WYOMING BUSINESS RELIEF PROGRAMS
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CARES ACT
The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress with overwhelming, bipartisan support and signed into law by President Trump on March 27th, 2020. This over $2 trillion economic relief package delivers on the Trump Administration’s commitment to protecting the American people from the public health and economic impacts of COVID-19.

The CARES Act provides fast and direct economic assistance for American workers, families, and small businesses, and preserve jobs for our American industries.

Business Relief Program Introduction
The Wyoming Business Council staff is spearheading the creation of the Wyoming Business Relief Program and working to ensure a smooth and simple process for Wyoming’s small-business owners.

Governor Gordon signed a bill on May 20 creating three grant programs to distribute $325 million of Wyoming’s $1.25 billion allocation from the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act to Wyoming small-business owners who have experienced hardship related to the coronavirus pandemic.

The programs are:

- **The Wyoming Business Interruption Stipend** - $50 million in funds up to $50,000 for independent Wyoming businesses that employ 50 people or less.

- **The Coronavirus Business Relief Stipend** - $225 million in grants of up to $300,000 for independent Wyoming businesses that employ 100 people or less. The Legislature allocated $50 million of this funding for businesses were required to close or alter the normal business transactions as a result of state orders.

- **The Coronavirus Mitigation Stipend** - $50 million for reimbursement of up to $500,000 in expenses incurred for the health and safety of Wyoming employees and to comply with public health guidelines as a result of the COVID-19 pandemic.

In preparation for the release of the application process, business owners are encouraged to have their W-9 Form available. This information will help in the completion of the application.

Business owners are also encouraged to register for Business Council media releases. By doing this you will be notified of any new information on the programs and when informational webinars on the programs and application process are conducted. Updates will also be posted on the agency’s Facebook and Twitter channels.

The Business Council is working with local partners -- economic development organizations; the Wyoming Business Resource Network; Wyoming Main Street; Chambers of Commerce; the Wyoming Lodging and Restaurant Association (WLRA); tourism organizations; etc. -- to distribute information and provide support in the application process.
Visit our FAQ for more information. If you still have questions, CALL 1-877-257-7844.
BUSINESS INTERRUPTION STIPEND PROGRAM RULES

ELIGIBILITY
- For-profit privately or publically owned business
- HOS AND/OR more than 50% of primary work in Wyoming
- Employed 50 full-time or part-time employees or less on March 31, 2020
- Established on or before enactment of any applicable public health orders
- Incurred a loss due to local or state health order due to COVID-19

PREFERENCE & TIMING
1. No PPP funding & specifically named by a health order
2. Received PPP & named by state or local health order
OR Did not receive PPP & were not named specifically by a state or local health order
1. All eligible businesses

GRANT AMOUNT
- Lost Business Revenue + COVID-19 Related Expenses - Cost Savings Realized as a Result of Closures
- PPP Funds

CERTIFICATION
Businesses must certify:
- They complied with all applicable state & county health orders
- Everything on the application is true
- Funds will only be used for allowable purposes
- Funds are requested to reimburse costs of business interruption
Failure to comply may result in total or partial refund of grant funds

APPLICATION REVIEW/PAYMENT PROCESSED & ISSUED
21 CALENDAR DAYS FROM APPLICATION SUBMISSION TO PAYMENT

RANDOM AUDITS
The business may be asked to provide documentation used in calculating cost of business interruption in order to comply with WBC or federal audit requirements.

More details available at wyobizrelief.org

CALCULATING GRANT AMOUNTS
A FOUR-STEP PROCESS

+ LOST BUSINESS REVENUE
Substantiated revenue or projected revenue that would have been earned in the absence of required closures

+ COVID-19 RELATED EXPENSES
Substantiated expenses that would not have occurred in the absence of the COVID-19 health emergency

- COST SAVINGS REALIZED AS A RESULT OF CLOSURES
Costs the business did not incur, that it would normally incur, as a result of the COVID-19 emergency

- PPP FUNDS
Any funds received from the Paycheck Protection Program
The Coronavirus Business Relief Stipend and Coronavirus Mitigation Fund programs are expected to launch in early July. Check back for an announcement on when informational webinars for the programs will be held and when the programs launch.

**Wyoming Business Council Introduction**
Since its establishment in 1998, the Wyoming Business Council has been entrusted with helping to overcome Wyoming’s most persistent and difficult challenge: developing a diverse economy. This challenge is even more urgent with current economic conditions.

The Wyoming Business Council is Wyoming’s state economic development and diversification agency.

The Wyoming Business Council is creating new opportunities for current and future generations of Wyomingites. The agency envisions diverse, broad and lasting growth so Wyoming can prosper no matter the economic climate or the status of individual sectors.

The Business Council adds value to the state's core industries, while activating new economic sectors like healthcare, professional services, technology, arts and advanced manufacturing.

The agency serves businesses, entrepreneurs, industry and communities.


**Field Operations**
Serves as the primary contact and liaison between the Wyoming Business Council (WBC) and local communities within the assigned Region. Provides business lead development, retention and expansion services, promotes WBC programs and provides business and community development consultation services. The Wyoming Business Council has six regions. See pages 19 & 20 of this manual to find your Regional Director.

**Business Development**
The business development division develops and implements economic diversification strategies for the State of Wyoming, including industrial development, recruitment, business retention and expansion, entrepreneurship development, domestic and international market development, and agribusiness development.

**Community Development**
Administers programs providing community and economic development services to local governments within the state. State funded programs administered include the Business Ready Community Grant and Loan Program, the Community Facility Program and the Main Street Program. Federally funded programs administered include the Community Development Block Grant Program.
Operations
Strategically aligns organizational support functions to enable WBC’s mission and purpose. Creates systems and processes for the organization’s administration, accounting, IT and human resource functions. Integrates purpose, strategy and individual strengths to drive the organization toward meeting its vision that positions the WBC as a leader in both the public and private sectors.

Strategy and Communication
Defines the roadmap, inspires and organizes the WBC to execute initiatives that help us get there, works to rally a state full of organizations around one mission by fostering partnerships and inspiring action, and measures and promotes our successes. This groups provides: Strategy development, strategy execution, metric development and tracking, strategic partnerships and promotion of successes.

Visit https://wyomingbusiness.org/ for more information.
This page is intended to help with the SUPERB staff at the WBC with some basic facts regarding the first grant program set to be implemented during the week of June 1, 2020. There was much guidance received from both the AG’s office and the Governor’s Office in the creation. Here are the facts:

- The special session of the legislature approved the statute HB1004 on May 16, 2020
- The Governor signed the bill into “law” (the bill is not codified, but engrossed – therefore it still acts like a law) on May 20, 2020
- The staff chose to do the General Provisions for all three programs; however, Chapter 2 of the rules specifically deals with the “first bucket” aka the Business Interruption Stipend Program for $50,000,000
- This program has the following details:
  - 50 Employees or less as of March 31, 2020
  - Maximum Grant amount is $50,000 per business
  - This can be either a private or public business
  - 50% or more of the business’ “primary work” and/or HQ is in Wyoming
    - This means a business like a road contractor who does 60% of their work in WY and 20% in CO and NE respectively. The idea being that this stipend gets the most “bang for your buck” in Wyoming
  - The business must have been established before the enactment of any public health order
  - The business must have incurred a loss due to health orders, COVID-19, etc. (LOOK BACK Not FORWARD)
- The legislature wanted the WBC to prioritize the disbursement of these funds, so here’s the strategy to achieve that goal:
  - 1st Priority – Businesses who did not receive PPP and were required to close by state health order(s)
  - 2nd Priority – Businesses who may have received PPP and were required to close by state health order(s) OR
  - Business that did not receive PPP and were not required to close by state health order(s)
  - 3rd Priority – All eligible businesses
- The WBC will decide on the length of time for prioritization between the three rollouts
- Businesses will be required to calculate the amount of loss due to business interruption. The calculation is as follows (a fillable worksheet has been created to help determine this amount):
  - Lost Business Revenue (LBR) – actual revenue, accounts receivable, etc.
  - COVID-19 Related Expenses (COV19) – PPE purchases, signage, extra cleaning expenses
  - Cost Savings Realized as a result of Closures (CSAV) – operating costs/expenses a business did not incur (i.e. savings from less payroll, less inventory purchases, etc.)
  - CARES Grant $ – this is any grant funds received from CARES ACT – loan forgiveness counts as grant money. This could also include PUA (Pandemic Unemployment Assistance) and EIDL Advance (Economic Injury Disaster Loan)

\[ \text{STIPEND AMOUNT} = \text{LBR} + \text{COV19} – \text{CSAV} – \text{CARES Grant} \]

- Businesses must certify:
  - They’ve complied with all health orders; all info on application is true; funds only used for approved purposes; funds will reimburse costs/expenses due to business interruption; failure to comply could result in refund of stipend; businesses agree to comply with audit requests, etc.
Pre-Application Materials

Forms Needed

- We will automatically register you with the Wyoming State Auditor’s Office. Please make sure your name and EIN (Employer Identification Number) or Social Security number (SS#) are correct on the application. These are matched with IRS Records.

- Most business types (Corporations, LLC, etc.) need to be registered to do business in Wyoming at the Wyoming Secretary of State’s office. To register go to https://sos.wyo.gov/Business/StartABusiness.aspx. You do not need to send us anything, we will confirm with their database.

- The Business Interruption Worksheet is provided on the website, to help you determine the amount of Loss. This amount is the grant amount you are applying for up to $50,000.

Understanding EIN vs. Sole Proprietor

The IRS uses the EIN (Employer Identification Number) to identify the taxpayer. EINs must be used by business entities--corporations, partnerships, and limited liability companies. However, most sole proprietors do not need to obtain an EIN and can use their Social Security numbers instead.

Please visit The Wyoming Secretary of State’s website – “How to Create a Wyoming Company” at https://sos.wyo.gov/Business/docs/HowToCreateAWyomingCompany.pdf and “The Choice is Yours” at https://sos.wyo.gov/Forms/Publications/ChoiceIsYours.pdf for more information on the different types of business entities and what they are.
Application Instructions for Funding
To start the application, go to wyobizrelief.com and select the “APPLY HERE” button.

Helpful Hints
A. Calculate your grant amount before starting the application and gather any paperwork that may be helpful. You can find the Business Interruption worksheet to help with the calculation at http://www.wyobizrelief.com/.

B. Fill out every field in the application.

C. Double check your information, especially EIN/SS# and name. The number and the name MUST match IRS records. Errors may create the application to be flagged for manual review, which will slow the approval process down.

D. Many fields have an “i” in a grey circle you can click on to see what information is needed in that field.

E. Many fields have a drop down menu with a list of choices to make the application easier to fill out.

F. Some of the fields in the first screen populate into the actual application. The first screen determines eligibility, the second screen begins the application.

G. You can save your application at any time and return to it.

H. Make sure after you put in the final grant amount requested, that you hit “SAVE”. Any error messages will show up after both of these steps are complete or you’ll get a message you application

I. If you have questions after reviewing this manual, call 1-877-257-7844.

The WBC will never ask you for any personal information by phone or email. If we need additional information, we will unlock your application and ask you to enter the information into your application.
Start the Application

A. IF YOU ARE NOT REGISTERED with the Wyoming Business Council you need to register by selecting “Create New Account.” (Unless you received the following grants, you are not registered: Kickstart, Tradeshow Incentive, SBIR)

B. On the next screen enter your FIRST NAME, LAST NAME and EMAIL ADDRESS in the correct fields. Select the “SIGN UP” button. You should see a prompt to check your email.

C. If you are already registered, put in your EMAIL and Password, then select “LOG IN.”

D. You will receive an email with instructions to set up a password. Remember to look in your Spam Folder if the email doesn’t appear.
E. Double click on the first field to start answering the questions.

F. The first screen asks questions relating to eligibility for funding. Notice some questions have a grey “i” directly to the right of the questions. You can click on the “i” for hints about the information needed for the question.

G. Many of the questions have pull-down menus, so you can select the answer that best fits your situation from a list. If none of the options fit, you can select “OTHER”. You can either click on the field or select the arrow to bring up the pull-down menu.
H. BUSINESS LEGAL NAME: The legal name of your business as given to the IRS. This name and the EIN/SS# must match IRS Databases. If you are registered with the Wyoming Secretary of State, you can look the name up on their website.

I. BUSINESS TYPE: (Pull-down menu). Select your business type. This will match IRS records and Wyoming Secretary of State.

J. WAS BUSINESS EST. BEFORE HEALTH ORDERS? (Pull-down menu). Select YES or NO.

K. # OF EMPLOYEES ON 3/31/20. Enter the number of employees as of 3/31/20. Rules state 50 full-time employees.

L. DID HEALTH ORDERS CAUSE BUSINESS LOSSES? (Pull-down menu). Select YES or NO.

M. IS BUSINESS HEADQUARTERED IN WYOMING? (Pull-down menu). Select YES or NO.

N. IS 50% PRIMARY WORK IN WYOMING? (Pull-down menu). Select YES or NO.

O. ARE YOU INDEPENDENTLY OWNED/OPERATED? (Pull-down menu). Select YES or NO.

P. When finished filling out the questions, select the red “CONFIRM” button.

Q. If you have an error or disqualifying answer, the system will highlight the box in red and provide an error message to let you know.

Helpful Hint: you can tab into next question and type a “y” or “n” and hit enter. Note the yes or no is highlighted so you are selecting it.
The application has several short sections. Fill out each section completely.

**Tell us About your Business**

A. **COVID FUNDING RECORD** – Automatically populates with an assigned case number.

B. **BUSINESS LEGAL NAME** - Automatically populates with information from the first screen.

C. **WHICH DESCRIBES YOUR BUSINESS?** (Pull-down menu). Select the option that fits best, or select “OTHER”.

D. **EIN GUIDANCE** – If you have an EIN number enter that number into the “Employer ID Number” field. If you don’t have an EIN number, enter your social security number into the “Social Sec. #” field. Do not enter any dashes. **EITHER ENTER AN EIN # OR SS#, NOT BOTH.**

E. **DBA OR TRADE NAME (IF APPLICABLE)** – If you have a “Doing Business As” name or a trade name, enter it here. Otherwise leave this field blank.

F. **BUSINESS TYPE** - Automatically populates with information from the first screen.
G. # OF EMPLOYEES ON 3/31/20 - Automatically populates with information from the first screen.

**Tell us About You**

A. BUSINESS REPRESENTATIVE NAME – Enter the name of the person authorized to act on behalf of the business (mostly likely the person filling out the application).

B. BUSINESS REPRESENTATIVE TITLE – Title of the authorized representative.

C. CONTACT EMAIL ADDRESS – Best email address we can reach the authorized representative at if we have questions about the application.

D. CONTACT PHONE # - Best phone number to reach the authorized person at if we have questions about the application.

**Address**

A. MAILING ADDRESS – Enter the mailing address of the business.

B. BUSINESS LOCATION ADDRESS – Enter the physical address of the business.

C. MAILING CITY – Enter the city of the mailing address.

D. BUSINESS LOCATION CITY – Enter the city of the physical address.

E. MAILING STATE – Enter the two (2) digit state of the mailing address.

F. BUSINESS LOCATION STATE – Enter the two (2) digit state of the physical address.

G. MAILING ZIP – Enter the zip code of the mailing address.

H. BUSINESS LOCATION ZIP – Enter the zip code of the physical address.

**Describe your Situation**

A. DID HEALTH ORDERS CAUSE BUSINESS LOSSES? - Automatically populates with information from the first screen.

B. IS YOUR BUSINESS INDEPENDENTLY OWNED AND OPERATED? Automatically populates with information from the first screen.

C. IS BUSINESS HEADQUARTERED OR ARE ITS PRINCIPAL OPERATIONS LOCATED IN WYOMING? Automatically populates with information from the first screen.
D. IS 50%+PRIMARY WORKIN IN WYOMING? Automatically populates with information from the first screen.

E. WERE YOU AWARDED OR APPROVED FOR FUNDING FROM THE FEDERAL PAYCHECK PROTECTION ACT PROGRAM? – PAYCHECK RPOTECTION PROGRAM ANSWER. (Pull-down menu). Select YES or NO.

**Calculate the Cost of This Interruption**

If you haven’t already prepared the worksheet to determine grant amount, go to Worksheet Instructions. Click on the line “on our website”. This link will take you to a worksheet to help determine the amount of grant funds you should request.

A. TOTAL FUNDS REQUESTED – Enter the amount of funds you are requesting, based on the worksheet.

**Federal Report**

This section is for reporting purposes only and will not be used in determining priority, eligibility, grant amount or for audit purposes.

A. Federal Funds Applied For: What is the amount of COVID-19 related federal funds that you have applied for as of the date of application? Please include funds you have received and Business Interruption Stipend Program funds you are applying for using this application.

FEDERAL FUNDS APPLIED FOR AMOUNT – enter the amount the amount of all funds regardless of whether you expect them to be forgiven.

B. Federal Funds Received: What is the amount of COVID-19 related federal funds you have received as of the date of application?

FEDERAL FUNDS RECEIVED AMOUNT – Please include all funds regardless of whether you expect them to be forgiven.

C. Federal Funds Eligible For: Do you currently believe you are eligible for any other COVID-19 related federal funds not included in the totals above? If so, how much?

FEDERAL FUNDS ELIGIBLE FOR AMOUNT – Enter the amount you may be eligible for. Helpful Hint: This may include funds from CARES Act programs or other federal programs providing COVID-9 relief. If you are unsure, check “I don’t know.”

I DON’T KNOW WHAT I AM ELIGIBLE FOR: Select this box if you are unsure what you are eligible for.

**System Information**

System Information has important information, but there is nothing to be entered.
• Created by, date and time
• Status

Click the “SAVE” Button. At this point the system will check for any errors and notify you of what needs to be fixed.

Click on each error (one at a time) and it will take you to the area that needs to be fixed.

Once the errors are fixed, select the “SAVE” button. If no errors are show, move to “Certify and Sign.”

Certify and Sign

It is very important to read the certification statements in this section! Once you read the statements and agree, you may finalize the application.

A. SIGNATURE – This is a valid, legal signature. By typing in your name, you are signing the application.

B. TITLE – Enter you title

C. DATE – Automatically populates with the the date of the current day.

D. Select the red “NEXT” button to submit the application.

E. The following message will appear:

Thank you for submitting your Coronavirus Business Interruption Stipend program application at 6/6/2020 5:34 PM or 6/6/2020 5:34 PM MDT. Your application is now moving on to the review process. Your reference number is CVD-000256. Please print this page for your records.

Please go check your email to verify your application was received; you will be getting a message from wbc@wyo.gov confirming your application made it to our team. (Please be sure to check your spam folder if you don’t see the email in your Inbox).

You can now close this window

F. You will receive an email confirmation that your application was successfully submitted.
Quality Control

We want your experience to be quick, secure, and positive. This grant program was stood up in a short amount of time. We brainstormed and tested many scenarios, but we may have missed something. Call us at 1-877-257-7844 if you have comments.

Confidentiality

Confidentiality: Confidentiality is important for our clients and our work. When we keep sensitive information confidential, we are able to instill a sense of trust with those we work with. At the same time, some information needs to be shared with coworkers so that everyone is working with the same information toward the same goal. WBCers use good judgment when making this distinction.

The WBC will never ask you for any personal information by phone or email, such as social security numbers or banking information. If we need additional information, we will unlock your application and ask you to enter the information into your application.

Code of Ethics

Code of Ethics: We are careful to perform in a manner that avoids impropriety and the appearance of impropriety in all areas of ethics and particularly in the area of conflicts of interest. WBCers are employees of the State of Wyoming and are obligated to honor The Ethics and Disclosure Act of 1998. The Ethics and Disclosure Act states that employees of the State of Wyoming shall not receive any type of personal gain resulting from their duties.

Timing to receive funding

Every attempt will be made to process checks as soon as possible. Those businesses who are already registered with the Secretary of State AND are already an approved vendor with the Wyoming State Auditor have been verified by those agencies and that application can be fast tracked. The estimated time for these check is 21 days.

If your business is not registered with the Secretary of State, manual verification of your business may be needed via other methods, such as License Board Verification, Workforce Services, Department of Revenue, Business Search, etc. We may request 2019 Taxes if we cannot verify your business using these methods. The WBC will never ask you for any personal information by phone or email. If we need additional information, we will unlock your application and ask you to enter the information into your application. *If we cannot verify your business qualifies, we may call with a series of questions to help us understand your business. We will not ask for personal information, such as social security number or banking information.

Businesses needing to be added as an approved Vendor will be added daily. This may take additional time. Double check your information. Duplicate EIN/SS numbers will be flagged for review, as well as the name and the EIN/SS number not matching. This will slow the process down.
Your application may be denied if:

- Your businesses does not meet the eligibility criteria
- We cannot verify your business is a Wyoming Business
- Your W-9 information does not match IRS records

Customer Service
FAQ
You can find our Frequently Asked Questions (FAQ) at https://wyomingbusiness.org/grantFAQ

How to reach us
The WBC set up general contact information for this grant process. You can also visit our website at https://wyomingbusiness.org/contactus.

Phone: 1-877-257-7844
How to find your Regional Director

**Brandi Harlow**  
*Northeast Regional Director (Campbell, Crook, Johnson, Sheridan and Weston counties)*  
brandi.harlow@wyo.gov  
307.689.1320

**Marcio Paes-Barreto**  
*South Central Regional Director (Fremont and Sweetwater counties)*  
marciopaes.barreto@wyo.gov  
307.630.4679

**Amy Quick**  
*Northwest Regional Director (Big Horn, Hot Springs, Park and Washakie counties)*  
amy.quick@wyo.gov  
307.421.0140
Kim Rightmer  
**East Central Regional Director (Converse, Natrona, Niobrara and Platte counties)**  
kim.rightmer@wyo.gov  
307.577.6012

Heather Tupper  
**Southeast Regional Director (Albany, Carbon, Goshen and Laramie counties)**  
heather.tupper@wyo.gov  
307.777.2804

Elaina Zempel  
**Western Regional Director (Lincoln, Sublette, Uinta and Teton counties)**  
Elaina.zempel@wyo.gov  
307.877.2203

**Partners**
See partner contact lists below and on the next few pages – Please feel free to contact our partners for assistance also.

Wyoming Association of Municipalities  
315 W. 27th Street  
Cheyenne, Wyoming 82001  
Phone: 307-632-0398  
Fax: 307-632-1942  
Email: wam@wyomuni.org

Wyoming County Commissioners Association  
408 W. 23rd Street  
Cheyenne, WY 82001  
307-632-5409  
http://www.wyo-wcca.org/

Wyoming Business Alliance  
Cindy Delancey  
PO Box 3197, Cheyenne, Wyoming 82003  
307.635.9490  
cindy@wyoba.com
Entrepreneurs Helping Entrepreneurs

Our expert staff come from a variety of backgrounds and are all trained and certified to handle every obstacle a small business owner may face. You also have access to our entire network’s specialized skills, no matter where you are in the state. Take a look at the services below and talk with your local advisor to get started.

Rob Condie
rcondie1@uwyo.edu  |  (307) 352-6894
- Bookkeeping Strategies
- Business Banking/Loan Preparation
- Alternative Financing Options*
- Se Habla Español

Sarah Hamlin
sarah.hamlin@uwyo.edu  |  (307) 851-2029
- Start-ups
- Business Plan Development
- Social Media & Digital Marketing
- Marketing Plan and Strategies

Bruce Morse
bmorse1@uwyo.edu  |  (307) 754-2139
- Financial Analysis
- Profit Mastery
- Loan Application Review
- Crowdfunding

Jim Drever
james@uwyo.edu  |  (307) 766-3505
- Cybersecurity/Risk Management
- Managing Technology Ventures*
- Technology Assessment*
- Product Development*

Susan Jerke
sjerke@uwyo.edu  |  (307) 682-5232
- Marketing Materials
- Graphic Design
- Sustainability
- Human Resources

John Privette
jprivett@uwyo.edu  |  (307) 772-7371
- International Trade
- Product Management
- Product Development*
- Business Succession

Janean Forsyth Lefevre
jforsyth@uwyo.edu  |  (307) 343-0765
- Government Contracting
- Procurement Advising
- Contracting Proposal Review
- Procurement Registration Assistance

Mike Lambert
mikelamb@uwyo.edu  |  (307) 766-2688
- Market Research
- Website Analysis
- Social Media Analysis
- Geographic Information Systems

Steen Stovall
sstovall@uwyo.edu  |  (307) 234-6683
- Business Development/Operations
- 2nd Stage Business Strategies
- Capital Acquisition
- Customer Relations

Kelly Haigler Cornish
haigler@uwyo.edu  |  (307) 766-2904
- Product Development
- Technology Commercialization*
- Intellectual Property*
- SBIR/STTR Grants and Contracts*

Andi Lewis
amlewis@uwyo.edu  |  (307) 772-7372
- Government Contracting
- Procurement Registrations*
- Women & Veteran-owned Certifications
- Contracting Proposal Review

Cindy Unger
cindyu@uwyo.edu  |  (307) 234-6685
- Business Planning
- Business Plan Reviews
- Marketing Plans & Strategies
- Restaurant Start-ups

See our full list of services, learn about upcoming training events, and more at WyomingSBDC.org

*denotes specialized expertise with technology commercialization

Wyoming Small Business Development Center Network

Funded in part through a Cooperative Agreement with the U.S. Small Business Administration.
**Certified Local Programs**

Cheyenne Downtown Development Authority  
(02/13) (65,000)  
SE Region (Heather Tupper)  
Amber Ash  
109 W 17th Street  
Cheyenne, WY 82001  
Phone: 307-433-9730  
Email: amber@downtowncheyenne.com  
Website: www.downtowncheyenne.com  
NMSC Membership # 6513

Evanston URA / Main Street (02/08) (12,090)  
W Region (Elaina Zempel)  
Jane Law  
1200 Main Street  
Evanston, WY 82930  
Phone: 307-783-6320, Cell: 307-679-2712  
Fax: 307-783-6390  
Email: jlaw@evanstonwy.org  
Website: www.evanstonwy.org/mainstreet  
NMSC Membership # 7050

Gillette Main Street (01/15) (32,383)  
NE Region (Brandi Harlow)  
Jessica Seders  
PO Box 7256  
Gillette, WY 82717  
Phone: 307-689-8369  
Email: gillettemainstreet@gmail.com  
Website: www.gillettemainstreet.us  
NMSC Membership # 5832

Green River URA/Main Street (12/05) (12,305)  
SC Region (Marcio Paes-Barreto)  
Jennie Melvin  
50 East 2nd North  
Green River, WY 82935  
Phone: 307-872-6141, Cell: 307-871-5684  
Fax: 307-872-0566  
Email: jmelvin@cityofgreenriver.org  
Website: www.greenrivermainstreet.org  
NMSC Membership # 7052

Laramie Main Street Alliance (10/05) (32,383)  
SE Region (Heather Tupper)  
Trey Sherwood  
115 E. Ivinson Avenue  
Laramie, WY 82070  
Phone: 307-760-3355  
Email: downtownlaramie@gmail.com  
Website: www.laramiemainstreet.org  
NMSC Membership # 5969

Rawlins DDA/Main Street (01/06) (9075)  
SE Region (Heather Tupper)  
Pam Thayer  
P.O. Box 1778  
116 4th Street  
Rawlins, WY 82301  
Fax: (307) 324-0054  
Email: downtownd@rawlins-wyoming.com  
Website: www.downtownrawlins.org  
NMSC Membership # 6407

Rock Springs URA/Main Street (12/06) (23,755)  
SC Region (Marcio Paes-Barreto)  
Chad Banks  
603 S. Main Street  
Rock Springs, WY 82901  
Phone: 307-352-1434, Fax: 307-352-1437  
Email: chad_banks@rswy.net  
Website: www.downtownrs.com  
NMSC Membership# 5722

Downtown Sheridan Association (12/08)  
NE Region (Brandi Harlow) (17,954)  
Zoila Perry  
121 South Main Street  
P.O. Box 13  
Sheridan, WY 82801  
Phone: 307-672-8881  
Email: zoila@downtownsheridan.org  
Website: downtownsheridan.org  
NMSC Membership # 6286
Affiliate Programs

Main Street Douglas (1/09) (6541)
EC Region (Kim Rightmer)
Cindy Porter
The Enterprise
130 South 3rd Street
Douglas, WY 82633
Phone: 307-358-2000
Email: cporter@candowyoming.com
Website: mainstreetdouglas.squarespace.com
NMSC Membership # 6779

Platte County Main Street (11/12) (8812)
SE Region (Kim Rightmer)
Linda Fabian
65 16th Street
Wheatland, 82201
Phone: 307-322-2322
Email: director@plattechamber.com
NMSC Membership # 6420

Sundance Downtown Association (4/16) (1279)
NE Region (Brandi Harlow)
Kathy Lenz
PO Box 542
Sundance, WY 82729
Phone: 307-290-0003
Email: klenz@sundance.city
NMSC Membership # 7710

Main Street Thermopolis (12/15) (2937)
NW Region (Amy Quick)
Suzanne Samelson
P.O. Box 742
Thermopolis, WY 82443
Phone: 307-864-3001
Email: mainstreethermopolis@gmail.com
gatherer@panix.com
NMSC Membership # 6116

Aspiring Communities

Goshen County EDC (1/18) (13,383)
SE Region (Heather Tupper)
Sandy Hoehn
2042 Main Street
Torrington, WY
Phone: 307-532-3879
sandy@goshenwyo.com

Cokeville (1/19) (551)
W Region (Elaina Zempel)
Laura Pope
PO Box 99
Cokeville, WY 83114
Phone: 541-788-2201
Email: laura.pope@outlook.com

Afton (2/20) (2,005)
W Region (Elaina Zempel)
Violet Sanderson
PO Box 310
416 S. Washington
Afton, WY 83110
Email: vsanderson@aftonwyoming.gov

Wyoming Business Council

214 West 15th St
Cheyenne, WY 82002

Julie Kozlowski, Community Development Director
307.777.2812 - julie.kozlowski@wyo.gov

Linda Klinck, Wyoming Main Street Program Manager
307.777.2934 – linda.klinck@wyo.gov

Kayla Kler, Main Street Project Manager
307.630.3801 – kayla.kler@wyo.gov
<table>
<thead>
<tr>
<th>Wyoming Chambers of Commerce</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basin Area Chamber</td>
<td>Barbara Anne Greene</td>
<td>307-568-3055</td>
</tr>
<tr>
<td>Buffalo Chamber of Commerce</td>
<td>Jody</td>
<td>307-684-5544</td>
</tr>
<tr>
<td>Campbell County Chamber</td>
<td>Gail Lofing</td>
<td>307-682-3673</td>
</tr>
<tr>
<td>Casper Area Chamber of Commerce</td>
<td>Erin Morgan</td>
<td>307-234-5311</td>
</tr>
<tr>
<td>Cody Country Chamber of Commerce</td>
<td>Tina Hoebelheinrich</td>
<td>307-587-2777 ext 201</td>
</tr>
<tr>
<td>The Enterprise (Douglas/Converse County)</td>
<td>Cindy Porter</td>
<td>307-358-2000</td>
</tr>
<tr>
<td>Dubois Chamber of Commerce</td>
<td>Claudia Janiszewski</td>
<td>307-455-2556</td>
</tr>
<tr>
<td>Evanston Chamber</td>
<td>Tammy Halliday</td>
<td>307-783-0370</td>
</tr>
<tr>
<td>Glenrock Chamber of Commerce</td>
<td>Kristi Grant</td>
<td>307-436-5652</td>
</tr>
<tr>
<td>Goshen County Chamber of Commerce</td>
<td>Sandy Hoehn</td>
<td>307-532-3879</td>
</tr>
<tr>
<td>Bridger Valley Chamber of Commerce</td>
<td>Heather Ayres</td>
<td>307.787.6738</td>
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<tr>
<td>Greater Cheyenne Chamber</td>
<td>Dale Steenbergen</td>
<td>307-638-3388</td>
</tr>
<tr>
<td>Green River Chamber</td>
<td>Lisa Herrera</td>
<td>307-875-5711</td>
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<tr>
<td>Greybull Area Chamber of Commerce</td>
<td>Pat Weiner</td>
<td>307-765-2100</td>
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<tr>
<td>Hulett/Devils Tower Chamber of Commerce</td>
<td>Helen Coronato</td>
<td>307-467-5771</td>
</tr>
<tr>
<td>Jackson Hole Chamber</td>
<td>Anna Olson</td>
<td>307.201.2305</td>
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<tr>
<td>Kaycee Chamber of Commerce</td>
<td>Keri Malson</td>
<td>307-738-2444</td>
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<tr>
<td>Kemmerer/Diamondville Chamber</td>
<td>Kristi Grant</td>
<td>307-877-9761</td>
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<tr>
<td>Lander Chamber of Commerce</td>
<td>Owen Sweeney</td>
<td>307-332-3892</td>
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<tr>
<td>Laramie Chamber Business Alliance</td>
<td>Brad Enzi</td>
<td>307-745-7339</td>
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<tr>
<td>Lovell Chamber of Commerce</td>
<td>Linda Morrison</td>
<td>307-548-7552</td>
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<tr>
<td>Newcastle Area Chamber</td>
<td>Janet Olson</td>
<td>307-746-2739</td>
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<td>Niobrara County Chamber of Commerce</td>
<td>Jackie Brethauer</td>
<td>307-334-2950</td>
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<td>Pine Haven Chamber of Commerce</td>
<td>LaDonna Rolfson</td>
<td>307-756-9807</td>
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<td>Platte County Chamber of Commerce</td>
<td>Shawna Reichert</td>
<td>307-322-2322</td>
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<tr>
<td>Powell Valley Chamber of Commerce</td>
<td>Rebekah Burns</td>
<td>307-754-3494</td>
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<tr>
<td>Rawlins-Carbon County Chamber</td>
<td></td>
<td>307-324-4111</td>
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<tr>
<td>Riverton Chamber of Commerce</td>
<td>Ashley Strickland</td>
<td>307-856-4801</td>
</tr>
<tr>
<td>Rock Springs Chamber</td>
<td>Rick Lee</td>
<td>307-362-3771</td>
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<tr>
<td>Saratoga/Platte Valley Chamber</td>
<td></td>
<td>307-326-8855</td>
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<tr>
<td>Sheridan County Chamber of Commerce</td>
<td>Dixie Johnson</td>
<td>307-672-2485</td>
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<tr>
<td>Shoshoni Chamber of Commerce</td>
<td>Carla Witthar</td>
<td>307-876-2777</td>
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<tr>
<td>Star Valley Chamber</td>
<td>Sarah Hale</td>
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<tr>
<td>Sublette County Chamber of Commerce</td>
<td>Darren Hull</td>
<td>307-367-2242</td>
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<tr>
<td>Sundance Area Chamber of Commerce</td>
<td>Jamie Jessen</td>
<td>307-283-1000</td>
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<tr>
<td>Thermopolis-Hot Springs Chamber of Commerce</td>
<td>Meri Ann Rush</td>
<td>307-864-3192</td>
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<tr>
<td>Upton Chamber of Commerce</td>
<td></td>
<td>307-468-2228</td>
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<tr>
<td>Worland/Tensleep Chamber</td>
<td></td>
<td>307-347-3226</td>
</tr>
<tr>
<td>Wyoming State Chamber of Commerce</td>
<td>Heidi Peterson</td>
<td>307-760-3897</td>
</tr>
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</table>
# Wyoming Economic Development Organizations 2020

<table>
<thead>
<tr>
<th>Organization</th>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Casper</td>
<td>Justin Farley</td>
<td>300 So. Wolcott St., Suite 300</td>
<td>Casper</td>
<td>WY</td>
<td>82601</td>
<td>(307) 577-7011</td>
</tr>
<tr>
<td>Carbon County EDC</td>
<td>Betsey Hale</td>
<td>215 W. Buffalo, Carbon Bldg. #304</td>
<td>Rawlins</td>
<td>WY</td>
<td>82301</td>
<td>307-324-3836</td>
</tr>
<tr>
<td>Cheyenne LEADS</td>
<td>Cindy Porter</td>
<td>130 South 3rd St.</td>
<td>Douglas</td>
<td>WY</td>
<td>82633</td>
<td><a href="mailto:cporter@candowyoming.com">cporter@candowyoming.com</a></td>
</tr>
<tr>
<td>The Enterprise</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:info@ccwyed.net">info@ccwyed.net</a></td>
</tr>
<tr>
<td>Energy Capital Economic Development</td>
<td>Phil Christopherson</td>
<td>2001 W. Lakeway Rd., Suite C</td>
<td>Gillette</td>
<td>WY</td>
<td>82718</td>
<td><a href="mailto:phil@EnergyCapitalED.com">phil@EnergyCapitalED.com</a></td>
</tr>
<tr>
<td>Evanston, City of</td>
<td>Rocco O'Neill</td>
<td>1200 Main Street</td>
<td>Evanston</td>
<td>WY</td>
<td>82930</td>
<td><a href="mailto:roneill@evanstonwy.org">roneill@evanstonwy.org</a></td>
</tr>
<tr>
<td>Forward Cody</td>
<td>James Klessens</td>
<td>1130 Sheridan Suite 200</td>
<td>Cody</td>
<td>WY</td>
<td>82414</td>
<td><a href="mailto:jklessens@forwardcody.com">jklessens@forwardcody.com</a></td>
</tr>
<tr>
<td>Goshen County Ec. Dev. Corp.</td>
<td>Lisa Miller</td>
<td>110 W. 22nd Ave.</td>
<td>Torrington</td>
<td>WY</td>
<td>82240</td>
<td>lisa@goshenwyco or <a href="mailto:progress@goshenwyco.com">progress@goshenwyco.com</a></td>
</tr>
<tr>
<td>Grow Greybull-Town of Greybull</td>
<td>Paul Thur</td>
<td>24 S 5th St</td>
<td>Greybull</td>
<td>WY</td>
<td>82426</td>
<td><a href="mailto:greybulladmin@wyonet.net">greybulladmin@wyonet.net</a></td>
</tr>
<tr>
<td>IDEA, Inc.</td>
<td>Kevin Kershishnik</td>
<td>213 W. Main St.</td>
<td>Riverton</td>
<td>WY</td>
<td>82501</td>
<td><a href="mailto:idea.kevink@gmail.com">idea.kevink@gmail.com</a></td>
</tr>
<tr>
<td>Lander Economic Development</td>
<td>Andy Gramlich</td>
<td>160 S. 4th Street</td>
<td>Lander</td>
<td>WY</td>
<td>82520</td>
<td><a href="mailto:agram@charter.net">agram@charter.net</a></td>
</tr>
<tr>
<td>Laramie Chamber Business Alliance</td>
<td>Josh Boudreau</td>
<td>800 South Third Street</td>
<td>Laramie</td>
<td>WY</td>
<td>82070</td>
<td><a href="mailto:jboudreau@laramie.org">jboudreau@laramie.org</a></td>
</tr>
<tr>
<td>Lovell, Inc.</td>
<td>Stormy Jameson</td>
<td>436 Nevada Ave</td>
<td>Lovell</td>
<td>WY</td>
<td>82431</td>
<td><a href="mailto:director@lovellnc.org">director@lovellnc.org</a></td>
</tr>
<tr>
<td>Platte County Economic Development</td>
<td>Merlin Hitt</td>
<td>PO Box 988</td>
<td>Wheatland</td>
<td>WY</td>
<td>82201</td>
<td><a href="mailto:merlinhitt@gmail.com">merlinhitt@gmail.com</a></td>
</tr>
<tr>
<td>Powell Economic Partnership</td>
<td>Rebekah Burns</td>
<td>111 South Day St.</td>
<td>Powell</td>
<td>WY</td>
<td>82435</td>
<td><a href="mailto:rebekah.burns@powellchamber.org">rebekah.burns@powellchamber.org</a></td>
</tr>
<tr>
<td>Sweetwater Economic Development</td>
<td>Kayla McDonald</td>
<td>80 W. Flaming Gorge Way Suite 23</td>
<td>Green River</td>
<td>WY</td>
<td>82935</td>
<td><a href="mailto:mcdonaldk@sweet.wy.us">mcdonaldk@sweet.wy.us</a></td>
</tr>
<tr>
<td>Northern Wyoming Community College</td>
<td>Robert Briggs</td>
<td>1 Whitney Way</td>
<td>Sheridan</td>
<td>WY</td>
<td>82801</td>
<td><a href="mailto:rbriggs@sheridan.edu">rbriggs@sheridan.edu</a></td>
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<tr>
<td>District /SEEDA</td>
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<td></td>
<td></td>
<td><a href="mailto:wda@rtconnect.net">wda@rtconnect.net</a></td>
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<tr>
<td>Upton Economic Development Board</td>
<td>Stephanie Salazar</td>
<td></td>
<td>Upton</td>
<td>WY</td>
<td>82730</td>
<td><a href="mailto:director@uedb.org">director@uedb.org</a></td>
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<tr>
<td>Washakie Development Association</td>
<td>LeAnn Baker</td>
<td>608 S 12th</td>
<td>Worland</td>
<td>WY</td>
<td>82401</td>
<td><a href="mailto:wda@rtconnect.net">wda@rtconnect.net</a></td>
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</tbody>
</table>
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