

# 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](http://www.cityoflaramie.org). Contact Nancy Oakland-Potter ([noaklandpotter@cityoflaramie.org](mailto:noaklandpotter@cityoflaramie.org), 721-5226) or Kayla White ([kwhite@co.albany.wy.us](mailto: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](mailto:noaklandpotter@cityoflaramie.org)

Kayla White  
Albany County  
County Clerk  
307-721-5517  
[kwhite@co.albany.wy.us](mailto: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](mailto:noaklandpotter@cityoflaramie.org) and [kwhite@co.albany.wy.us](mailto: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	<b>May 26, 2023/5:00 p.m.</b> <b>Applications due to Kayla White Presentation on June 6, 2023, Commissioners Meeting</b>	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

<b>Organization Name:</b>	Family Promise of Albany County
<b>Contact Person:</b>	Josh Hopkin, Director
<b>Mailing Address:</b>	P.O. Box 1859 Laramie, WY 82073
<b>Phone:</b>	307-742-6480
<b>E-mail:</b>	director.familypromise82070@gmail.com
<b>Web:</b>	https://fpalbanycounty.org/

<b>Type of Organization:</b>			
<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 \$7,500 \_\_\_\_\_ County \$7,500 \_\_\_\_\_**



**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. \$20,000 \_\_\_\_\_ X 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.

At FPAC, we strive to provide families in our community who are experiencing homelessness or are near homelessness, with the resources they need to get back or stay on track with their lives and overall goals. The funds from the Community Partner Grant will impact those families in need - through housing assistance, including rental and utility assistance, food assistance, transportation assistance, career and/or education resources, etc. Through our network of partners, we can provide food, household essentials, and gap services to help families get the support they need for sustainable housing in our community. Funds from the Laramie Community Partners Organization would be used to put together and host annual fundraisers, primarily our Trattoria Promessa gala, which accounts for a significant portion of our budget, in order to generate more funds for homelessness prevention. In addition, we are starting a Sustainability Program to add to our Prevention program that will help families who have graduated from our program(s) continue their path to success!

**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.

<b>Agency Director</b>		Joshua Hopkin	2/21/2023
	Signature	Print Name	Date
<b>Board President</b>		Rachel M Ferrell	02/21/2023
	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.

Family Promise of Albany County (FPAC) is in its 7th year of operation, serving families in the Albany County community to overcome homelessness and the threat of homelessness. Our mission is to facilitate homelessness prevention - providing guidance for achievable and sustainable independence. Although Family Promise is a nationwide organization that has been in operation since 1988, the Albany County branch began in 2016 due to an overwhelming response to the number of children receiving benefits because of the McKinney-Vento Act.

This response sparked an organization-led, community-driven support program, sheltering guests in a rotating selection of churches, community buildings, and hotels. All families worked (and continue to work) directly with our family advocate to actively achieve their goals of independent living. Such an intricate system demanded a hands-on crew, pulling in over thirty volunteers per week as well as critical organizing pillars from our community partners.

However, the strain of this effort on coordinators, volunteers, and staff in conjunction with the increased risk of trauma associated with such a transient-heavy shelter situation led to the formation of a committee dedicated to developing a static-site model. However, before this could be achieved, COVID-19 forced our organization into our current 'scattered site' model in which we shelter guests in hotels, which more closely aligns with fellow Family Promise sites across the country.

To qualify for shelter in one of the static sites, a family (those caring for children or other dependents) must display a baseline level of need including their likelihood of achieving sustainable independence, their outside support and, as per our requirements as a Family Promise Affiliate, everything is contingent on passing a background check. Our staff works directly with clients to create a case plan to help empower families by identifying steps and resources necessary to achieving independent housing, employment, education, healthcare, transportation, and vital document recovery. Our model mobilizes a broad range of community partners including social service organizations, other non-profits, the faith community, the local university, mental health services, and other community partners committed to helping our families achieve their independent, sustainable housing.

In addition to our shelter program, we also operate a homelessness prevention program (PATH) and the largest diaper pantry in southeast Wyoming. Our shelter program and PATH program are closely related. PATH provides funding to families at risk of experiencing homelessness to allow them to maintain their current housing and avoid the trauma of becoming homeless. Participants in both programs work with our family advocate to identify areas of need and create a plan for meeting independent living goals. By engaging with our program both groups have access to our network of community support partners, financial and housing literacy training, educational resources, application support, transportation support, rent and utility relief, as well as other support options designed to keep them in or place them in sustainable housing. This includes access to our diaper pantry. As an affiliate of the National Diaper Bank, we can provide diapers and hygiene products to any community member in need (provided supplies last). Additionally, Since May 2021, FPAC has partnered with Laramie Interfaith and Albany County to provide application support for the Emergency Rental Assistance Program through the CARES Act. This allows us to provide homelessness prevention services while ensuring housing stability long-term for those families at-risk of homelessness.

**Organizational Structure**

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

<b>Director:</b>	<b>Josh Hopkin</b>
<b>Family Advocate:</b>	<b>Kaylynn Clapper</b>
<b><u>Board Members</u></b>	
<b>President:</b>	<b>Rachel Farrell President Rachel Ferrell, Director of Business Operations at UW School of Energy Resources (Term 2022-2024)</b>
<b>Vice President</b>	<b>Alan Romero, Director of University of Wyoming Rural Law Center (Term 2022-2024)</b>
<b>Treasurer</b>	<b>Michael Harokopis, Retired Radiologist with Ivinson Memorial Hospital (Term 2022-2024)</b>
<b>Secretary</b>	<b>Ada Mushati, School Social Worker at Linford Elementary School, MSW (Term 2022-2024)</b>
<b>Member at Large</b>	<b>Robert Austin, Officer with the Laramie Police Department. (Term 2021-2023)</b>
<b>Member at Large</b>	<b>Linda Melcher, Retired, Former MS. R.D. (Term 2022-2024)</b>
<b>Member at Large</b>	<b>David Clements, Owner and Operator One West Real Estate. (Term 2021-2023)</b>
<b>Member at Large</b>	<b>Julie Schmidt, Executive Vice President, Laramie Plains Federal Credit Union, BS in Office Administration and Minors in Business Administration, Accounting and Psychology, Graduate School of Banking, National Credit Union Foundation Development Educator Certificate (Term 2021-2023)</b>
<b>Member at Large</b>	<b>Mary Grace Bedwell, Public Affairs Specialist USDA Forest Service, MPA (Term 2022-2024)</b>

**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.*

Family Promise of Albany County (FPAC) has applied and received (THANK YOU!) these funds five (5) times over the past 7 years as an ongoing grant/funds request, funds have not increased over this time.

As noted above, the current static-site operational model has proven successful year after year by decreasing the unnecessary added trauma to our families, while providing flexibility and autonomy-building support to our families at a stressful point in their lives. However, there are additional costs associated with using local motel hotels. Additionally, we have vastly increased our intake and spending toward our prevention program over the past three years. Beginning January 2023, FPAC has started incorporating shelter diversion and housing stabilization services alongside our homelessness prevention program. With these additional programs, we hope to intervene before families would lose their housing and more to keep their housing stable long-term. These efforts are made possible due to our surrounding communities support both publicly and privately which recognizes the need for efforts focused on preventing homelessness.

Specifically, these funds would allow us to continue this effort through fundraising and outreach. If granted, these funds will allow us to leverage additional community support through our fundraisers and continue operating our scattered site model and homelessness prevention services.

The need for homelessness prevention and support is not decreasing. As the poorest county in the state, the effects of greatly increasing housing and food prices over the past few years are amplified. Although homelessness in Albany County may not be as visible as in more populated areas, we have a lack of services and sustainable employment opportunities compared to Denver, Fort Collins, or even Cheyenne. We have seen a steady rise in the need for our services with the number of homelessness prevention clients doubling in the last two years. With Inflation and rising costs of living in Albany County (rent, utilities, food, etc.) more people are finding themselves in a situation where one emergency is cause for housing instability. Without any kind of formal shelter in Albany County, we are protecting vulnerable families by taking them off the streets and putting them in homes where they can flourish. If we want to maintain an aesthetic that attracts students and businesses, we need to show that we are compassionate toward those in our community who are struggling the most. Continued support for Family Promise of Albany County would be a major step in maintaining and developing a healthy and safe community.

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

**Balance Sheet as of December 31, 2022:**

<i>Assets</i>	<i>Liabilities</i>	<i>Other Financial Information You Wish to Include:</i>
<p><b>Current:</b>  Cash:  CDs , etc.:  Receivables:</p> <p><b>Fixed:</b>  Equipment:  Building:  Less Depreciation:</p>	<p><b>Current:</b>  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: Calendar Year

### *Revenue*

	<b>Amount</b>	<b>Secured or pending?</b>
City of Laramie, Community Partner	<b>7,500</b>	<b>Pending</b>
Albany County, Community Partner	<b>7,500</b>	<b>Pending</b>
United Way	<b>23,500</b>	<b>50% secured</b>
Donors	<b>32,000</b>	<b>Secured</b>
Fundraisers	<b>40,000</b>	<b>Secured</b>
Interest	<b>N/a</b>	
Other	<b>87,600</b>	<b>Secured</b>
Other	<b>n/a</b>	
<b>Total Estimated Revenue</b>		

### *Expense*

	<b>Amount</b>	<b>Comments</b>
Salary, Director	<b>52,000</b>	<b>Salary, FICA, Workers Comp</b>
Salary, Other(s)	<b>43,600</b>	<b>Case Manager, Bookkeeper, FICA, Workers Comp</b>
Benefits	<b>3,600</b>	<b>Health Coverage</b>
Rent	<b>4,000</b>	<b>Umbrella-Liability</b>
Utilities	<b>500</b>	<b>All utilities except internet and phone are donated by United Presbyterian Church for FPAC Day Center and Office Space</b>
Client Service	<b>12,500</b>	



Client Aid	55,900	Rental and utility relief, room fees for shelter, items to help family maintain their home
Equipment	1,000	Technology (Computers, printers, etc.)
Other	6,500	Supplies for our day center/office, outreach, marketing
Other	N/A	
<b>Total Estimated Expense</b>		

**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?** \$4,884\_\_\_\_\_

**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.** \$ 1,200\_\_\_\_\_

Date: 25 May 2023\_\_\_\_

**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?*

Family Promise of Albany County continues to support families at risk of or experiencing homelessness. The impact of our services In 2022 we supported 30 individuals through our shelter program. This is on par with the number of non-emergency shelter families from last year. We also provided 171 individuals with prevention support through PATH, this is more than double the number of folks supported last year (87) Every client we serve falls into a low to very-low-income bracket with many having no permanent income at the time of enrollment and little to no savings. The ages of the clients we serve through our PATH and shelter programs

are primarily in the thirty- to fifty-year-old range with overall ages spanning newborns to seventy-three years old. Of the families we support, about 65 percent identify as White with another 30 percent identifying as Latino and the rest identifying as either Black or Native American Indian. However, a large portion of our diaper and hygiene pantry clients are of East Indian descent.

We will use the 2022/2023 funding we received to help promote our annual fundraising Trattoria Promessa gala as well as other fundraising efforts. Although the funds have not yet been spent, The Community Partners Grant has freed up funds otherwise directed at hosting our annual fundraising event and has allowed us to focus on providing more direct client support services. These funds have been and will continue to be key to our outreach and marketing strategies for this event and FPAC as a whole. Our goal for the event is to raise \$15,000, while we hope to raise a total of \$30,000 with our total 2023 fundraising efforts. We anticipate mobilizing the funds raised from this to help us work toward our static shelter model which is currently operated using hotels. The partnership with our city helps us to earn funds from other sources like Zonta Club, the Johnson Charitable Trust, United Way, and other groups interested in supporting the community. Community Partners has been key to FPAC's ability to reach and serve more families in Albany County.

## Family Promise of Albany County

## Balance Sheet

As of December 31, 2022

01/20/23

Accrual Basis

	<u>Dec 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Cash in bank (undesignated)	185,398.39
EDWARD JONES	101,884.26
<b>Total Checking/Savings</b>	<u>287,282.65</u>
<b>Total Current Assets</b>	287,282.65
<b>Fixed Assets</b>	
Accumulated Depreciation	-2,996.67
Automobiles	8,990.00
<b>Total Fixed Assets</b>	<u>5,993.33</u>
<b>TOTAL ASSETS</b>	<b><u>293,275.98</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
<b>Payroll Liabilities</b>	
10 · Federal Taxes	966.00
20 · FICA - Employee	692.21
30 · Direct Deposit Liabilities	5.33
40 · FICA - Employer	692.21
Payroll Liabilities - Other	42.00
<b>Total Payroll Liabilities</b>	<u>2,397.75</u>
<b>Total Other Current Liabilities</b>	<u>2,397.75</u>
<b>Total Current Liabilities</b>	<u>2,397.75</u>
<b>Total Liabilities</b>	2,397.75
<b>Equity</b>	
100 · Change in Account Value	11,468.35
140 · Unrestricted Net Assets	271,306.09
Net Income	8,103.79
<b>Total Equity</b>	<u>290,878.23</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>293,275.98</u></b>