continue to operate with great efficiencies. Project 3 has been a tremendous boost to the museum. Prior to the new signage, people coming to the museum would get lost because it was not well marked from any entrance. The new marquis sign on Kimball at 2nd has led to calls about the advertised programs and more walk-in traffic. Projects 4 & 5 have made noticeable improvements to the aesthetics of the building, but have also solved two big problems: broken seals and excessive natural light. All of the windows that were replaced were original to the building in 1989. The windows were two paned with pressurized gas between the panes. The seals were broken, releasing the gas and allowing for water seepage. The windows in Bryce lacked UV protection which prohibited us from showing art in the foyer. The new windows have already lowered utility costs and have now enable us to apply for traveling shows from the Smithsonian and Whitney, as well as show items from our permanent collection. The final project is long overdue as the bathrooms are original to the building. The counters are breaking and the sinks and toilets leak in all of the bathrooms. The light fixtures are old and inefficient. We anticipate a much more positive visitor (and staff) experience once they are replaced.

5. Describe how your 1% #16 funding will be used.

(1) Replace the radius windows that were installed in 1989. These windows are failing at the roof line and have broken seals. Repair and replacement of the structures and panes is more expensive than the complete demolition and replacement with new systems including shed roofing. Two systems leak into our Gift Shop. One is in Rosenthal Gallery and leaks into the main entrance to all of our galleries and allows excessive natural light rendering the gallery unusable for traveling exhibits. The fourth is in our hallway outside the main visitor bathrooms and constantly leaks. (2) Renovate Bryce Hall. Because of the new windows that were installed with 1% #15, Bryce Hall can now be used as a ninth gallery. We need to remove the existing visitor's desk and renovate the security office behind to be a welcome area. Additionally, we need to move the wall indicating our original investors to another, more suitable area and make it into a gallery wall. (3) We made capital expenditures from NIC Fest profit to replace ballasts that failed around the building. Since we needed the repairs, we retrofitted the existing lighting to be LED. Through an energy audit from Rocky Mountain Power, it is anticipated that if we replace all of the lighting we could reduce our utility costs by 33% - a potential savings of \$1,000-\$1,500 per month. (4) Replace the railing system in the Discovery Center. Under current building codes, there is a safety risk for our current railings and banister leading from the first floor, across the second floor. We frequently have children on the 2nd floor for programming. We also have periods where both the first and second floor are utilized causing noise between class areas. The new system would be very safe and minimize sound between the Discovery Center areas. (5) Replace flooring and update the first floor of the Discovery Center. The existing flooring was installed nine years ago and is very slick. It poses a problem for slips and falls (especially with our younger clients) and is extremely hard to keep clean and disinfected. (6) Repair and replace stair treads to the second floor of Discovery Center, as well as floors, cabinets and plumbing in second floor classroom. The floor treads to the second floor are original to the building. They are worn and can no longer be kept clean or disinfected. The flooring is worn and can no longer be properly cleaned. The sinks are residential grade and failing. The cabinets are original to the building and are cracked and peeling past repair. (7) Demolition of existing kitchenette and installation of new prep kitchen. Our existing kitchenette is not ADA compliant and is barely large enough for two staff members to utilize. The sinks are residential grade and frequently clog. The cabinets and countertops are aging and failing. Because the kitchenette backs up to our Gift Shop, we would like to demolish it and include the square footage as storage for the Shop. We have an area outside our water closet in a coat area that could be converted to a prep kitchen. This would help market The NIC for special occasions as it would be better for off-site caterers and/or parties wishing to cater events for themselves. It would be safer and more sanitary than our existing kitchenette. (See attached bids)

6. If your total grant request is more than the previously requested, please explain why.

In 2019, our building will turn 30 years old. Many of the items in our 1% #16 reflect the needs that a 30 year old facility face: aging window systems; outdated/inefficient lighting; safety and usability adjustments needed, but not anticipated in 1989; and emerging needs for earned income based on market forces. Additionally, for 1% #15 we requested \$277,000 and were awarded \$236,217. The cost estimates at the time for the windows were underestimated based on current costs of construction materials. With the existing steel and aluminum tariffs, as well as a glass shortage from the 2017 hurricane season, the cost of building materials has risen significantly. We were able to replace some of the existing windows under 1% #15, but replacement of the radius windows was not financially feasible. We have done thorough vetting with architects, general contractors, and contractors to ensure that the bids for 1% #16 reflect the real, current costs with some anticipated adjustments for inflation.

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|--|-----------------------|--------------|------------|-------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| Executive Director | Full-Time | \$65,000.00 | \$0.00 | \$2,600.00 |
| Development Director | Full-time | \$42,000.00 | \$0.00 | \$1,680.00 |
| Curator of Education | Full-time | \$40,000.00 | \$119.52 | \$1,600.00 |
| Curator of Art | Full-time | \$38,000.00 | \$0.00 | \$1,520.00 |
| Marketing Manager | Part-time | \$37,200.00 | \$0.00 | \$200.00 |
| Museum Services Mgr | Full-time | \$36,000.00 | \$3,815.52 | \$1,440.00 |
| Bldg & Grounds Supervisor | Part-time | \$25,200.00 | \$0.00 | \$1,008.00 |
| Office Manager | Part-time | \$23,400.00 | \$0.00 | \$936.00 |
| Art Instructor 2 | Part-time | \$17,280.00 | \$0.00 | \$691.20 |
| Museum Services Rep 1 | Part-time | \$14,196.00 | \$0.00 | \$567.84 |
| Museum Services Rep 2 | Part-time | \$14,196.00 | \$0.00 | \$567.84 |
| Art Instructor 1 | Part-time | \$12,480.00 | \$0.00 | \$499.20 |
| Museum Services Rep 2 | Part-time | \$10,400.00 | \$0.00 | \$416.00 |
| Bookkeeper | Part-time | \$4,800.00 | \$0.00 | \$0.00 |
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| TOTALS | | \$315,152.00 | \$3,935.04 | \$11,126.08 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|---------------|---|---------------|--|---------------|
| Month / Year: | Please Select | Month / Year: | Please Select | Month / Year: | Please Select |
| to Month / Year: | Please Select | to Month / Year: | Please Select | to Month / Year: | Please Select |

| Personnel | | | |
|----------------------------------|---------------------|---------------------|---------------------|
| Full-Time | | | |
| Regular Wages | \$426,202.27 | \$221,000.00 | \$232,050.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Part-Time | | | |
| Regular Wages | \$49,900.47 | \$94,152.00 | \$96,976.56 |
| Overtime Wages | \$547.50 | \$0.00 | \$0.00 |
| Employer Contributions | | | |
| Taxes | \$24,756.82 | \$12,376.00 | \$12,994.80 |
| Benefits | \$6,519.22 | \$11,805.12 | \$14,166.14 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$507,926.28 | \$339,333.12 | \$356,187.50 |

| General Administration | | | |
|--|---------------------|--------------------|--------------------|
| Postage & Freight | \$8,088.53 | \$8,169.42 | \$8,251.11 |
| Telephone | \$1,224.13 | \$1,236.37 | \$1,248.74 |
| Printing / Duplication | \$7,566.10 | \$8,322.71 | \$9,154.98 |
| Publicity, Dues / Subscriptions | \$4,024.00 | \$4,000.00 | \$4,000.00 |
| Utility Services | \$43,300.79 | \$34,640.63 | \$28,867.19 |
| Professional Services | \$35,559.53 | \$26,669.65 | \$29,336.61 |
| Maintenance Agreements | \$4,565.95 | \$5,022.55 | \$5,524.80 |
| Travel | \$3,883.74 | \$2,589.16 | \$2,848.08 |
| Employees | \$3,554.20 | \$3,909.62 | \$4,300.58 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal General Administration | \$111,766.97 | \$94,560.10 | \$93,532.09 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|--------------------|--------------------|--------------------|
| Office | \$9,485.32 | \$7,113.99 | \$7,825.39 |
| Operating | \$6,750.50 | \$7,425.55 | \$8,168.11 |
| Repairs / Maintenance | \$4,984.34 | \$5,482.77 | \$6,031.05 |
| Materials | | | |
| Other (please list below) | | | |
| Program Materials | \$24,190.78 | \$26,609.86 | \$29,270.84 |
| | | | |
| Subtotal Supplies | \$45,410.94 | \$46,632.17 | \$51,295.39 |

| Fixed Charges | | | |
|-------------------------------|---------------------|---------------------|---------------------|
| Insurance | \$7,178.70 | \$7,537.64 | \$7,914.52 |
| Rent/Lease | \$360,000.00 | \$360,000.00 | \$360,000.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$367,178.70 | \$367,537.64 | \$367,914.52 |

| Other Expenditures | | | |
|------------------------------------|--------------------|--------------------|---------------------|
| Fundraising Expenses | \$82,973.67 | \$91,271.04 | \$100,398.14 |
| Debt Service | \$2,806.52 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$85,780.19 | \$91,271.04 | \$100,398.14 |

| Capital Expenditures | | | |
|------------------------------------|--------------------|---------------------|---------------------|
| Capital Building | \$82,398.57 | \$142,769.48 | \$129,760.00 |
| Capital Equipment | \$8,798.72 | \$5,865.81 | \$6,452.39 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$91,197.29 | \$148,635.29 | \$136,212.39 |

| | | | |
|-----------------------------------|-----------------------|---------------------|---------------------|
| TOTAL FOR ALL EXPENDITURES | \$1,118,063.08 | \$939,334.07 | \$969,327.64 |
|-----------------------------------|-----------------------|---------------------|---------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|---------------|--|---------------|---|---------------|
| Month / Year: | Please Select | Month / Year: | Please Select | Month / Year: | Please Select |
| to Month / Year: | Please Select | to Month / Year: | Please Select | to Month / Year: | Please Select |

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|--|-----------------------|-----------------------|-----------------------|
| Program Fees | \$22,593.36 | \$24,852.70 | \$27,337.97 |
| United Way | \$0.00 | \$0.00 | \$0.00 |
| Donations | \$60,773.02 | \$63,811.67 | \$67,002.25 |
| Grants - State | \$6,029.80 | \$18,089.40 | \$18,451.19 |
| Grants - Federal | \$0.00 | \$0.00 | \$0.00 |
| Grants - Private | \$0.00 | \$0.00 | \$0.00 |
| Interest Income | \$2,545.91 | \$2,600.00 | \$2,750.00 |
| Other Fundraisers | \$310,630.68 | \$326,162.21 | \$342,470.32 |
| Foundations | \$167,075.00 | \$168,745.75 | \$170,433.21 |
| Corporations | \$16,817.32 | \$13,453.86 | \$10,763.08 |
| County Funding | \$0.00 | \$0.00 | \$0.00 |
| City Funding 1% | \$81,704.90 | \$142,975.58 | \$129,760.00 |
| City Funding Community Promotions | \$0.00 | \$0.00 | \$0.00 |
| City Other (in-kind rent) | \$360,000.00 | \$360,000.00 | \$360,000.00 |
| Other (please list below) | | | |
| Sale of Unaccessioned Art | \$2,155.00 | \$1,000.00 | \$1,000.00 |
| Gift Shop | \$31,136.33 | \$34,249.96 | \$37,674.96 |
| Memberships | \$29,588.00 | \$31,067.40 | \$32,620.77 |
| Facility Rentals | \$29,012.00 | \$31,913.20 | \$35,104.52 |
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| SUMMARY OF REVENUES | \$1,120,061.32 | \$1,218,921.73 | \$1,235,368.27 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|--------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| N/A | \$0.00 | n/a |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|------------------------|--|--------------------------------|---|--------------------------------|--|--------------------------------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | Month / Year: to Month / Year: | Please Select Please Select | Month / Year: to Month / Year: | Please Select Please Select | Month / Year: to Month / Year: | Please Select Please Select |
| Land | \$0.00 | | \$0.00 | | \$0.00 | |
| Buildings | \$0.00 | | \$0.00 | | \$0.00 | |
| Machinery & Equipment | \$0.00 | | \$0.00 | | \$0.00 | |
| Other (List Below) | | | | | | |
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| Capital Outlay Summary | \$0.00 | | \$0.00 | | \$0.00 | |

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | Current Budget Year Projected Values | Next Budgeted Year Projected Values |
|------------------------------------|---|--|
| Month / Year: Please Select | Month / Year: Please Select | Month / Year: Please Select |
| to Month / Year: Please Select | to Month / Year: Please Select | to Month / Year: Please Select |

| | | | | |
|--------------------------------|---|-------------------|---------------------|---------------------|
| 1 | Revenue <small>(Line 15 Revenue Detail)</small> | \$1,120,061.32 | \$1,218,921.73 | \$1,235,368.27 |
| 2 | Expenditure Summary <small>(Total from Expenditure Detail)</small> | \$1,118,063.08 | \$939,334.07 | \$969,327.64 |
| 3 | Capital Outlay Summary <small>(Total from Capital Outlay Detail)</small> | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures <small>(Line #2 plus line #3 from above)</small> | \$1,118,063.08 | \$939,334.07 | \$969,327.64 |
| 5 | Over/Under Revenues <small>(Subtract line #4 from line#1 above)</small> | \$1,998.24 | \$279,587.66 | \$266,040.64 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year <small>(see below for definition)</small> | \$0.00 | \$1,998.24 | \$281,585.90 |
| 7 | Change in Operating Reserve <small>(line #5 from above)</small> | \$1,998.24 | \$279,587.66 | \$266,040.64 |
| 8 | New Operating Reserve <small>(line #6 (+ or -) line #7 from above)</small> | \$1,998.24 | \$281,585.90 | \$547,626.54 |
| | Capital Reserves From Prior Year <small>(see definition below)</small> | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve <small>(any additions or uses of capital reserves)</small> | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve <small>(line #9 (+ or -) line #10 from above)</small> | \$0.00 | \$0.00 | \$0.00 |
| | TOTAL RESERVES | \$1,998.24 | \$281,585.90 | \$547,626.54 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

We have been in a period of assessing all staffing models and program details to ensure the museum is sustainable. Part of our sustainability plan is to ensure our Operating Account has three months of anticipated expenses and our Board reserve has six month of expenses. This is to guard the museum's operations from the boom and bust economy and to not be solely reliant on fundraising income to sustain operations. We also need to build a Capital Reserve for preventative maintenance of the building and to undertake projects that will increase safety or efficiency that are not part of our lease agreement with the city. Under our agreement the city makes some repairs, but preventative maintenance is the sole responsibility of The NIC.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

1% #16 Funding Application

RECEIVED

COMMUNITY AGENCY FUNDING REQUEST

11:03am
RJS

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

Today's Date: 08/22/18

| Organization Requesting Funding | | | |
|---------------------------------|--|------|--------------|
| Name: | Natrona County Restorative Justice | | |
| Address: | c/o CPD, 201 N David St., Casper, WY 82601 | | |
| Phone #: | 307-233-6603 | Fax: | 307-235-7536 |
| Date Organized: | 06/01/16 | | |

| Organization Contact Person(s) | | | |
|--------------------------------|----------------------------|----------|--------------|
| Name and Title: | Jennifer Miner, NCRJ Chair | Phone #: | 307-233-6603 |
| Email: | jminer@casperwy.gov | | |
| Name and Title: | | Phone #: | |
| Email: | | | |

| Organization Board Members (if applicable) | | | | | |
|--|------------------------|--------------|-----------------------|-------|---------|
| Name: | Jennifer Miner | Office Held: | Chair | Term: | ongoing |
| Name: | Johnna Bigelow | Office Held: | Vice Chair | Term: | ongoing |
| Name: | Jennier Dyer | Office Held: | Secretary / Treasurer | Term: | ongoing |
| Name: | Chief Keith McPheeters | Office Held: | Member at Large | Term: | ongoing |
| Name: | Lt. Ben Mattila | Office Held: | Member at Large | Term: | ongoing |
| Name: | Scott Hoffman | Office Held: | Member at Large | Term: | ongoing |
| Name: | Amanda Lewellan | Office Held: | Member at Large | Term: | ongoing |
| Name: | Sarah Szewczyk | Office Held: | Member at Large | Term: | ongoing |
| Name: | Jahna Kaufman | Office Held: | Member at Large | Term: | ongoing |
| Name: | Rhonda Jones | Office Held: | Member at Large | Term: | ongoing |
| Name: | Rebecca Albertson | Office Held: | Member at Large | Term: | ongoing |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|------------------|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | | |
| FY18 | | |
| Previous Years (specify what year(s)). | no prior funding | |

Please Attach an Agency Organizational Chart

1. What is your organizations mission?

Mission Statement: NCRJ is committed to the development of a restorative and balanced approach to crime and conflict that promotes justice and resolution for victims, reparation for the community, along with offender accountability, personal development and re-integratoin into the community. **Core Belief:** It is the core belief of NCRJ that conflict and crime within our community has a ripple effect that causes adverse effects to all parties involved, weakens community bonds, and negatively impacts public safety; and in response to the harm done vicitms, community, and offenders should equally be afforded the opportunity to express these impacts. In a collaborative effort, and when appropriate, the parties should work together to identify these harms and work toward reparation. **Value Statement:** Reparation - we believe all conflict and crime deserves meaningful effort to repair the harm done, to the extent possible. Dignity - we believe all individuals inherently are worthy and should be treated with respect. Empowerment - we believe giving voice to all parties harmed provides empowering opportunities for healing and personal accountability. Choice - we believe all victims, offenders, and community members should be afforded the opportunity to participate in reparation efforts (restorative justice practices).
NCRJ, while its own 501(c)(3), is embedded within the Casper Police Department and serves as the spearhead for development and implementation of restorative justice practices.

2. What geographical area & populations are being served by your organization?

Natrona County Restorative Justice (NCRJ) serves those individuals residing within Casper and Natrona County, regardless of age, race, sex, nationality, religious, or sexual orientation. The specific popluation currently served are those juveniles or adults, who have incurred a criminal charge either by summons or affidavit and who have been referred to the program via the Natrona County DA's single point of entry team, directly from the DA's Office, or the Casper Municipal Court Attorney's Office. To date, only juveniles have been referred. Basic eligibility is as follows: must reside within Natrona County; no minimum age (case by case); referral is in lieu of prosecution and /or revocation; consideration of other pending charges; and may be in tandem with diversion or probation. At this time adult felony level offenses are not accepted as well as no DUI's or family violence cases. Suitability criteria includes: offender must be taking a degree of accountability for his actions; must be willing to participate in a conference with his victim and community representatives; and mental health, addiction issues, or other disabilities will be taken into consideration.

3. What programs/services are currently offered by your organization?

NCRJ currently uses an RJ process called conferencing. An RJ conference is a process based on restorative principles that includes a series of structured meetings. First, in order to qualify as a participate in the program, an individual must accept responsibility and be willing to sit in a circle process with others who have been impacted by his actions. Each of the pre-conference meetings (with the offender(s) and victim(s) separately) are designed to allow the offender to take accountability, for both victims and offenders to identify harms, and to allow all parties to have a voice and offer input. The final conference meeting includes the offender and victim and their support person(s), trained facilitators, a police officer, volunteer community members, and others as deemed appropriate. The final conference allows for truth telling, accountability, and voice. Ultimately, the circle works in consensus to create an RJ Contract that includes various tasks that allow the offender to make meaningful reparation to those affected and for needs of all circle participants to be met. So long as the offender completes these tasks by the assigned deadline, his or her case remains out of court. Should the offender not complete his RJ Contract by the deadline, the case is referred back to the DA's office / single point of entry team for further action.

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4. Describe how your 1% #15 funding was used.

NCRJ has not previously received City of Casper 1% funding. The City of Casper did, however, support NCRJ early in 2017 by way of a \$5,000 sponsorship for the Restorative Justice Symposium. That funding went toward venue costs and various professional speakers' expenses.

5. Describe how your 1% #16 funding will be used.

Funding from 1% will be used to develop and expand the restorative justice efforts of the Casper Police Department by allowing for the creation of two full-time positions, both civilian. The first position would serve as a program specialist for the Casper Police Department and duties would include, though not limited to: oversight of the restorative justice and community service programs, policy and procedure, grant writing and fundraising, data collection, volunteer recruitment, training and management, other administrative tasks, along with RJ direct services. This position would be a C7, Step 4. Annual salary at that step is \$65,098 plus benefits. The second position would be a Lead RJ Facilitator; a B23, Step 1. The primary focus of this position will be direct RJ direct services to include assisting with intake, conducting pre and final conferences, follow up, and other program development as directed. This position at step 1 starts at \$22.20 per hour, with an annual salary of \$46,176 plus benefits.

6. If your total grant request is more than the previously requested, please explain why.

n/a

7. How will it affect your program if you do not receive this funding?

NCRJ consists solely of board members and other volunteers; there are no paid NCRJ employees nor any CPD employees dedicated full-time to RJ efforts. From the first meetings 3 years ago, to the RJ Symposim in 2017, to the start of the pilot last September, this has all been acheived by individuals who are passionate about restorative justice. The majority of those individuals participating (volunteering) with NCRJ do so on top of their full-time employment. NCRJ applied to a total of 7 Wyoming foundations in December of 2017. Three denials have been received thus far, with award letters still pending from others. NCRJ was fortunate to receive funding from the Wyoming Community Foundation in 2017 and 2018, in the amount of \$5,000 for each award. Those funds have been used primarily for training purposes along with a few board administrative fees. If city funding is not received NCRJ will continue to apply to other Wyoming foundations, though it is anticipated those funds will only be able to support training and other minor expenses. However, until we are able to secure full-time staff, the program will continue to a function on a 'one case at a time' basis with slow to minimal growth. Additionally, the program will not be able to expand its RJ services nor broaden our community and justice partnerships.

8. How does your organization evaluate itself and programs for effectiveness?

Regarding the RJ Juvenile Conferencing Pilot Program, the following criteria has been established to measure success rates: 1) successful completion of the RJ Contract by the offender with no less than a 75% completion rate; 2) increased level of offender accountability as captured in pre and post surveys; 3) no new offense (conviction) within 1 year of exiting the RJ pilot with a goal of 10% or less recidivism; and 4) satisfaction surveys with a 90% or higher return (satisfaction of victim, community, and offender). To date, of those who have made it to their Final Conference, only 1 of 15 did not complete their contract. And to date, only 1 person has had a new criminal conviction. While we are not yet out far enough to effectviely measure recidivism, our data shows an increase in level of offender accountability and high satisfaction rates among offenders, victims, and community members. Additionally, NCRJ recently completed their stragetie plan, which was previously submitted to city officials. This plan will serve as the organization's compass as well as a guiding tool for measuring program achievement.

REQUESTED BUDGET DETAIL

| Outline in the table below specifically how your request will be used. | | |
|--|--------------------------|-----------------------------|
| <i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i> | | |
| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| Program Specialist Salary + Benefits x4 | \$365,135.03 | 56% |
| Lead RJ Facilitator Salary + Benefits x4 | \$284,940.69 | 44% |
| | | 0% |
| | | 0% |
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| TOTAL REQUESTED | \$650,075.72 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|---|------------------------------|--------------------|--------------------|--------------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE: Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Program Specialist | Full-time | \$65,098.00 | \$23,391.94 | \$3,308.76 |
| Lead RJ Facilitator | Full-time | \$46,176.00 | \$21,216.00 | \$7,259.20 |
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| | TOTALS | \$111,274.00 | \$44,607.94 | \$10,567.96 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |

Personnel

| Full-Time | | | |
|----------------------------------|---------------|---------------|---------------|
| Regular Wages | \$0.00 | \$0.00 | \$0.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Part-Time | | | |
| Regular Wages | \$0.00 | \$0.00 | \$0.00 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Employer Contributions | | | |
| Taxes | \$0.00 | \$0.00 | \$0.00 |
| Benefits | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$0.00 | \$0.00 | \$0.00 |

General Administration

| | | | |
|--|--------------------|-------------------|--------------------|
| Postage & Freight | in-kind | in-kind | in-kind |
| Telephone | in-kind | in-kind | in-kind |
| Printing / Duplication | in-kind | in-kind | in-kind |
| Publicity, Dues / Subscriptions | \$0.00 | \$0.00 | \$0.00 |
| Utility Services | in-kind | in-kind | in-kind |
| Professional Services-symposium, presenter's fees & RJ training | \$2,950.00 | \$3,200.00 | \$0.00 |
| Training Costs | \$4,525.00 | \$5,000.00 | \$5,000.00 |
| Maintenance Agreements | \$0.00 | \$0.00 | \$0.00 |
| Travel - symposium presenters | \$4,154.54 | \$0.00 | \$0.00 |
| Employees | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | \$0.00 | \$0.00 | \$0.00 |
| Symposium venue fees, rooms, documentary fee, and other misc. | \$8,120.82 | \$0.00 | \$0.00 |
| CPD RJ Support (6 months RJ support for salaries / benefits) | \$0.00 | \$0.00 | \$77,862.02 |
| | | | |
| Subtotal General Administration | \$19,750.36 | \$8,200.00 | \$82,862.02 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|---------------|---------------|---------------|
| Office | in-kind | in-kind | in-kind |
| Operating | in-kind | in-kind | in-kind |
| Repairs / Maintenance | | | |
| Materials | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$0.00 | \$0.00 | \$0.00 |

| Fixed Charges | | | |
|-------------------------------|---------------|---------------|--------------------------------|
| Insurance | \$0.00 | \$0.00 | \$600 (professional liability) |
| Rent/Lease | in-kind | in-kind | in-kind |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$0.00 | \$0.00 | \$0.00 |

| Other Expenditures | | | |
|------------------------------------|---------------|---------------|---------------|
| Fundraising Expenses | \$0.00 | \$0.00 | \$0.00 |
| Debt Service | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| Capital Expenditures | | | |
|------------------------------------|---------------|---------------|---------------|
| Capital Building | \$0.00 | \$0.00 | \$0.00 |
| Capital Equipment | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|--------------------|-------------------|--------------------|
| TOTAL FOR ALL EXPENDITURES | \$19,750.36 | \$8,200.00 | \$82,862.02 |
|-----------------------------------|--------------------|-------------------|--------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | to Month / Year: | Dec-19 |

| | | | |
|--|------------|------------|-------------|
| Program Fees | \$0.00 | \$0.00 | \$2,000.00 |
| United Way | \$0.00 | \$0.00 | \$0.00 |
| Donations | \$0.00 | \$0.00 | \$0.00 |
| Grants - State | \$0.00 | \$0.00 | \$0.00 |
| Grants - Federal | \$0.00 | \$0.00 | \$0.00 |
| Grants - Private | \$0.00 | \$0.00 | \$0.00 |
| Interest Income | \$0.00 | \$0.00 | \$0.00 |
| Other Fundraisers | \$0.00 | \$0.00 | |
| Foundations | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| Corporations | \$0.00 | \$0.00 | \$0.00 |
| County Funding | \$0.00 | \$0.00 | \$0.00 |
| City Funding 1% (6 months) | \$0.00 | \$0.00 | \$77,862.02 |
| City Funding Community Promotions | \$0.00 | \$0.00 | \$0.00 |
| City Other | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
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REVENUE DETAIL

| | | | |
|----------------------------|-------------------|-------------------|--------------------|
| | | | |
| SUMMARY OF REVENUES | \$5,000.00 | \$5,000.00 | \$84,862.02 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|--------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| n/a | n/a | n/a |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|-----------------------|---|------------------|--|------------------|---|------------------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | Month / Year: to Month / Year: | Jan-17 Dec-17 | Month / Year: to Month / Year: | Jan-18 Dec-18 | Month / Year: to Month / Year: | Jan-19 Dec-19 |
| Land | \$0.00 | | \$0.00 | | \$0.00 | |
| Buildings | \$0.00 | | \$0.00 | | \$0.00 | |
| Machinery & Equipment | \$0.00 | | \$0.00 | | \$0.00 | |
| Other (List Below) | | | | | | |
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DEBT DETAIL - CAPITAL OUTLAY

| | | | |
|------------------------|--------|--------|--------|
| Capital Outlay Summary | \$0.00 | \$0.00 | \$0.00 |
|------------------------|--------|--------|--------|

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jan-17 | Month / Year: | Jan-18 | Month / Year: | Jan-19 |
| to Month / Year: | Dec-17 | to Month / Year: | Dec-18 | Month / Year: | Dec-19 |

| | | | | |
|--------------------------------|---|----------------------|----------------------|----------------------|
| 1 | Revenue <small>(Line 15 Revenue Detail)</small> | \$5,000.00 | \$5,000.00 | \$84,862.02 |
| 2 | Expenditure Summary <small>(Total from Expenditure Detail)</small> | \$19,750.36 | \$8,200.00 | \$82,862.02 |
| 3 | Capital Outlay Summary <small>(Total from Capital Outlay Detail)</small> | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures <small>(Line #2 plus line #3 from above)</small> | \$19,750.36 | \$8,200.00 | \$82,862.02 |
| 5 | Over/Under Revenues <small>(Subtract line #4 from line#1 above)</small> | (\$14,750.36) | (\$3,200.00) | \$2,000.00 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year <small>(see below for definition)</small> | \$0.00 | (\$14,750.36) | (\$17,950.36) |
| 7 | Change in Operating Reserve <small>(line #5 from above)</small> | (\$14,750.36) | (\$3,200.00) | \$2,000.00 |
| 8 | New Operating Reserve <small>(line #6 (+ or -) line #7 from above)</small> | (\$14,750.36) | (\$17,950.36) | (\$15,950.36) |
| 9 | Capital Reserves From Prior Year <small>(see definition below)</small> | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve <small>(any additions or uses of capital reserves)</small> | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve <small>(line #9 (+ or -) line #10 from above)</small> | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | (\$14,750.36) | (\$17,950.36) | (\$15,950.36) |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

Central Wyoming
Senior Services

August 24, 2018

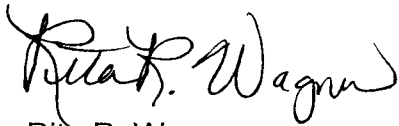
City Manager's Office
Attn: Fleur Tremel
200 North David
Casper, WY 82601-1553

Dear Ms. Tremel:

We thank you for the opportunity to apply for funding to provide necessary support to our nutrition program. Without funding from the City of Casper, this ever important program would suffer. As indicated in the body of this application, our site served 18,458 meals to our target population in just the first six months of 2018.

If you require additional information, please contact me at 307-265-4678 or via email at ritaw@casperseniorcenter.com

Sincerely,



Rita R. Wagner
Executive Director

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

*Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.*

| | |
|---------------------|----------|
| <i>Todays Date:</i> | 08/24/18 |
|---------------------|----------|

| Organization Requesting Funding | | | |
|---------------------------------|---------------------------------------|------------------------|--------------|
| <i>Name:</i> | Central Wyoming Senior Services, Inc. | | |
| <i>Address:</i> | 1831 E 4th Street, Casper, WY 82601 | | |
| <i>Phone #:</i> | 307-265-4678 | <i>Fax:</i> | 307-265-2481 |
| | | <i>Date Organized:</i> | 02/03/76 |

| Organization Contact Person(s) | | | |
|--------------------------------|------------------------------------|------------------|--------------|
| <i>Name and Title :</i> | Rita R. Wagner, Executive Director | <i>Phone # :</i> | 307-265-4678 |
| <i>Email:</i> | Ritaw@casperseniorcenter.com | | |
| <i>Name and Title :</i> | Rachel Brown, Assistant Director | <i>Phone # :</i> | 307-265-4678 |
| <i>Email:</i> | Rachelh@casperseniorcenter.com | | |

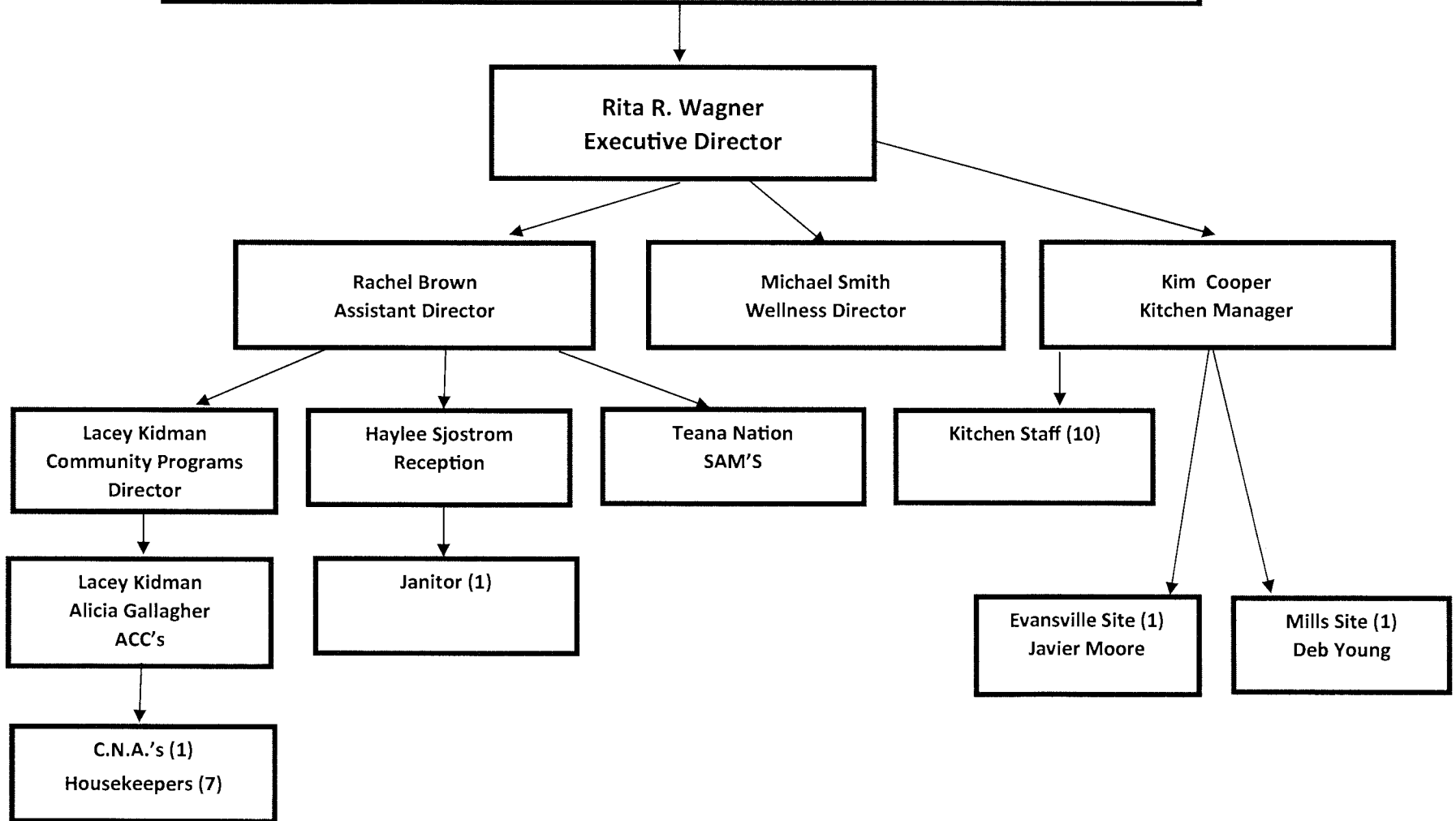
| Organization Board Members (if applicable) | | | | |
|--|-----------------------|---------------------|----------------|--------------------------------|
| <i>Name :</i> | Jennifer Rohrer | <i>Office Held:</i> | President | <i>Term:</i> 1/1/16 - 12/31/18 |
| <i>Name :</i> | Dr. Shawn Powell | <i>Office Held:</i> | Vice President | <i>Term:</i> 1/1/16-12/31/19 |
| <i>Name :</i> | Crystal Morse | <i>Office Held:</i> | Secretary | <i>Term:</i> 1/1/16-12/31/18 |
| <i>Name :</i> | Richard T. Shamley | <i>Office Held:</i> | Treasurer | <i>Term:</i> 1/1/17-12/31/19 |
| <i>Name :</i> | Elane Burkhalter | <i>Office Held:</i> | | <i>Term:</i> 1/1/16-12/31-18 |
| <i>Name :</i> | Clyde Cain | <i>Office Held:</i> | | <i>Term:</i> 1/1/18-12/31/20 |
| <i>Name :</i> | Frank (Miles) Hartung | <i>Office Held:</i> | | <i>Term:</i> 1/1/18-12/31/20 |
| <i>Name :</i> | Karen Kwedor | <i>Office Held:</i> | | <i>Term:</i> 1/1/16-12/31/18 |
| <i>Name :</i> | Linda Loranger | <i>Office Held:</i> | | <i>Term:</i> 1/1/17-12/31/19 |
| <i>Name :</i> | Frances Lujan | <i>Office Held:</i> | | <i>Term:</i> 1/1/17-12/31/19 |
| <i>Name :</i> | Errol Miller | <i>Office Held:</i> | | <i>Term:</i> 1/1/16-12/31/18 |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|------------------|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, <i>please specify</i>) |
| <i>FY 19</i> | 55,000 | |
| <i>FY18</i> | \$55,000 | |
| <i>Previous Years (specify what year(s)).</i> | \$50,000 | FY 15 \$598,611 for Interior Building Renovation |

| |
|---|
| Please Attach an Agency Organizational Chart |
|---|

Central Wyoming Senior Services, Inc.

Board of Directors



1. What is your organizations mission?

The mission of Central Wyoming Senior Services is to assist individuals ages 60 and older in Natrona County by providing or accessing community services and resources to maintain their dignity and independence using qualified and trained staff and volunteers: to help them meet their nutritional, social, educational, emotional, financial, and recreational needs. We achieve this mission by providing healthy, nutritious meals at a suggested donation at a congregate site to allow social interaction. We also provide a gammut of activities to *enrich the lives* of our target population. These include health and wellness activities, exercise and dance, games and playing cards to keep minds sharp, and just that important sense of belonging to a community. Research has proven that without these activities and that sense of belonging, it will increase the probability of isolation, loneliness, depression and inevitable health-related decline.

2. What geographical area & populations are being served by your organization?

Per AoA regulations the area and population of focus are residents of Natrona County 60 years of age or older. Our population of focus: those individuals age 60 and over with emphasis on those with special needs. It is our goal to improve the lives of our population by offering an affordable, nutritious meal, exercise programs, access to health screenings, activities and programs that will engage their minds and bodies and *enrich their lives* . We hope to provide our members/clients with assistance to assure they will live independently in their homes for as long as possible. We also provide access to information to assist with any needs presented, through referral to other agencies as warranted.

3. What programs/services are currently offered by your organization?

Congregate meals (lunches) are served Sunday through Friday, with an evening meal Monday at the main site. The Mills and Evansville sites have lunch meals served Monday through Friday. *Wyoming Home Service, Housekeeping and Personal Care programs* are provided in client homes allowing seniors to continue to function as independently as possible. *Caregiver Support* is provided to those who take care of loved ones in their home. *Respite and emotional support* is offered for these individuals. *Health and Wellness activities* provide screenings at all sites. Other education occurs in our Senior Chat, Newsletters and programming. *Social and Physical activities* include card games, board games, pool, chorus, theatre performances, Tai Chai, chair yoga, dance, line dancing, etc., as well as ample opportunity to interact with individuals their own age. These activities foster a sense of belonging and provide the social interaction in an effort to eliminate isolation, loneliness, and depression. *Volunteer Opportunities* are available in a variety of areas and recruitment occurs from our membership and RSVP. These provide meaningful roles in the operation of the Center. *Community Resources* are available to assist our constituents with resources outside our realm of services. We serve as a repository of information for a variety of community and state resources to benefit our population.

4. Describe how your 1% #15 funding was used.

\$55,000 was used to cover a portion of the costs of raw food to serve the 125 individuals who come to the Center to access a nutritious lunch on a *daily basis*. This noon meal is served Sunday through Friday, with an additional meal Monday evening. Meals are served to anyone who presents. A \$5.00 donation is suggested, however, participants pay based upon their ability. No one is turned away. Lunches at the Mills and Evansville sites are served Monday through Friday. *From the period of January 1 - June 30 of this year, 18,458 meals were served to 987 unduplicated individuals, with 255 considered high risk clients, 203 living in poverty, 361 living alone.*

5. Describe how your 1% #16 funding will be used.

\$55,000 requested in this application will be used to further our mission through by continuing to provide nutrition to our target population. This funding provides assistance to the program through covering a portion of the raw food costs. We are implementing strategies to increase the numbers individuals we serve.

6. If your total grant request is more than the previously requested, please explain why.

At this time we are only requesting was has been approved by the City in the past.

7. How will it affect your program if you do not receive this funding?

In the event that funding is not secured through this source, we will have to seek funding elsewhere. It will take several fundraising events and activities in order to make up the shortfall from the reduction over the previous year's funding level. If funding cannot be adequately replaced, we will have no choice but to reduce the "second choice" on the menu or drop activities, neither of which will help us achieve our mission.

8. How does your organization evaluate itself and programs for effectiveness?

Our meal and activities numbers are tracked and monitored when our participants check-in for meals and/or activities each day. Reports are reviewed by staff and provided to our Board of Directors at every board meeting to include this tracked information. Reports are generated for every State and Federal program on a monthly, quarterly and annual basis. The efficacy of our program is monitored by our Federal and State funding partners. We are audited annually by the firm of Skogen, Cometto & Associates, PC. Our funding, programs, and services are monitored by an active Board of Directors.

REQUESTED BUDGET DETAIL

| Outline in the table below specifically how your request will be used. <i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i> | | |
|---|--------------------|----------------------|
| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
| <i>EXAMPLE: Director's Salary</i> | \$5,000.00 | 6% |
| Raw Food Costs | \$55,000.00 | 100% |
| | | 0% |
| | | 0% |
| | | 0% |
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| | | 0% |
| TOTAL REQUESTED | \$55,000.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|--|--------------------------|--------------------|--------------------|-------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE: Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Executive Director | Full-time | \$58,000.00 | \$4,854.60 | |
| Assistant Director | Full-time | \$43,680.00 | \$3,656.00 | |
| Kitchen Manager | Full-time | \$32,240.00 | \$2,698.48 | |
| SAMS Encoder | Full-time | \$37,440.00 | \$3,133.72 | |
| Com. Prog. Director | Full-time | \$32,240.00 | \$2,698.48 | |
| Access Care Coord. | Full-time | \$26,000.00 | \$2,176.20 | |
| Cert. Nurse Assistant | Full-time | \$21,060.00 | \$1,762.72 | |
| Housekeepers (3) | Full-time | \$61,880.00 | \$5,179.35 | |
| Wellness Director | Part-time | \$4,368.00 | | |
| Admin. Assistant | Full-time | \$23,920.00 | \$2,002.10 | |
| Receptionist/Greeter | Part-time | \$3,120.00 | | |
| Janitor | Part-time | \$9,880.00 | | |
| Site Mgr - Mills | Full-time | \$12,350.00 | \$1,033.69 | |
| Site Mgr - Evansville | Full-time | \$20,800.00 | \$1,740.96 | |
| Cook | Full-time | \$30,160.00 | \$2,524.39 | |
| Assistant Cook | Full-time | \$21,320.00 | \$1,784.48 | |
| Kitchen Staff (7) | Part-time | \$35,760.00 | | |
| Dining Room Help | Part-time | \$7,540.00 | | |
| Housekeepers (3) | Part-time | \$37,180.00 | | |
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| TOTALS | | \$518,938.00 | \$35,245.17 | \$0.00 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | | Month / Year: | Oct-17 | Month / Year: | Oct-18 |
| to Month / Year: | Sep-17 | to Month / Year: | Sep-18 | to Month / Year: | Sep-19 |

| Personnel | | | |
|----------------------------------|---------------------|---------------------|---------------------|
| Full-Time | | | |
| Regular Wages | \$424,879.25 | \$425,000.00 | \$429,000.00 |
| Overtime Wages | | | |
| Part-Time | | | |
| Regular Wages | \$94,728.00 | \$95,000.00 | \$95,000.00 |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$53,372.19 | \$55,000.00 | \$57,500.00 |
| Benefits | \$42,330.97 | \$45,000.00 | \$48,000.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$615,310.41 | \$620,000.00 | \$629,500.00 |

| General Administration | | | |
|--|---------------------|---------------------|---------------------|
| Postage & Freight | | | |
| Telephone/Communication | \$17,976.47 | \$18,000.00 | \$20,000.00 |
| Printing / Duplication | | | |
| Publicity, Dues / Subscriptions | \$8,484.67 | \$8,600.00 | \$8,800.00 |
| Utility Services | \$56,179.71 | \$58,000.00 | \$60,000.00 |
| Professional Services | \$28,935.42 | \$30,000.00 | \$31,500.00 |
| Maintenance Agreements | | | |
| Travel | \$15,391.01 | \$16,000.00 | \$16,500.00 |
| Employees | | | |
| Other (please list below) | | | |
| Non-building R & M | \$29,186.84 | \$30,000.00 | \$30,000.00 |
| Depreciation Expense | \$20,584.05 | \$21,000.00 | \$21,000.00 |
| | | | |
| Subtotal General Administration | \$176,738.17 | \$181,600.00 | \$187,800.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|--------------|--------------|--------------|
| Office | \$198,629.07 | \$200,000.00 | \$200,000.00 |
| Operating | | | |
| Repairs / Maintenance | | | |
| Materials | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$198,629.07 | \$200,000.00 | \$200,000.00 |

| Fixed Charges | | | |
|-------------------------------|--------------|--------------|--------------|
| Insurance | \$18,500.60 | \$18,500.00 | \$19,000.00 |
| Rent/Lease | \$179,422.00 | \$180,000.00 | \$180,000.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$197,922.60 | \$198,500.00 | \$199,000.00 |

| Other Expenditures | | | |
|------------------------------------|------------|------------|------------|
| Fundraising Expenses | \$4,046.44 | \$5,000.00 | \$5,000.00 |
| Debt Service | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$4,046.44 | \$5,000.00 | \$5,000.00 |

| Capital Expenditures | | | |
|------------------------------------|--------|--------|--------|
| Capital Building | \$0.00 | \$0.00 | \$0.00 |
| Capital Equipment | \$0.00 | \$0.00 | \$0.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|----------------|----------------|----------------|
| TOTAL FOR ALL EXPENDITURES | \$1,192,646.69 | \$1,205,100.00 | \$1,221,300.00 |
|-----------------------------------|----------------|----------------|----------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jan-00 | Month / Year: | Oct-17 | Month / Year: | Oct-18 |
| to Month / Year: | Sep-17 | to Month / Year: | Sep-18 | to Month / Year: | Sep-19 |

| | | | |
|--|--------------|--------------|--------------|
| Program Fees | \$185,492.72 | \$160,000.00 | \$160,000.00 |
| United Way | \$21,999.96 | \$12,500.00 | \$12,500.00 |
| Donations | \$61,246.99 | \$55,000.00 | \$55,000.00 |
| Grants - State | \$482,185.83 | \$275,000.00 | \$275,000.00 |
| Grants - Federal | \$232,683.39 | \$200,000.00 | \$200,000.00 |
| Grants - Private | \$160,016.32 | \$120,000.00 | \$120,000.00 |
| Interest Income | | | |
| Other Fundraisers | \$59,690.63 | \$60,000.00 | \$60,000.00 |
| Foundations | | | |
| Corporations | | | |
| County Funding | | | |
| City Funding 1% | | | |
| City Funding Community Promotions | | | |
| City Other | \$42,500.00 | \$55,000.00 | \$55,000.00 |
| Other (please list below) | | | |
| City In-kind | \$180,058.57 | \$180,058.57 | \$180,058.57 |
| Community Action Partnership | \$19,000.00 | \$18,000.00 | \$15,000.00 |
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REVENUE DETAIL

| | | | |
|----------------------------|-----------------------|-----------------------|-----------------------|
| SUMMARY OF REVENUES | \$1,444,874.41 | \$1,135,558.57 | \$1,132,558.57 |
|----------------------------|-----------------------|-----------------------|-----------------------|

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|---|---------------|--------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| N/A | \$0.00 | |
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| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | | | | |
|------------------------|---------------------------------------|--------|--|--------|---|--------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | Month / Year: | Jan-00 | Month / Year: | Oct-17 | Month / Year: | Oct-18 |
| | to Month / Year: | Sep-17 | to Month / Year: | Sep-18 | to Month / Year: | Sep-19 |
| Land | | \$0.00 | | \$0.00 | | \$0.00 |
| Buildings | | \$0.00 | | \$0.00 | | \$0.00 |
| Machinery & Equipment | | \$0.00 | | \$0.00 | | \$0.00 |
| Other (List Below) | | \$0.00 | | \$0.00 | | \$0.00 |
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| Capital Outlay Summary | | \$0.00 | | \$0.00 | | \$0.00 |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jan-00 | Month / Year: | Oct-17 | Month / Year: | Oct-18 |
| to Month / Year: | Sep-17 | to Month / Year: | Sep-18 | Month / Year: | Sep-19 |

| | | | | |
|--------------------------------|--|---------------------|---------------------|--------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$1,444,874.41 | \$1,135,558.57 | \$1,132,558.57 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$1,192,646.69 | \$1,205,100.00 | \$1,221,300.00 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$0.00 | \$0.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$1,192,646.69 | \$1,205,100.00 | \$1,221,300.00 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$252,227.72 | (\$69,541.43) | (\$88,741.43) |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | \$252,227.72 | \$182,686.29 |
| 7 | Change in Operating Reserve (line #5 from above) | \$252,227.72 | (\$69,541.43) | (\$88,741.43) |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$252,227.72 | \$182,686.29 | \$93,944.86 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$252,227.72 | \$182,686.29 | \$93,944.86 |

Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)

Reserves are necessary to maintain at least 6-months operating expenses in the event that the organization has any major budget deficiencies. The previous year's budget reserve is due to funding that has been secured for the in-house renovation to the dining room and immediate entrance to the facility. This needs to be done for asthetic reasons to make it more appealing to a younger demographic but also to make it less institutional in appearance. The modifications to the dining room area will allow us to offer a greater variety of food choices. Additionally, it will allow us to replace worn carpeting that could be a tripping hazard for our senior population.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

1% #16 Funding Application

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

Today's Date: 08/08/18

| Organization Requesting Funding | | | |
|---------------------------------|---|------|--------------|
| Name: | The Arc of Natrona County, Inc. | | |
| Address: | 355 N Lincoln St.; Casper, WY 82601/ P.O. Box 393; Casper, WY 82602 | | |
| Phone #: | 307-577-4913 | Fax: | 307-577-4014 |
| Date Organized: | 05/10/77 | | |

| Organization Contact Person(s) | | | |
|--------------------------------|-----------------------------------|----------|--------------|
| Name and Title: | Bethany Young/ Executive Director | Phone #: | 307-267-5350 |
| Email: | bethany@arcofnatronaacty.com | | |
| Name and Title: | | Phone #: | |
| Email: | | | |

| Organization Board Members (if applicable) | | | | | |
|--|----------------|--------------|-----------------------|-------|-----------|
| Name: | Nathan Edwards | Office Held: | President/Treasurer | Term: | 2017-2018 |
| Name: | Aaron Yeigh | Office Held: | Vice President | Term: | 2017-2018 |
| Name: | Terri Weiner | Office Held: | Secretary/ Arc Parent | Term: | 2017-2018 |
| Name: | Sheila Delach | Office Held: | Board Member | Term: | 2017-2018 |
| Name: | Harley Geiger | Office Held: | Board Member | Term: | 2017-2018 |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |

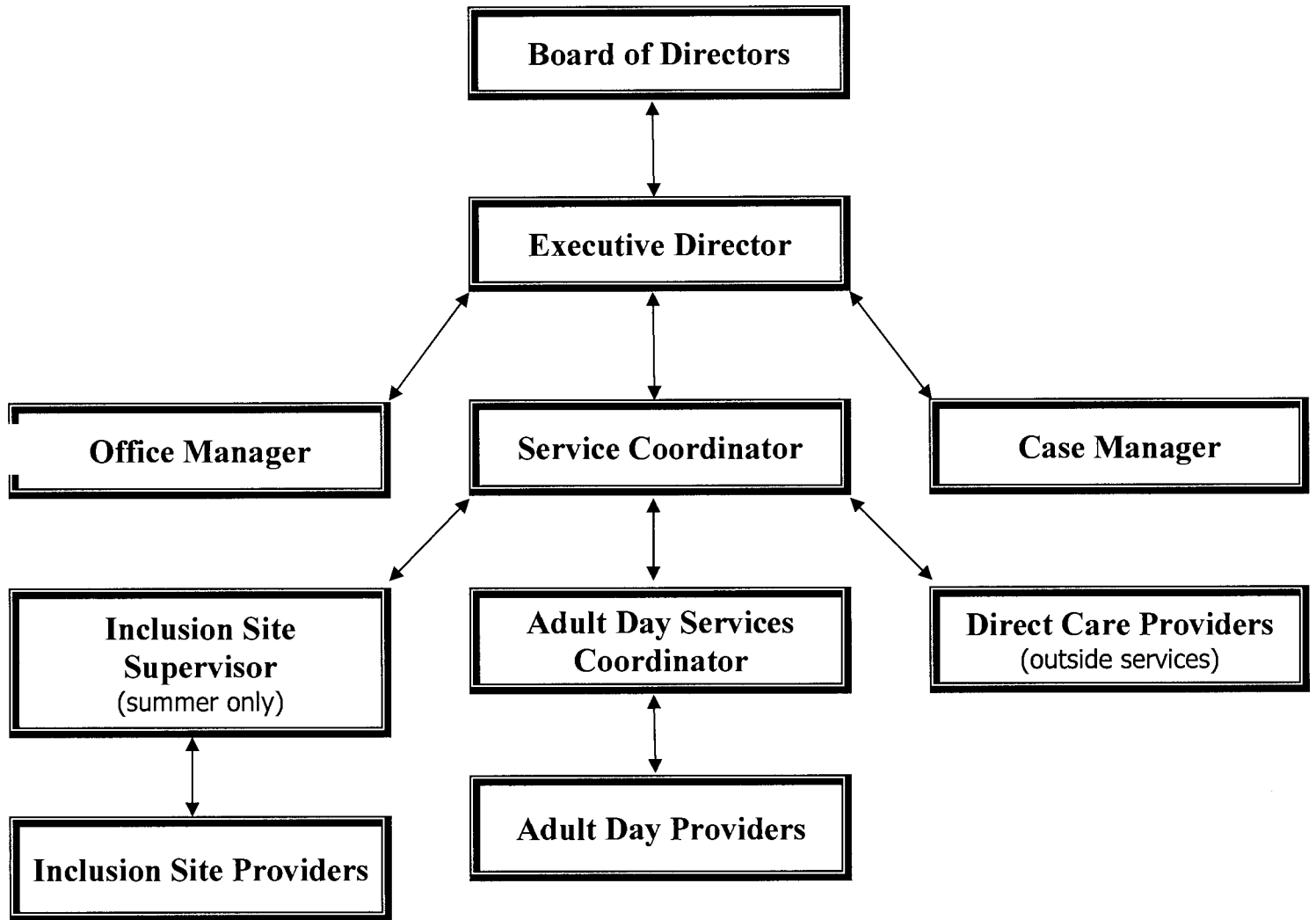
| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|--|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | \$15,000 | 1% Funds |
| FY18 | \$12,500 | 1% Funds |
| Previous Years (specify what year(s)). | FY '17, '16, and '15= \$12,500 each year | 1% Funds |

Please Attach an Agency Organizational Chart

1:04 P.M.



Organizational Chain of Command



The Arc Office: 307-577-4913

Fax: 307-577-4014

In case of an emergency call the Service Coordinator (Karie) or Executive Director (Bethany)

1. What is your organizations mission?

The Arc of Natrona County is committed to securing for all people with cognitive, intellectual and developmental disabilities, the opportunity to realize and choose their goals of where and how they learn, live, work and play. For over 40 years, The Arc has been providing Respite care, Inclusion programs, advocacy, and a wide range of family supports, to individuals with special needs and their families.

2. What geographical area & populations are being served by your organization?

The Arc of Natrona County serves 43 individuals with documented developmental disabilities; 25 children and 18 adults. Services are provided in Casper and surrounding areas, to include Natrona and Converse counties. The Arc of Natrona County participants range in age from 6 to 48, with 13 females and 30 males being served. The Arc serves individuals with a wide range of needs, including but not limited to: Autism Spectrum Disorders, Mental Retardation, seizure disorders, unique medical needs, and behavioral needs.

3. What programs/services are currently offered by your organization?

The Arc of Natrona County offers the following services: Adult Day Services- Adult services for anyone 21 and older. These services are provided during the day at The Arc's Day Site and in the community; includes training goals. Child Habilitation-Care for children, 17 and under, while parents/guardians are working. This service includes training goals and this service is generally provided at The Arc's Inclusion Site. Respite Care- Relief care for families. This can be provided in a participant's home, a provider's home or in the community. This service can only be provided when a parent is not working. Companion-Care for anyone over 18 years of age, provided when a parent is working. This service includes a formal training goal. Personal Care- Care provided in a participant's home; for participant's with intensive personal care needs.

4. Describe how your 1% #15 funding was used.

1% #15 funding for 2014-2018 has been used to help fund our non-waiver care. Non-waiver care is provided to families whose child has not yet received funding for direct care services, such as Respite, Companion, Adult Day, etc. These non-waiver services help ensure that parents can go to work but also give the participant some much needed peer interaction, community integration and the opportunity to work on life skills.

5. Describe how your 1% #16 funding will be used.

1% #16 will be broken down to support two areas. We have a big focus on our Adult Day Services and Inclusion programs, which allows adults and children with diagnosed developmental disabilities the opportunity to build relationships, volunteer in our community, work on life skills and learn how to be integrated into our community. We are requesting this funding to help support our program's activities. Roughly 65 % of our participants and their families fall at or below the poverty level so funding for activities is very difficult. Being a non-profit The Arc doesn't have the means to provide financial support for all of the activities that are important for our participants. For example: this summer our children's program was unable to attend horseback riding because The Arc was unable to fund the amount it cost for everyone to ride. Horseback riding is very therapeutic and has many benefits for individuals with special needs. Fitness is very important for our population, but we are unable to bring people into our facility to provide fitness classes and going to the gym can be very overstimulating for some of our participants, which in turn can create major behavioral issues (hitting others, damaging property, etc.). It is also important for us to teach our participants how to appropriately behave in the community and learn social skills with others, but when we don't have funding to access what our community has to offer it can make that difficult. We are graciously asking for your help to support our individuals with special needs, the opportunity to access the community and participate in activities that would be beneficial for their health and well-being. To ensure these community outings and activities run smoothly we need to a qualified person to oversee and set everything up. This is where the second part of our funding request comes into play. We currently have an Adult Day Program Coordinator who is making an hourly wage. This is a professional position that needs a professional salary. Our adult program has doubled in the last year and we see a need for our program so foresee our program continuing to grow where we will be able to sustain her salary within a four year time frame.

6. If your total grant request is more than the previously requested, please explain why.

Our total request is the same amount as requested as last time, but it is for support in new services this grant cycle.

7. How will it affect your program if you do not receive this funding?

Our program will continue to function as well as we can, but we know it could be much better for our community if we have the financial support. We run the risk of losing our Adult Day Coordinator if we are unable to pay her a realistic salary for all of her work, and if that ever happened it would be a devastation to not only our program but for our participants and families, as they all love and trust her. We also want to be the best we can at supporting our participants so again having funding to support them as best as we can in the community and providing those opportunities would help ensure a better quality of life.

8. How does your organization evaluate itself and programs for effectiveness?

The Arc of Natrona County reviews profit and loss statements at every board meeting and we compare to the previous year to see where we have come. This can give us an idea of where we are at in regards to services provided but I believe the best way to tell the effectiveness is to see and hear the appreciation from our participants and families. The Arc has always been an honest and safe place for families and we are a last stop for many adults who have already tried out every other program in town. We have had a lot of positive talk about our program and I think that says a lot about our program's effectiveness in the community.

REQUESTED BUDGET DETAIL

| Outline in the table below specifically how your request will be used. <i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i> | | |
|---|--------------------|----------------------|
| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
| <i>EXAMPLE: Director's Salary</i> | <i>\$5,000.00</i> | <i>6%</i> |
| Participant Activity Fund | \$5,250.00 | 35% |
| Adult Day Coordinator | \$9,750.00 | 65% |
| | | 0% |
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| TOTAL REQUESTED | \$15,000.00 | 100% |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

Personnel

| Full-Time | | | |
|----------------------------------|---------------------|---------------------|---------------------|
| Regular Wages | \$108,523.86 | \$141,779.57 | \$141,779.57 |
| Overtime Wages | | | |
| Part-Time | | | |
| Regular Wages | \$270,515.70 | \$340,515.70 | \$400,000.00 |
| Overtime Wages | | | |
| Employer Contributions | | | |
| Taxes | \$47,998.88 | \$54,046.74 | \$56,000.00 |
| Benefits | \$149.31 | \$149.31 | \$149.31 |
| Other (please list below) | | | |
| Pension | \$4,513.58 | \$7,013.00 | \$7,013.00 |
| Subtotal Personnel | \$431,701.33 | \$543,504.32 | \$604,941.88 |

General Administration

| | | | |
|--|--------------------|--------------------|--------------------|
| Postage & Freight | \$503.17 | \$500.00 | \$500.00 |
| Telephone | \$1,496.22 | \$1,500.00 | \$1,500.00 |
| Printing / Duplication | | \$1,500.00 | |
| Publicity, Dues / Subscriptions | \$3,408.12 | \$3,500.00 | \$3,500.00 |
| Utility Services | \$6,076.71 | \$6,000.00 | \$6,000.00 |
| Professional Services | \$3,500.00 | \$3,500.00 | \$3,500.00 |
| Maintenance Agreements | | | |
| Travel | \$3,839.93 | \$4,000.00 | \$4,000.00 |
| Employees | \$3,455.70 | \$2,000.00 | \$3,500.00 |
| Other (please list below) | | | |
| Accounting- Audit | \$11,900.00 | \$11,900.00 | \$11,900.00 |
| | | | |
| | | | |
| Subtotal General Administration | \$34,179.85 | \$34,400.00 | \$34,400.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|--------------------|--------------------|--------------------|
| Office | \$610.00 | \$750.00 | \$750.00 |
| Operating | \$1,574.85 | \$2,000.00 | \$2,000.00 |
| Repairs / Maintenance | \$25,462.15 | \$30,000.00 | \$5,000.00 |
| Materials | \$3,367.32 | \$4,000.00 | \$4,500.00 |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$31,014.32 | \$36,750.00 | \$12,250.00 |

| Fixed Charges | | | |
|-------------------------------|--------------------|--------------------|--------------------|
| Insurance | \$12,737.17 | \$13,000.00 | \$13,000.00 |
| Rent/Lease | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$12,737.17 | \$13,000.00 | \$13,000.00 |

| Other Expenditures | | | |
|------------------------------------|--------------------|--------------------|--------------------|
| Fundraising Expenses | | \$2,500.00 | \$2,500.00 |
| Debt Service | | | |
| Other (please list below) | | | |
| Miscellaneous | \$2,059.40 | \$3,000.00 | \$3,000.00 |
| Arc Camp | \$8,318.21 | \$10,000.00 | \$10,000.00 |
| Subtotal Other Expenditures | \$10,377.61 | \$15,500.00 | \$15,500.00 |

| Capital Expenditures | | | |
|------------------------------------|-------------------|-------------------|-------------------|
| Capital Building | \$7,344.00 | \$7,344.00 | \$7,344.00 |
| Capital Equipment | | | |
| Other (please list below) | | | |
| | | | |
| Subtotal Other Expenditures | \$7,344.00 | \$7,344.00 | \$7,344.00 |

| | | | |
|-----------------------------------|---------------------|---------------------|---------------------|
| TOTAL FOR ALL EXPENDITURES | \$520,010.28 | \$643,154.32 | \$680,091.88 |
|-----------------------------------|---------------------|---------------------|---------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | |
|--|---------------------|---------------------|---------------------|
| Program Fees | \$434,524.81 | \$509,524.81 | \$529,524.81 |
| United Way | \$23,000.04 | \$20,000.00 | \$20,000.00 |
| Donations | \$14,569.89 | \$15,500.00 | \$16,000.00 |
| Grants - State | | | |
| Grants - Federal | | | |
| Grants - Private | \$2,000.00 | \$35,103.69 | \$20,000.00 |
| Interest Income | \$549.52 | \$15.00 | \$15.00 |
| Other Fundraisers | \$8,905.29 | \$16,000.00 | \$21,000.00 |
| Foundations | \$9,250.00 | \$14,250.00 | \$14,250.00 |
| Corporations | | | |
| County Funding | | | |
| City Funding 1% | \$12,500.00 | \$15,000.00 | \$15,000.00 |
| City Funding Community Promotions | | | |
| City Other | | | |
| Other (please list below) | | | |
| Membership Fees | \$2,530.00 | \$2,600.00 | \$2,600.00 |
| Miscellaneous Income | \$500.00 | \$500.00 | \$500.00 |
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| SUMMARY OF REVENUES | \$508,329.55 | \$628,493.50 | \$638,889.81 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|--|--------------------|---------------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| Hilltop National Bank | \$68,110.50 | May-32 |
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| TOTAL DEBT | \$68,110.50 | |

| Capital Outlay | | | |
|-------------------------------|------------------------------------|--------------------------------------|-----------------------------------|
| | Prior Operating Budget Year | Current Operating Budget Year | Next Operating Budget Year |
| | Actual | Projected | Projected |
| | Month / Year: Jul-17 | Month / Year: Jul-18 | Month / Year: Jul-19 |
| | to Month / Year: Jun-18 | to Month / Year: Jun-19 | to Month / Year: Jun-20 |
| Land | | | |
| Buildings | \$18,493.48 | \$30,300.00 | |
| Machinery & Equipment | | \$13,729.44 | |
| Other (List Below) | | | |
| Company Vehicle | | | \$20,000.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| Capital Outlay Summary | \$18,493.48 | \$44,029.44 | \$20,000.00 |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | | |
|--------------------------------|--|--------------------|----------------------|-----------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$508,329.55 | \$628,493.50 | \$638,889.81 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$520,010.28 | \$643,154.32 | \$680,091.88 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$18,493.48 | \$44,029.44 | \$20,000.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$538,503.76 | \$687,183.76 | \$700,091.88 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | (\$30,174.21) | (\$58,690.26) | (\$61,202.07) |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$44,643.48 | \$14,469.27 | (\$44,220.99) |
| 7 | Change in Operating Reserve (line #5 from above) | (\$30,174.21) | (\$58,690.26) | (\$61,202.07) |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | \$14,469.27 | (\$44,220.99) | (\$105,423.06) |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$14,469.27 | (\$44,220.99) | (\$105,423.06) |

Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)

The Arc of Natrona County's operating reserves are in an interest bearing checking account. The Arc also has a C.D. and an additional account that are not restricted, but the funds are awaiting designation through board action and not to be used for operating costs.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

1% #16 Funding Application

LATE

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.

2:43 pm.

Today's Date: 08/20/18

Organization Requesting Funding

| | | | |
|-----------------|------------------------|------|--|
| Name: | Wyoming Rescue Mission | | |
| Address: | 230 N. Park Street | | |
| Phone #: | 307-265-3002 | Fax: | |
| Date Organized: | 01/01/78 | | |

Organization Contact Person(s)

| | | | |
|-----------------|--|----------|--------------|
| Name and Title: | Denise Lyons Kleemeyer, Director of Philanthropy | Phone #: | 307-351-1195 |
| Email: | dlyons@wyomission.org | | |
| Name and Title: | Brad Hopkins, Executive Director | Phone #: | 307-265-3002 |
| Email: | bhopkins@wyomission.org | | |

Organization Board Members (if applicable)

| Name: | Office Held: | Term: |
|-------------------|---------------|-------|
| Bryce True | Chairman | |
| Dr. Darren Divine | Vice Chairman | |
| Laurie Johnson | Secretary | |
| Ken Capasso | Treasurer | |
| Josh Deacon | Member | |
| Dr. Steve Orcutt | Member | |
| Bob Lemmon | Member | |
| Howard Andrews | Member | |
| Eric Valdez | Member | |
| | | |
| | | |

Funding History and Amount Requested (if not applicable, list N/A)

| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
|---|------------------|--|
| FY19 | \$200,000 | One Cent 16 |
| FY18 | \$300,000 | One Cent 15 |
| Previous Years (specify what year(s)). | | |

Please Attach an Agency Organizational Chart

1. What is your organizations mission?

The Wyoming Rescue Mission restores with the love of Christ those struggling with homelessness back to society as independent community members by nurturing sanctuaries of radical hospitality where the homeless and needy experience the transforming love of Jesus thus propelling the church into the lead role alleviating poverty in Wyoming. Wyoming Rescue Mission serves homeless and needy individuals by providing a safe and stable environment combined with life-changing services essential to our guests' success as they strive to re-enter the workforce and obtain permanent housing. These programs are needed year-round in our community.

2. What geographical area & populations are being served by your organization?

Wyoming Rescue Mission (WRM) serves the homeless and needy of Natrona County and Wyoming. From its humble beginnings WRM has served an ever-increasing number of individuals through economic highs and lows adding capacity and programs throughout the years to meet the unique and changing needs of homeless men, women, and children from all over the state of Wyoming. The need for services continues to increase at the Mission. During the fiscal year 2016-2017 Wyoming Rescue Mission served 968 individuals by providing 25,745 nights of shelter and 43,504 meals. Guests were provided with 1,419 vouchers for clothing and household items worth \$44,131. 64 participants graduated from the Discipleship Program, and WRM staff provided 3,444 Case Management sessions (an average of 287 case management sessions each month). During the same fiscal year 100% of guests staying in WRM facilities for a minimum of 3 days met with a case manager to develop an individualized care plan, and 88% of all guests were able to maintain their sobriety during their stay in Mission facilities. Over the course of that year 76% of WRM guests obtained a job prior to leaving the WRM program. During the next fiscal year of 2017-2018 those outcomes jumped to 28,653 nights of shelter and 47,853 meals provided to those in need. Leadership and staff anticipate continued growth and are committed to meeting the needs of this vulnerable population for many years to come.

3. What programs/services are currently offered by your organization?

Wyoming Rescue Mission offers services to homeless and hungry men, women and children through the following programs: Emergency Services, Mercy Services, Discipleship Recovery Program, Community Kitchen, Rescued Treasures Thrift Store.

Emergency Services- Offers crisis intervention up to 90 days. Case management, nutritious meals, safe shelter, clothing, and other necessities are provided. We also serve as a transitional facility for individuals exiting correctional facilities.

Mercy Services- This program is designed for those individuals who do not wish to meet with a case manager or fail to meet the requirements of Emergency Services. Individuals are served through warm shelter and hot meals but otherwise limited services. Guests are allowed to stay in this program for a limited time to preserve resources for other individuals actively seeking to improve their situations.

Discipleship Recovery Program- This is a long-term transitional housing program. Guests learn tools and techniques to help overcome obstacles that led to homelessness. Participants attend classes on anger management, overcoming addiction, budgeting, resume building, job interviewing preparation and on-the-job training. This program has three phases-- each lasting 4 months. Phases 1 and 2 focus primarily on increasing the stability of the guest by providing an environment where he or she can focus time and energy on resolving issues while adhering to the training and class schedules. Phase 3 is structured to allow guests the stability to save money from employment to transition to living independently.

4. Describe how your 1% #15 funding was used.

1% #15 monies were used to facilitate the design of the Park Street Center and accelerate the construction start date by allowing WRM to leverage the commitments to raise donations and secure bridge funding. It was instrumental in starting construction on the Park Street Center by November 2017.

5. Describe how your 1% #16 funding will be used.

1% #16 funding, if granted, would be used to complete the specific items requested by the City of Casper for the Park Street Center project. These include moving Fire Suppression Connection, tap fees, and the cost to relocate sewer connection due to the inaccuracy of city utility maps. Funds will be used to replace curbs, gutters, and sidewalks--this work is in progress. Funds will also be used to demolish three existing buildings and clear the site for parking lot and asbestos abatement.

6. If your total grant request is more than the previously requested, please explain why.

The request for 1% #16 is approximately half of the amount requested previously.

7. How will it affect your program if you do not receive this funding?

The need for services at the Mission has increased each year, and we anticipate that our programs will continue to grow and aid more and more individuals each year. Without full funding from the City of Casper, WRM would not be able to maintain the same quality of services in our Emergency Services Program in particular. Providing food and shelter is immediate and when faced with overcrowding and shortages our situation becomes critical. Leadership and staff pursue funding from new as well as previous sources constantly and consistently to avoid crisis and disruption to the work being done at the Mission.

8. How does your organization evaluate itself and programs for effectiveness?

Everyone is counted at the Mission. Every individual is monitored because the staff are dedicated to positive change and progress is based upon accountability and the structure of case management. Staff keep statistics based on the number beds provided, meals served and case management hours provided. Key Performance Indicators are used to track and evaluate need versus performance every 6 months and changes are made accordingly. This ensures the needs of the guests are being met and allows leadership staff to determine if resources should to be adjusted to meet the current needs of the mission.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|--|---------------------|----------------------|
| <i>EXAMPLE: Director's Salary</i> | \$5,000.00 | 6% |
| Relocate sanitary sewer due to "hump" in sewer line causing slow drainage in sewer | \$23,464.00 | 12% |
| Divert water and fire lines below existing sewer in A street | \$11,739.00 | 6% |
| Replace curb, gutter, and sidewalks, in progress, estimate | \$35,000.00 | 18% |
| City of Casper Plan check fee | \$9,116.20 | 5% |
| City of Casper building permit | \$16,176.00 | 8% |
| City of Casper Tap Fees | \$20,910.00 | 10% |
| Demolition of three (3) existing buildings, and site clear for parking lot | \$46,841.00 | 23% |
| Asbestos Abatement | \$35,108.00 | 18% |
| Unforeseen expenses related to the above | \$1,645.80 | 1% |
| | | 0% |
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| | | 0% |
| TOTAL REQUESTED | \$200,000.00 | 100% |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

Personnel

| Full-Time | | | |
|----------------------------------|----------------|----------------|----------------|
| Regular Wages | \$911,967.47 | \$924,137.51 | \$951,861.64 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Part-Time | | | |
| Regular Wages | \$213,918.30 | \$216,772.99 | \$223,276.18 |
| Overtime Wages | \$0.00 | \$0.00 | \$0.00 |
| Employer Contributions | | | |
| Taxes | \$122,853.06 | \$131,655.57 | \$135,605.24 |
| Benefits | \$10,249.81 | \$15,637.20 | \$16,000.00 |
| Other (please list below) | | | |
| | | | |
| Subtotal Personnel | \$1,258,988.64 | \$1,288,203.27 | \$1,326,743.05 |

General Administration

| | | | |
|--|--------------|--------------|--------------|
| Postage & Freight | | | |
| Telephone | \$16,562.58 | \$16,315.28 | \$16,500.00 |
| Printing / Duplication | \$2,938.32 | \$4,775.00 | \$4,775.00 |
| Publicity, Dues / Subscriptions | \$33,461.56 | \$42,936.45 | \$45,000.00 |
| Utility Services | \$82,904.21 | \$98,200.00 | \$100,000.00 |
| Professional Services | \$80,631.08 | \$70,400.00 | \$70,400.00 |
| Maintenance Agreements | \$0.00 | \$0.00 | \$0.00 |
| Travel | \$12,053.28 | \$11,700.00 | \$12,000.00 |
| Employees | \$12,279.51 | \$17,986.00 | \$18,000.00 |
| Other (please list below) | | | |
| Computer/Software | \$19,518.65 | \$17,398.00 | \$17,500.00 |
| Credit Card Fees | \$16,876.20 | \$18,018.80 | \$19,000.00 |
| | | | |
| Subtotal General Administration | \$277,225.39 | \$297,729.53 | \$303,175.00 |

PROGRAM EXPENDITURE DETAIL

| Supplies | | | |
|---------------------------|---------------------|--------------------|--------------------|
| Office | \$6,726.08 | \$6,560.00 | \$6,560.00 |
| Operating | \$65,918.60 | \$63,550.00 | \$65,000.00 |
| Repairs / Maintenance | \$35,851.27 | \$26,415.00 | \$27,500.00 |
| Materials | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Supplies | \$108,495.95 | \$96,525.00 | \$99,060.00 |

| Fixed Charges | | | |
|-------------------------------|---------------------|---------------------|---------------------|
| Insurance | \$28,105.00 | \$40,040.03 | \$40,000.00 |
| Rent/Lease | \$165,362.51 | \$159,094.15 | \$165,000.00 |
| Other (please list below) | | | |
| | \$55,147.35 | \$181,807.09 | \$185,000.00 |
| | | | |
| Subtotal Fixed Charges | \$248,614.86 | \$380,941.27 | \$390,000.00 |

| Other Expenditures | | | |
|------------------------------------|-----------------------|-----------------------|-----------------------|
| Fundraising Expenses | \$120,210.94 | \$133,695.97 | \$135,000.00 |
| Debt Service | \$4,331.28 | \$4,200.00 | \$4,100.00 |
| Other (please list below) | | | |
| | \$26,533.80 | \$32,625.00 | \$35,000.00 |
| | \$855,332.03 | \$832,100.00 | \$850,000.00 |
| Subtotal Other Expenditures | \$1,006,408.05 | \$1,002,620.97 | \$1,024,100.00 |

| Capital Expenditures | | | |
|------------------------------------|---------------|---------------|---------------|
| Capital Building | | | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|-----------------------|-----------------------|-----------------------|
| TOTAL FOR ALL EXPENDITURES | \$2,899,732.89 | \$3,066,020.04 | \$3,143,078.05 |
|-----------------------------------|-----------------------|-----------------------|-----------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|--------|--|--------|---|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |

| | | | |
|--|-----------------------|-----------------------|-----------------------|
| Program Fees | \$0.00 | \$0.00 | \$0.00 |
| United Way | \$25,000.00 | \$25,000.00 | \$25,000.00 |
| Donations | \$849,306.94 | \$853,104.33 | \$860,000.00 |
| Grants - State | \$0.00 | \$20,000.00 | \$20,000.00 |
| Grants - Federal | \$19,400.00 | \$19,000.00 | \$19,000.00 |
| Grants - Private | \$0.00 | \$0.00 | \$0.00 |
| Interest Income | \$50,231.86 | \$29,525.00 | \$30,000.00 |
| Other Fundraisers | \$128,611.83 | \$137,375.00 | \$140,000.00 |
| Foundations | \$165,099.96 | \$170,960.80 | \$295,000.00 |
| Corporations | \$63,970.98 | \$65,000.00 | \$70,000.00 |
| County Funding | \$0.00 | \$0.00 | \$0.00 |
| City Funding 1% | \$14,300.00 | \$14,300.00 | \$14,300.00 |
| City Funding Community Promotions | \$0.00 | \$0.00 | \$0.00 |
| City Other | \$23,000.00 | \$23,000.00 | \$23,000.00 |
| Other (please list below) | | | |
| Social Enterprise | \$703,373.04 | \$739,100.00 | \$765,000.00 |
| Misc. | \$7,932.38 | \$480.00 | \$500.00 |
| In-Kind | \$1,085,332.03 | \$832,100.00 | \$850,000.00 |
| Donations (Capital Campaign) | \$1,664,877.35 | \$2,750,000.00 | \$1,750,000.00 |
| City 1% (Capital Campaign) | \$60,367.30 | \$59,611.15 | \$100,000.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| SUMMARY OF REVENUES | \$4,860,803.67 | \$5,738,556.28 | \$4,961,800.00 |

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|---|--------------------|--------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| Hilltop National Bank | \$59,212.50 | June-20 |
| WCDA | \$12,947.00 | December-22 |
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| TOTAL DEBT | \$72,159.50 | |

| Capital Outlay | | | | | | |
|-------------------------------|------------------------------------|--------|---|--------|--------------------------------------|--------|
| | Prior Operating Budget Year Actual | | Current Operating Budget Year Projected | | Next Operating Budget Year Projected | |
| | Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| | to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | to Month / Year: | Jun-20 |
| Land | \$36,800.00 | | \$0.00 | | \$0.00 | |
| Buildings | \$2,832,289.00 | | \$2,550,000.00 | | \$0.00 | |
| Machinery & Equipment | \$0.00 | | \$450,000.00 | | \$0.00 | |
| Other (List Below) | \$0.00 | | \$0.00 | | \$0.00 | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| Capital Outlay Summary | \$2,869,089.00 | | \$3,000,000.00 | | \$0.00 | |

REVENUE VS. EXPENDITURE SUMMARY
(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|--------|---|--------|--|--------|
| Month / Year: | Jul-17 | Month / Year: | Jul-18 | Month / Year: | Jul-19 |
| to Month / Year: | Jun-18 | to Month / Year: | Jun-19 | Month / Year: | Jun-20 |

| | | | | |
|--------------------------------|--|-----------------------|-----------------------|-----------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$4,860,803.67 | \$5,738,556.28 | \$4,961,800.00 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$2,899,732.89 | \$3,066,020.04 | \$3,143,078.05 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$2,869,089.00 | \$3,000,000.00 | \$0.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$5,768,821.89 | \$6,066,020.04 | \$3,143,078.05 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | (\$908,018.22) | (\$327,463.76) | \$1,818,721.95 |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$627,469.00 | (\$280,549.22) | (\$608,012.98) |
| 7 | Change in Operating Reserve (line #5 from above) | (\$908,018.22) | (\$327,463.76) | \$1,818,721.95 |
| 8 | New Operating Reserve (line #6 (+ or -) line #7 from above) | (\$280,549.22) | (\$608,012.98) | \$1,210,708.97 |
| 9 | Capital Reserves From Prior Year (see definition below) | \$1,771,029.41 | \$1,295,641.70 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | -\$475,387.71 | -\$1,295,641.70 | \$350,000.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$1,295,641.70 | \$0.00 | \$350,000.00 |
| TOTAL RESERVES | | \$1,015,092.48 | (\$608,012.98) | \$1,560,708.97 |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

Capital Reserves listed are for the designated use to construct and maintain the Park Street Center. Operating reserves listed are unrestricted.

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than 1:00 pm August 24, 2018
(Application period has been extended from August 10th to August 24th)

Early submission is appreciated to allow Council adequate time
to review all applications before the presentations on August 28th.

**PLEASE SUBMIT ONE COPY
THREE-HOLE PUNCHED,
NO STAPLES, BINDERS OR COVERS.**

TO:

City Manager's Office
Attention: Renee Jordan-Smith
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8224

COMMUNITY AGENCY FUNDING REQUEST

Type or print clearly, form is available in electronic format
 Please, DO NOT submit any additional documentation unless requested.

Today's Date: 08/24/18

| Organization Requesting Funding | | | | | |
|---------------------------------|---|------|--------------|-----------------|----------|
| Name: | City of Casper-Natrona County Health Department | | | | |
| Address: | 475 South Spruce Street, Casper, Wyoming 82601 | | | | |
| Phone #: | 307-235-9340 | Fax: | 307-237-2036 | Date Organized: | 05/07/05 |

| Organization Contact Person(s) | | | |
|--------------------------------|---|----------|--------------|
| Name and Title: | Kelly Weidenbach, DrPH, MPH, Executive Director | Phone #: | 307-577-9722 |
| Email: | kelly.weidenbach@cnchd.org | | |
| Name and Title: | Tammy Smith, Office Manager and Bookkeeper | Phone #: | 307-577-9723 |
| Email: | tammy@cnchd.org | | |

| Organization Board Members (if applicable) | | | | | |
|--|----------------------|--------------|--------------|-------|-----------|
| Name: | Michael Cometto, CPA | Office Held: | Chair | Term: | 2013-2018 |
| Name: | Mary Lynne Shickich | Office Held: | Board Member | Term: | 2014-2019 |
| Name: | Michael Miller, DO | Office Held: | Board Member | Term: | 2015-2020 |
| Name: | Tia Hansuld, FNP | Office Held: | Board Member | Term: | 2016-2021 |
| Name: | Sara Smith, DDS | Office Held: | Board Member | Term: | 2018-2022 |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |
| Name: | | Office Held: | | Term: | |

| Funding History and Amount Requested (if not applicable, list N/A) | | |
|--|------------------|--|
| Fiscal Year | Other City Funds | 1% Funds (City or other entity, like County, please specify) |
| FY 19 | \$540,000 | \$100,000 requested |
| FY18 | \$540,000 | \$22,500 |
| Previous Years (specify what year (s)). | | We were approved for \$90,000 in #15 1% funds from City for purchase of department vehicles. |

Please Attach an Agency Organizational Chart

1. What is your organizations mission?

The City of Casper-Natrona County Health Department is committed to protecting and enhancing the public health and well-being in Casper and Natrona County.

2. What geographical area & populations are being served by your organization?

We serve all of Natrona County. All residents. We also serve visitors to Casper and the Natrona County community by providing environmental health inspections for lodging and food services establishments.

3. What programs/services are currently offered by your organization?

Clinical Services: Immunizations (child and adult/state mandated), Tuberculosis testing and control (state mandated), Family Planning, Sexual Health and STI testing/treatment/counseling (state mandated), Traveler's Health, Immigration physicals, Outbreak control (state mandated); Case Management Services: Maternal and Child Health perinatal home visitation (state mandated), older adult case management, Medicaid waiver case management, long term care functional assessments (state mandated), HIV Case Management; Community education: Community sexual health education, community CPR and First Aid Classes, Preparing for Parenthood Classes, Public Food Safety Education, Wyoming AIDS Education and Training Center (healthcare provider-focused education on HIV and co-mordid conditions); Licensing and Inspection services/Environmental Health services (state mandated): Campground licensing, Daycare licensing, food establishment licensing, lodging licensing, swimming pool/spa licensing, tattoo/body art facility licensing, small wastewater system inspections, environmental health complaint investigation, foodborne illness investigation, blood lead level investigations, and environmental emergency response; Public Health Preparedness program (state mandated): responsible for FEMA ESF #8 functions for City of Casper and Natrona County, emergency response to public health threats, emergency planning.

4. Describe how your 1% #15 funding was used.

We were approved for \$90,000 to purchase department vehicles in order to provide our community-based services. We have purchased 3 of the 4 vehicles planned. The last #15 vehicle will be purchased this month.

5. Describe how your 1% #16 funding will be used.

We are requesting \$25,000 for conference room and lobby furniture, as we are hosting more community meetings and trainings. Our conference room and office furniture is old, deteriorating and needs updated. We are also requesting 3 additional department vehicles at \$25,000 each to support new community-based programs that the department has funded through competitive grants and contracts. These programs include Diabetes Prevention, Cancer Prevention, and Substance Abuse/Suicide Prevention.

6. If your total grant request is more than the previously requested, please explain why.

n/a

7. How will it affect your program if you do not receive this funding?

Our programs are not funded through City 1% funds. We have the funding to administer these programs through other sources. We are not able to purchase vehicles with state or federal monies. So we are funded to deliver the programs, but we need vehicles to complete the community-based portions of the programs where we are required to do work off site. Furthermore, our request for furniture affects how the public perceives the quality of care and professionalism received at our health department.

8. How does your organization evaluate itself and programs for effectiveness?

All of our programs have requirements for program evaluation dictated by the funding sources for those programs themselves. For example, we have a number of process and outcome measures that we monitor for our contract for Maternal and Child Health services that we provide via contract with the Wyoming Department of Health. We have further internal program evaluation measures, and quality improvement measures. We also conduct customer satisfaction surveys across all of our programs at least annually, if not more often. Dr. Weidenbach has doctoral-level training in public health program evaluation, quality improvement, and performance management. The 1% funds are buying capital assets. They are not funding the programs themselves.

REQUESTED BUDGET DETAIL

ble below specifically how your request will be used.
*Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.
The table will automatically calculate the "% of Total Requested" column*

| ITEM | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
|-------------------------------------|---------------------|----------------------|
| <i>EXAMPLE: Director's Salary</i> | \$5,000.00 | 6% |
| Conference room and lobby furniture | \$25,000.00 | 25% |
| Vehicles 3 x \$25,000/ea | \$75,000.00 | 75% |
| | | 0% |
| | | 0% |
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| TOTAL REQUESTED | \$100,000.00 | 100% |

PROGRAM SALARY AND BENEFIT INFORMATION

| Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes. | | | | |
|--|-----------------------|--------------------|--------------------|-------------------|
| Title | Full-Time / Part-Time | Salary | Benefits | Projected Changes |
| <i>EXAMPLE : Director</i> | <i>Full-Time</i> | <i>\$55,000.00</i> | <i>\$20,000.00</i> | <i>\$2,000.00</i> |
| Director | Full-time | \$107,916.00 | \$39,365.23 | \$2,675.27 |
| Bookkeeper Assistant | Part-time | \$35,700.00 | \$20,162.11 | \$885.01 |
| Admin Asst/HR Asst | Full-time | \$35,190.00 | \$19,303.72 | \$872.37 |
| Office Operations/Bookkeeper | Full-time | \$68,340.00 | \$28,065.26 | \$1,694.16 |
| Nurse Consultant | Part-time | \$20,399.18 | \$2,425.46 | \$447.54 |
| Disease Prevent Clinic Director | Full-time | \$69,360.00 | \$37,753.17 | \$1,719.45 |
| Disease Prevent Clerical | Full-time | \$33,800.00 | \$18,936.34 | \$4,614.69 |
| Disease Prevent Clerical | Full-time | \$36,379.20 | \$10,128.78 | \$1,996.58 |
| Disease Prevent Billing | Full-time | \$36,500.00 | \$19,649.95 | \$783.87 |
| Disease Prevent Nurse | Full-time | \$65,769.60 | \$27,385.91 | \$1,630.45 |
| Disease Prevent Nurse | Full-time | \$62,587.16 | \$33,681.07 | \$1,551.50 |
| Disease Prevent Nurse | Full-time | \$61,526.40 | \$32,712.75 | \$1,525.25 |
| Disease Prevent Nurse | Part-time | \$5,824.00 | \$692.47 | \$0.00 |
| Sexual Health Coordinator | Full-time | \$44,064.00 | \$21,593.62 | \$1,101.34 |
| Disease Prev Nurse Practioner | Part-time | \$35,000.00 | \$3,947.26 | \$0.00 |
| Disease Prev Nurse Practioner | Part-time | \$35,000.00 | \$3,947.26 | \$0.00 |
| Depart Clerical/Adm Asst | Full-time | \$33,800.00 | \$11,008.14 | \$4,677.84 |
| Enviornental Health Manager | Full-time | \$65,769.60 | \$36,804.23 | \$1,630.45 |
| EH Inspector | Full-time | \$50,673.60 | \$32,814.35 | \$1,256.21 |
| EH Inspector | Full-time | \$46,920.00 | \$22,403.96 | \$1,163.16 |
| EH Inspector | Full-time | \$50,673.60 | \$23,396.03 | \$1,256.21 |
| EH Inspector | Full-time | \$50,673.60 | \$23,396.03 | \$1,256.21 |
| EH Clerical | Full-time | \$33,800.00 | \$25,940.74 | \$3,287.28 |
| Adult Health Nurse | Full-time | \$61,526.40 | \$35,682.75 | \$1,525.25 |
| Adult Health Social Worker | Full-time | \$49,857.56 | \$23,180.35 | \$1,235.93 |
| Adult Health Nurse | Full-time | \$61,526.40 | \$32,712.75 | \$1,535.37 |
| Adulth Health Manager | Full-time | \$65,769.60 | \$34,522.19 | \$1,630.45 |
| Adulth Health Nurse | Full-time | \$34,539.69 | \$9,642.60 | \$856.25 |
| Adulth Health Nurse | Full-time | \$60,320.00 | \$25,945.58 | \$0.00 |
| Public Health Prep Manager | Full-time | \$67,320.00 | \$18,306.44 | \$1,668.88 |
| Public Health Prep Specialist | Full-time | \$45,900.00 | \$28,582.69 | \$1,137.87 |
| WYAETC Manager | Full-time | \$77,520.00 | \$39,909.86 | \$1,921.74 |
| MCH/TANF Nurse | Full-time | \$61,526.40 | \$35,682.75 | \$1,525.25 |
| MCH/TANF Manager | Full-time | \$65,769.60 | \$36,804.23 | \$1,630.45 |
| MCH/TANF Nurse | Full-time | \$61,526.40 | \$35,682.75 | \$1,525.25 |
| MCH/TANF Nurse | Part-time | \$30,763.20 | \$8,644.47 | \$1,420.06 |
| MCH/TANF Clerical | Full-time | \$38,188.80 | \$20,096.30 | \$946.71 |
| HIV Case Manager | Full-time | \$49,776.00 | \$16,772.82 | \$1,233.37 |
| Cancer Prevent Manager | Full-time | \$45,000.00 | \$21,896.50 | \$66,896.50 |

PROGRAM EXPENDITURE DETAIL

| Prior Fiscal Year Operating Budget (Actual) | | Current Fiscal Year Operating Budget (Projected) | | Next Fiscal Year Operating Budget (Projected) | |
|--|---------------|---|---------------|--|---------------|
| Month / Year: | Please Select | Month / Year: | Please Select | Month / Year: | Please Select |
| to Month / Year: | Jun-17 | to Month / Year: | Jun-18 | to Month / Year: | Jun-19 |

| Personnel | | | | |
|----------------------------------|----------------|----------------|----------------|----------------|
| Full-Time | | | | |
| Regular Wages | \$1,668,857.17 | \$1,725,816.85 | \$1,835,152.61 | |
| Overtime Wages | | | | |
| Part-Time | | | | |
| Regular Wages | \$118,758.00 | \$153,890.00 | \$127,343.38 | |
| Overtime Wages | | | | |
| Employer Contributions | | | | |
| Taxes | \$169,915.80 | \$188,075.85 | \$211,260.93 | |
| Benefits | \$543,950.98 | \$649,801.87 | \$708,317.94 | |
| Other (please list below) | | | | |
| | | | | |
| | | | | |
| Subtotal Personnel | | \$2,501,481.95 | \$2,717,584.57 | \$2,882,074.86 |

| General Administration | | | |
|-------------------------------|-------------|-------------|-------------|
| Contract Labor | \$69,124.88 | \$73,276.72 | \$71,349.76 |
| Health Officer | \$29,600.04 | \$29,600.00 | \$29,600.00 |
| Advertising | \$2,415.06 | \$2,000.00 | \$2,000.00 |
| Auto Expenses | \$5,523.17 | \$8,150.00 | \$9,600.00 |
| Education Public | \$11,917.86 | \$31,296.00 | \$6,590.00 |
| Education Empl Conf | \$42,980.34 | \$49,165.34 | \$49,900.00 |
| Employee Medical Testing | \$167.00 | \$380.00 | \$380.00 |
| Equipment Manintance | \$5,155.58 | \$3,470.00 | \$3,820.00 |
| Equipment Purchase | \$61,502.62 | \$43,500.00 | \$30,500.00 |
| Equipment Copy Expense | \$15,983.96 | \$21,875.00 | \$14,900.00 |
| Insurance | \$19,512.00 | \$22,000.00 | \$22,000.00 |
| Marketing | \$49,755.35 | \$14,550.00 | \$16,800.00 |
| Meeting Expense | \$3,424.83 | \$8,200.00 | \$10,650.00 |
| Mileage | \$640.32 | \$13,616.00 | \$1,250.00 |
| Misc Expense | \$23,341.46 | \$1,900.00 | \$2,550.00 |

PROGRAM EXPENDITURE DETAIL

| | | | |
|--------------------------|---------------------|---------------------|---------------------|
| Periodicals/Books | \$4,091.03 | \$5,100.00 | \$3,000.00 |
| Postage | \$4,272.08 | \$5,150.00 | \$6,010.00 |
| Rent Expense | \$1,890.00 | \$1,875.00 | \$1,775.00 |
| Reimbursement | \$10,815.00 | \$16,357.00 | \$10,815.00 |
| Returned Checks | \$306.60 | \$550.00 | \$550.00 |
| Software | \$39,018.03 | \$38,400.00 | \$28,700.00 |
| Supplies | \$184,604.17 | \$193,624.99 | \$186,732.74 |
| Telephone | \$29,697.47 | \$30,550.00 | \$33,138.25 |
| Tests | \$23,752.95 | \$23,900.00 | \$39,151.00 |
| Utilities | \$20,347.11 | \$20,000.00 | \$20,000.00 |
| Subtotal Supplies | \$659,838.91 | \$658,486.05 | \$601,761.75 |

| | | | |
|-------------------------------|---------------|---------------|---------------|
| Fixed Charges | | | |
| Insurance | | | |
| Rent/Lease | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Fixed Charges | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|------------------------------------|---------------|---------------|---------------|
| Other Expenditures | | | |
| Fundraising Expenses | | | |
| Debt Service | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|------------------------------------|---------------|---------------|---------------|
| Capital Expenditures | | | |
| Capital Building | | | |
| Capital Equipment | | | |
| Other (please list below) | | | |
| | | | |
| | | | |
| Subtotal Other Expenditures | \$0.00 | \$0.00 | \$0.00 |

| | | | |
|-----------------------------------|-----------------------|-----------------------|-----------------------|
| TOTAL FOR ALL EXPENDITURES | \$3,163,210.86 | \$3,377,945.62 | \$3,485,611.61 |
|-----------------------------------|-----------------------|-----------------------|-----------------------|

REVENUE DETAIL

| Prior Operating Budget Year Actual Revenue | | Current Operating Budget Year Projected Revenue | | Next Operating Budget Year Projected Revenue | |
|---|---------------|--|---------------|---|---------------|
| Month / Year: | Please Select | Month / Year: | Please Select | Month / Year: | Please Select |
| to Month / Year: | Jun-17 | to Month / Year: | Jun-18 | to Month / Year: | Jun-19 |

| | | | |
|---|--------------|--------------|--------------|
| Program Fees | | | |
| United Way | | | |
| Donations | \$3,411.60 | \$3,000.00 | \$300.00 |
| Grants - State | | | |
| Grants - Federal | | | |
| Grants - Private | | | |
| Interest Income | \$3,420.10 | \$2,000.00 | \$3,000.00 |
| Other Fundraisers | | | |
| Foundations | | | |
| Corporations | | | |
| County Funding | \$585,000.00 | \$585,000.00 | \$640,000.00 |
| City Funding 1% | \$22,445.00 | \$22,500.00 | \$25,000.00 |
| City Funding Community Promotions | | | |
| City Other | \$540,000.00 | \$540,000.00 | \$540,000.00 |
| Other (please list below) | | | |
| Reserves | \$52,580.56 | \$55,500.00 | \$0.00 |
| State Nursing Contract | \$463,233.00 | \$463,233.00 | \$463,233.00 |
| Maternal and Child Health State Contract | \$117,608.00 | \$117,608.00 | \$117,608.00 |
| Temporary Assistanc for Needy Families Contract | \$140,879.00 | \$140,879.00 | \$140,879.00 |
| Public Health Prepardness State Contract | \$130,480.00 | \$114,000.00 | \$114,000.00 |
| Cities Readiness Initiative State Contract | \$76,320.00 | \$84,800.00 | \$84,800.00 |
| Wyoming Aides Education Training Center Federal Contract | \$146,000.00 | \$146,000.00 | \$146,000.00 |
| Ebola/Zika State Contrat | \$29,507.45 | \$0.00 | \$0.00 |
| Blue Envelope Local Grant | \$10,000.00 | \$0.00 | \$0.00 |

REVENUE DETAIL

| | | | |
|-------------------------------|--------------|--------------|--------------|
| Title X Federal Contract | \$72,966.00 | \$54,297.00 | \$77,400.00 |
| LT 101 Reimbursement | \$144,000.00 | \$150,000.00 | \$165,000.00 |
| Medicaid Waiver Reimb | \$240,000.00 | \$275,000.00 | \$358,532.30 |
| Other Program Fee for Service | \$464,382.33 | \$624,110.72 | \$506,615.05 |
| Navigator State Contract | \$12,807.27 | \$1,790.24 | \$0.00 |
| | | | |

| | | | |
|----------------------------|-----------------------|-----------------------|-----------------------|
| SUMMARY OF REVENUES | \$3,257,440.31 | \$3,389,317.96 | \$3,449,467.35 |
|----------------------------|-----------------------|-----------------------|-----------------------|

DEBT DETAIL - CAPITAL OUTLAY

| List all debts owed by your organization. | | |
|---|---------------|--------------------------|
| Debtor | Amount Owed | Anticipated Pay-off Date |
| | | |
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| | | |
| TOTAL DEBT | \$0.00 | |

| Capital Outlay | | | |
|------------------------|--|--|--|
| | Prior Operating Budget Year Actual | Current Operating Budget Year Projected | Next Operating Budget Year Projected |
| | Month / Year: Please Select to Month / Year: Jun-17 | Month / Year: Please Select to Month / Year: Jun-18 | Month / Year: Please Select to Month / Year: Jun-19 |
| Land | | | |
| Buildings | | | |
| Machinery & Equipment | | | |
| Other (List Below) | | | |
| Vehicles | \$22,500.00 | \$22,500.00 | \$25,000.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| Capital Outlay Summary | \$22,500.00 | \$22,500.00 | \$25,000.00 |

REVENUE VS. EXPENDITURE SUMMARY FF0000(Please Fill in Blue Shaded Boxes)

| Prior Budget Year Actual Values | | Current Budget Year Projected Values | | Next Budgeted Year Projected Values | |
|------------------------------------|---------------|---|---------------|--|---------------|
| Month / Year: | Please Select | Month / Year: | Please Select | Month / Year: | Please Select |
| to Month / Year: | Jun-17 | to Month / Year: | Jun-18 | to Month / Year: | Jun-19 |

| | | | | |
|--------------------------------|--|--------------------|--------------------|-------------------|
| 1 | Revenue (Line 15 Revenue Detail) | \$3,257,440.31 | \$3,389,317.96 | \$3,449,467.35 |
| 2 | Expenditure Summary (Total from Expenditure Detail) | \$3,163,210.86 | \$3,377,945.62 | \$3,485,611.61 |
| 3 | Capital Outlay Summary (Total from Capital Outlay Detail) | \$22,500.00 | \$22,500.00 | \$25,000.00 |
| 4 | Total Expenditures (Line #2 plus line #3 from above) | \$3,185,710.86 | \$3,400,445.62 | \$3,510,611.61 |
| 5 | Over/Under Revenues (Subtract line #4 from line#1 above) | \$71,729.45 | (\$11,127.66) | (\$61,144.26) |
| Total Reserve Breakdown | | | | |
| 6 | Operating Reserves From Prior Year (see below for definition) | \$0.00 | \$71,729.45 | \$60,601.79 |
| 7 | Change in Operating Reserve (line #5 from above) | \$71,729.45 | (\$11,127.66) | (\$61,144.26) |
| 8 | New Operating Reserve (line #6 (- or -) line #7 from above) | \$71,729.45 | \$60,601.79 | (\$542.47) |
| 9 | Capital Reserves From Prior Year (see definition below) | \$0.00 | \$0.00 | \$0.00 |
| 10 | Change in Capital Reserve (any additions or uses of capital reserves) | \$0.00 | \$0.00 | \$0.00 |
| 11 | New Capital Reserve (line #9 (+ or -) line #10 from above) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RESERVES | | \$71,729.45 | \$60,601.79 | (\$542.47) |

**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

6mo operating costs as back up

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

REVENUE VS. EXPENDITURE SUMMARY FF0000(Please Fill in Blue Shaded Boxes)

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future