

City of Laramie/Albany County

Community Partner Organization - “Outside Agency” Funding Request Application

Fiscal Year 2023-2024

Introduction

The City of Laramie and Albany County provide funding opportunities to local community partner organizations through their annual budget making processes. Historically known as “Outside Agencies” or “Community Partners,” organizations receiving municipal and/or county funds do not operate within the formal structure of city or county governments but may utilize support from these governments to achieve their missions or fund special projects. Community Partner organizations generally have a strong presence within the community and provide vital services, products, or activities that serve to improve the community in a variety of ways. Historically, organizations requesting funding have typically fallen within the following three categories:

Recreational/Arts and Culture: These organizations exist to promote, sustain and develop recreational, cultural and leisure activities within the community. These organizations may also sponsor educational and community events or celebrations designed to encourage a diverse cultural and active lifestyle and promote a strong sense of community.

Example: *Laramie Plains Museum, Laramie Depot, and Relative Theatrics*

Social Services: The primary objective of these organizations is to support or engage in activities designed to enhance the wellbeing of individuals and families within the community. These organizations provide a variety of services that primarily focus on basic human needs, access to programs and services designed to maintain human dignity, health and overall welfare of citizens.

Example: *Big Brothers-Big Sisters, Downtown Clinic, and Interfaith-Good Samaritan*

Civic Organizations/Quasi-Governmental: These organizations have been established within our community to: A) work for overall improvement, advancement and economic health through civic involvement, economic development initiatives and through fostering community spirit; or B) provide services, programs or other opportunities for the betterment of the community through the organization of Joint Powers Boards or other Quasi-Governmental Organizations that work collaboratively with the City of Laramie and/or Albany County on shared goals, concerns and interests.

Examples: *Albany County Public Library and the Laramie Plains Civic Center*

Application Instructions

Please answer questions in the form provided here. An application is also available for download on the City of Laramie website: www.cityoflaramie.org. Contact Nancy Oakland-Potter (noaklandpotter@cityoflaramie.org, 721-5226) or Kayla White (kwhite@co.albany.wy.us, 307-721-5517) for assistance. All requested information must be completed before this application can be considered. Applications that are incomplete or are missing required materials will not be considered until all missing information or items have been received by the City Manager's Office.

Applicants must submit their application either by U.S. Mail or electronically to:

Original Copy (one hard copy only)

Mail:

City Manager's Office
Attn. Nancy Oakland-Potter—Community Partner Funding
P.O. Box C
Laramie, WY 82073

Electronic Copy (one to each staff member listed below)

Email to:

Nancy Oakland-Potter
City Manager's Office
Executive Assistant
307-721-5226
noaklandpotter@cityoflaramie.org

Kayla White
Albany County
County Clerk
307-721-5517
kwhite@co.albany.wy.us

The application process also includes a five-minute presentation and "question and answer" session with the City Council and the County Commissioners. See Application Checklist for meeting schedule.

PLEASE NOTE:

***Applications must be received by the City Manager's Office
no later than 5:00 p.m. on Tuesday, February 21, 2023.***

Application Checklist

This checklist is for applicant use only. Do not include this list in your application.

- Complete Application Form.
- If submitting a hard copy via U.S. Mail to the City Manager’s Office.
 - Use only a staple, paperclip or binder clip to secure the application, starting with Section I.
 - Copy of Organization’s W-9 Form.
 - Only provide what is requested. *Do not* include brochures, promotional materials, etc.
- One (1) Electronic Copy emailed to BOTH noaklandpotter@cityoflaramie.org and kwhite@co.albany.wy.us.
NOTE: Do Not include W-9 in electronic version.
- You may attach a year-end balance sheet to satisfy the requirements in Section IV.
- In Sections IV and V, enter data for every question; do not leave any question blank. If a category/question is not applicable, answer “N/A” or enter a zero.
- Complete Section VI if your agency received funding during the FY 2021/2022 cycle.
- Mark your Calendar: **Presentation Schedule** (a final presentation schedule and instructions will be provided when applications are received).

Application Type	Date/Estimated Time	Location
City-only Joint City/County	March 14, 2023/5:30 p.m.	To Be Determined – Applicants will be informed of meeting location.
County-Only	May 26, 2023/5:00 p.m. Applications due to Kayla White Presentation on June 6, 2023, Commissioners Meeting	County Commissioners’ Room, Room 105, County Courthouse

Schedule for Decision Making Process and Availability of Funds:

→**City:** Laramie City Council intends to make a preliminary funding decision in late March or early April 2023. Final funding decisions will be announced upon adoption of the City’s FY 2023/2024 budget. Adoption is planned to occur in June 2023. Award payments for successful applicants will be made on or around August 1, 2023, pending receipt of completed agreement.

→**County:** The Board of Albany County Commissioners will make a final funding decision upon adoption of the County Budget at the end of June 2023. Contact County Clerk, Kayla White for more information.

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	Laramie Climb Wyoming
Contact Person:	Tess Snow, Program Director
Mailing Address:	217 South 1 st Street, Laramie, WY 82070
Phone:	(307) 742-9346
E-mail:	tess@climbwyoming.org
Web:	www.climbwyoming.org

Type of Organization:

<input type="checkbox"/> Recreation/ Arts and Culture	<input type="checkbox"/> Civic/Quasi-Governmental
<input checked="" type="checkbox"/> Social Service	<input type="checkbox"/> Other _____

Requested Amount for FY23/24: City \$15,000 County \$1,000

Will this amount be used to leverage additional funds either through grants or other means?


Yes No

If you marked YES, indicate the amount of additional funds that will be leveraged and note whether these are estimated or actual.

\$ Estimated Actual

Description of request: Using the space below, *briefly* describe how your organization will use these funds and how the proposed program/project will benefit the community. A more detailed description is requested in Section III. Laramie Climb plans to work with over 115 families this year through connecting low-income single mothers to critical resources as they prepare for work readiness; industry-specific training that also consists of life and financial skills, mental health services, and job placement; and providing graduate services for success long-term with family and career. In addition to securing a brighter future for themselves and their children, graduates are part of the workforce solution by filling critical local jobs with high employer demand.

Declaration: I hereby certify that the information give in this application for Community Partner funding is true and correct to the best of my knowledge.

Agency Director  Katie Hogarty February 14, 2023
Signature Print Name Date

Board President Please see attached signatory resolution _____
Signature Print Name Date

SECTION II: Organization History

Organizational History and Mission

Provide a mission statement and brief history of your organization in Laramie and/or Albany County, including services provided to area residents.

Climb Wyoming's mission is for low-income single mothers to discover self-sufficiency through career training and placement. Since 2004, Climb has been igniting the power and resilience of single moms in the City of Laramie and Albany County. As Climb continues to receive national recognition for its strong outcomes, the number of families helped has grown exponentially. Over 330 local moms, with over 600 children, have participated in our industry training programs. Climb's comprehensive model is grounded in expertise in mental health, human-centered advocacy, and wrap-around services that create self-sufficiency, transform lives, and meet workforce needs in the community. A hallmark of Climb's success is the dramatic increase in wages that participants' experience. At the Laramie site, on average, 56% of moms are unemployed pre-program, and 44% employed in low-wage jobs. Last year, in 2022, the graduate wage progression increased 146%; of those employed, the average monthly wage at program start was \$1,416. Six-months post-program, wages were \$3,490/month.

Laramie Climb aligns with the City of Laramie and Albany County objective to enhance the wellbeing of individuals and families within the community and provide programs designed to maintain human dignity, health, and overall welfare of vulnerable families. Climb plans to work with over 115 families this year through: a) pre-program stabilization including one-on-one work with low-income single mothers as they prepare for the Climb program and employment; b) intensive training consisting of industry-specific skills, life and financial skills, mental health services, and job placement; and c) graduate services post-program including networking and support meetings for long-term success in raising a family and building a career.

Organizational Structure

List your officers and director(s), indicating their terms of office.

Tyler Garrett, Board President, April 2016 - April 2025
Rosie Berger, Treasurer, February 2019 - February 2025
Curtis Biggs, Secretary, September 2021 - September 2024
JJ Healy, Board Member, September 2020 - September 2023
Laura Hewitt Ladd, Board Member, June 2016 - June 2025
Carrie Kirkpatrick, Board Member, September 2016 - September 2025
Emily McGrady, Board Member, May 2022 - May 2025
Michael Von Flatern, Board Member, May 2022 - May 2025

SECTION III. *Funding Request Justification*

Briefly explain how these funds will be used and why public funds are necessary to accomplish this goal. Some discussion items to cover in this section may include:

- *whether or not the funding request has increased from prior years;*
- *whether or not this is a one-time or on-going request;*
- *description of any large program or staff expansion occurring in this fiscal year;*
- *large equipment or other fixed assets that will be purchased fiscal year;*

- *how your project relates to city or county goals, or how it improves the overall quality, character or health of the community; and*
- *whether or not funding will be used to leverage additional monies for your organization either through grants or other means.*

Single mothers and their children, an underserved population, experience the highest rates of poverty among families in Wyoming. The average Climb participant at enrollment is living at only 30% of the Federal Poverty Level. This equates to approximately \$550 per month for a family of three. The pandemic impacted this demographic more acutely than others. A 2020 report by the Wyoming Survey and Analysis Center, in partnership with the Wyoming Community Foundation and the Wyoming Women’s Foundation, for example found “*Seventy-four percent of single mothers reported that school and daycare closures had a ‘moderate or severe’ impact on daily life*” and that “*large percentages of women don’t know how to access resources that could help them find food, financial support, and mental health resources.*” Meanwhile, a United States Census Bureau report revealed that during the pandemic half of single moms didn’t know how they would feed their kids. Unsurprisingly, demand for Climb’s services increased during the pandemic and continue to do so. In response to increased needs and the various complexities of the pandemic – from heightened economic vulnerability to healthcare needs – Climb assisted low-income single mother families by connecting them to resources such as rental reimbursement, food stamps, unemployment, and childcare.

While the most intense phases of the pandemic have passed, the harmful impacts continue to reverberate through the lives of single moms. Similarly, Wyoming’s workforce continues to be impacted by labor shortages and other constraints. Therefore, it is crucial that Climb remains committed to being a critical part of the state and local workforce solution by solidly researching programs to determine employer demand, and providing career training programs in high-growth industries for our graduates.

In 2023, Climb will serve an estimated 115 local moms. This estimate includes 50 candidates, 20 participants, and 35 graduates. Additionally, Climb will provide services for an estimated ten moms who have graduated from the program, but due to various circumstances, require additional support before placement. As Climb’s career training programs continue in the City of Laramie and Albany County, there has been an emphasis on essential jobs in healthcare. Climb staff are currently recruiting for a Medical Office Careers Program. This program includes Medical Administrative Assistant certification and incorporates other office skills for more diverse placement possibilities. Careers in these fields remain in high demand with long-term opportunities available for graduating mothers. For example, 100% of the participants from the past certified medical training were successfully placed in full-time positions making an average monthly wage of more than \$3,000 per month. Climb will continue partnering with Laramie County Community College for this training, which is set to begin in March and commence in May 2023. As described in Section VI (below), the past session of this training yielded an impressive 100% graduation rate and a 146% wage increase for participants. Similar outcomes are expected in 2023.

In addition to the technical programming, staff realize how critical therapeutic support is during these challenging times. The toxic stress of poverty – feeling scared, juggling hard decisions, and hunger – dramatically impacts how the brain functions. The single moms who come to Climb are under such high levels of stress that it has impacted their emotional regulation, planning, and decision-making abilities, which creates barriers to work readiness and success. Climb staff continue to prioritize mental health through individual and group counseling for all participants, and other exercises such as mindfulness to help moms prepare for successful employment.

Laramie Climb is requesting the same funding level from the City of Laramie and Albany County as the prior year. The long-standing support Climb has received from the City and County has been integral to the positive outcomes for local moms and their kids. To continue providing comprehensive, free services to low-income single mothers, Climb recognizes the importance of diversified funding to support long-term sustainability. Additionally, local City and County funding assists with the unpredictability of federal funding, and leverages two Federal grants: a U.S. Department of Agriculture grant that requires 50% match, and a Temporary Assistance for Needy Families grant that requires a dollar-for-dollar match. Continued investment from the City of Laramie and Albany County has also proven critical in securing many additional private awards because it serves as an endorsement of Climb’s services to the local community and local leaders.

Climb focuses on operating efficiently with centralized administration and scrutinized expenses. No staff expansions or large equipment purchases are planned for Laramie Climb in the upcoming fiscal year.

Section IV. Financial Information—*a current balance sheet can be submitted to satisfy this requirement.*

Please see attached financial information.

Balance Sheet as of December 31, 2022:

<i>Assets</i>	<i>Liabilities</i>	<i>Other Financial Information You Wish to Include:</i>
<p>Current: Cash: CDs , etc.: Receivables:</p> <p>Fixed: Equipment: Building: Less Depreciation:</p>	<p>Current: Payables: Withholding:</p> <p>Long Term: Promissory Notes: Mortgage:</p> <p>Owner’s Equity:</p>	

SECTION V. Fiscal Year Budget Information

If your organization follows a different funding cycle (i.e. Calendar Year), indicate your budget cycle here:

Climb's budget cycle is on Climb's fiscal year, which runs October 1 - September 30.

Revenue

	Amount	Secured or pending?
City of Laramie, Community Partner	\$15,000	Pending
Albany County, Community Partner	\$1,000	Pending
United Way	\$0	N/A
Donors – Individuals, Foundations, Corporations	\$118,630	Partially Secured
Fundraisers	\$0	N/A
Interest	\$0	N/A
Other: TANF CPI Funding (through Albany County)	\$35,370	Secured
Other: Temporary Aid to Need Families (TANF) Empowering Single Moms; TANF Families Becoming Independent; USDA Supplemental Nutrition Assistance Program (SNAP)	\$300,000	Secured
Total Estimated Revenue	\$470,000	

Expense

	Amount	Comments
Salary, Director	\$ 70,000	Salary and Employer Taxes
Salary, Other(s)	\$ 60,000	Salary and Employer Taxes
Benefits	\$ 10,000	Health Insurance and Retirement
Rent	\$ 40,000	Space for Program Staff
Utilities	\$ 10,000	Telephone and IT
Client Service	\$180,800	Mental Health Providers, Professional Speakers, Tuition, Recognition Events, Graduate Services, Training Materials and Support, Work Experience Wages, Drug and Background Screening, Licensing and Certification
Client Aid	\$ 46,700	Incentives, Work Support and Clothing, Participant Travel, Computers for Moms
Equipment	\$ 2,500	Small Equipment
Other	\$ 15,000	Program Recruitment and Networking, Staff Training, Travel and Supplies
Other	\$ 35,000	Fundraising and Administration
Total Estimated Expense	\$470,000	

Section VI: Interim Report for FY 2022/2023 Awardees Only

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2022/2023

Amount Awarded?

\$10,112 (City)
\$1,000 (County)

Have you used all of the funds awarded?

Yes
 No

If you have not used all of the funds awarded, please include *amount remaining* and *date* by which you intend to use those funds.

\$ _____

Date: _____

Briefly describe the impact that the FY 2022/2023 award has had on your program, project or organizational operations. Some discussion items to cover in this section may include:

- *Number of persons served and demographics of persons served (income level, age, race, etc.)*
- *Describe the overall impact of these funds on your program, project, or organization.*
- *If your agency has not yet to spent all of the awarded funds, please briefly describe your plans to expend the funds by the end of the fiscal year.*
- *Did your agency use Community Partner funding to leverage additional funds, either through grants or other means?*

Support from the City of Laramie and Albany County helped to propel Climb's mission and to leverage additional awards from diverse funding sources. Since its inception in Laramie in 2004, 329 moms with 618 kids have been served locally. In 2022, an additional 99 local moms with a combined total of 178 kids were served. The moms served in 2022 were in various phases of their Climb journeys including program candidates, program participants, graduates and post-graduates.

The highlight of 2022 was Climb's Certified Medical Assistant (CMA) and Medical Administrative Assistant (CMAA) licensing program. The CMA/CMAA program typically requires one year of training; however, through Climb's accelerated program 12 moms achieved the certification in just 12 weeks. The training program included intensive hands-on classes in medical terminology, billing, coding, and insurance, as well as taking vital signs and collecting blood samples for testing. The training was provided through LCCC's Albany County Campus. Additionally, Family Physicians of Laramie partnered with Climb to provide training to help participants select a healthcare environment that fits their strengths and priorities. The graduation rate for the training program was 100%. Most participant moms (78%) were unemployed before entering the program, and those that did have jobs were making an average monthly wage of less than \$1,500. Six months post-graduation, every mom secured employment with an average monthly wage of nearly \$3,500. This represents a 146% wage growth.

In addition to supporting these programmatic achievements and outcomes, the 2022/2023 Community Partners award helped serve as a match for two federal grants and leverage additional private sources, including but not limited to: Cross Charitable Foundation, Daniels Fund, First Interstate Bank, Guthrie Family Foundation, Hughes Charitable Foundation, First Interstate Bank, and Soroptimist International and Zonta Club of Laramie.

City of Laramie/Albany County
Community Partner Organization - “Outside Agency”

Attachment Directory

1. Signing Authority Resolution

2. Balance Sheet

Note- The Balance Sheet represents the statewide Climb organization and is not exclusive to Laramie site financials. Climb relies heavily on local funding to serve families. City of Laramie and Albany County grants are a critical piece to the ongoing success of the local Climb program.



To Whom It May Concern:

I, Tyler Garrett, president of the Climb board of directors, hereby acknowledges that the resolution granted below through the September 9, 2021 board minutes shall be changed and in effect through my term of office. To confirm that I am the current president of Climb please see our website at www.climbwyoming.org.

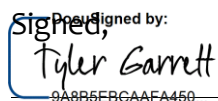
Approval of Signing Authority Resolution

Board reviewed the following signing resolution to grant Climb Chief Executive Officer (CEO) signing authority:

WHEREAS, the Board of Directors desires to grant signing and authority to certain person(s) described hereunder.

RESOLVED, that the Board of Directors is hereby authorized and approved to grant signing and authority to conduct business to any one of the following person(s): Katie Hogarty, CEO, and members of the leadership team. The foregoing signing and authority granted shall include, but shall not be limited to, the execution of grants and contracts, leases, investment transactions, banking transactions, and all other transactions entered into by this Corporation. Katie Hogarty may authorize certain positions in the organization to enter into contracts that pertain specifically to their responsibilities at Climb. Examples of such contracts would include work agreements with employers, training agreements, mental health provider contracts, and life skills trainer agreements.

Motion made by Wendy Curran and seconded by Carrie Kirkpatrick, to approve the signing authority resolution. Motion carried.

Signed by:

9A8B5EBCAAF450...

Tyler Garrett, President

Climb Wyoming

Balance Sheet (Unaudited)

As of Date:

12/31/2022

Year To Date

12/31/2022

Current Year Balance

Assets

Current Assets

Cash and Cash Equivalents	2,682,448.31
Accounts Receivable, Net	(17,195.56)
Grants Receivable	732,701.74
Pledges Receivable	344,300.49
Short Term Investments	2,472,925.89
Other Current Assets	18,585.96
Total Current Assets	6,233,766.83

Long-term Assets

Property & Equipment	50,103.39
Total Long-term Assets	50,103.39

Investments

Long Term Investments	983,912.96
Total Investments	983,912.96

Total Assets

7,267,783.18

Liabilities and Net Assets

Liabilities

Short-term Liabilities

Accounts Payable	87,868.13
Accrued Liabilities	13,771.36
Accrued Taxes	6,121.48
Total Short-term Liabilities	107,760.97

Total Liabilities	107,760.97
--------------------------	-------------------

Net Assets	7,160,022.21
------------	--------------

Total Liabilities and Net Assets

7,267,783.18