

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

Fiscal Year 2019/2020

Laramie Youth Crisis Center
(A community program of Cathedral Home for Children)



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 and the Albany County website: <http://www.co.albany.wy.us/>. Contact Sarah Reese (sreese@cityoflaramie.org, 721-5201) or Jackie R. Gonzales (jgonzales@co.albany.wy.us) 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 two (2) signed original applications, plus one (1) electronic copy to:

Original Copy

Hand deliver to:

City Manager's Office
Nancy Oakland-Potter
Executive Assistant
406 Ivinson Avenue

or

Mail:

City Manager's Office
Attn. Community Partner Funding
P.O. Box C
Laramie, WY 82073

Electronic Copy

Email to:

Sarah Reese
City Manager's Office
Administrator
Economic & Community
Initiatives
307-721-5201
sreese@cityoflaramie.org

&

Jackie R. Gonzales
Albany County
County Clerk
307-721-5533
JGonzales@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.

Applications must be received by the City Manager's Office by no later than 5:00 p.m. on Monday, March 11, 2019.

Application Checklist

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

- Complete Application Form.
- Two (2) Original Copies hand delivered or mailed 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 W-9 Form.
 - Only provide what is requested. *Do not* include brochures, promotional materials, etc.
- One (1) Electronic Copy emailed to both sreese@cityoflaramie.org and JGonzales@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 2018/2019 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	March 26, 2019/ 5:30 p.m.	Council Chambers of City Hall, 405 Ivinson Avenue
Joint City/County	March 26, 2019/ 5.45 p.m.	Council Chambers of City Hall, 405 Ivinson Avenue
County-Only	TBA	County Commissioners’ Room, Room 105, County Courthouse

Schedule for Decision Making Process and Availability of Funds

→**City:** Laramie City Council intends to make funding decisions in early April 2019. Those decisions will be announced upon adoption of the City’s FY 2019/2020 budget. Adoption is planned to occur in June 2019. Award payments for successful applications will be made after July 1, 2019.

→**County:** The Board of Albany County Commissioners will make a final funding decision upon adoption of the County Budget in July.

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	Cathedral Home for Children's Laramie Youth Crisis Center
Contact Person:	Cassidy Biggs
Mailing Address:	4989 North 3 rd Street Laramie, Wyoming 82072
Phone:	307-721-1535
E-mail:	Cbiggs@cathedralhome.org
Web:	www.cathedralhome.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 FY19/20: City \$30,000.00 County \$20,000.00
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Will this amount be used to leverage additional funds either through grants or other means?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If you marked "yes", indicate the amount of additional funds that will be leveraged and note whether these are estimated or actual.
\$2,222.00 (Runaway/Homeless Youth) <input type="checkbox"/> Estimated <input checked="" type="checkbox"/> Actual

Description of request: Using the space below, <i>briefly</i> 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 <u>Section III</u>
Funds from the City of Laramie and Albany County will be used for the general operating funds for the Laramie Youth Crisis Center (LYCC). Raising a family can be difficult, especially in today's changing society. When it comes to struggles within the family dynamic, we do our best to meet the needs of parents, youth and families, providing opportunities to gain new skills and an environment to maintain the safety of all involved in the crisis. Offering emergency shelter care, time outs, alternative to jail or detention, awaiting placements, and educational supports; LYCC works to provide valuable services to youth and families of the community that are in need of a helping hand.

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 _____
 Signature Print Name Date

Board President _____
 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.

LYCC is a community prevention program of Cathedral Home for Children (CHC). Our mission is to restore hope, strengthen relationships and build futures and we have been working to improve the lives of youth and families since 1910.

Services/History: In the late 1970's, LYCC began as a 24-hour emergency care and shelter program for youth in crisis. Since 1981, following a six month closure due to lack of funding, LYCC has provided emergency care and shelter, time outs, alternative to jail placements and evaluations under the auspices of CHC. LYCC maintains a separate budget from the residential program but operates under the same board of directors and Executive Director. The present shelter was built in 1986, with the support of city and county governments, grants and private donations.

Today, our crisis centers, located in both Albany and Carbon Counties, provide a 24 hour crisis hotline and prevention based services to youth and families. With our prevention based services, we believe children are best raised by families and sometimes those families need extra support and new skills. Services also include the Albany County Expelled and Suspended (ACES) Program. The ACES Program offers academic support to youth during a suspension or expulsion from school and a summer program for youth looking for a positive way to spend their summer. Activities include hiking, volunteering in the community and arts and crafts.

With your support, LYCC was able to offer the following services to youth and families of Albany County in 2018:

	2016	2017	2018
Total Intakes for each year	237	171	153
Emergency Care Days	1129	1013	710
Avg # Youth per Day	4.66	2.55	3.22
Avg Age of Youth	13.76	14.02	13.65
Avg Length of Stay/Days	6.21	5.16	8.94
Parent Placements	126	94	81
Law Enforcement	52	43	19
DFS Placement	53	30	22
Crisis Placements who entered DFS	14	16	12

within 6 months			
Conferences with Parents	964	740	343
Conferences with Professionals	4081	3492	3365
Court Appearances	35	16	45
Contacts with family and intake not needed	71	99	146
A.C.E.S. program intakes (January-December)	109	110	157

Other services offered:

365 days of 24 hour hot line support

A program for expelled and suspended youth (paid for by the school district)

A drop off point for divorced parent/child exchange.

A summer program for youth 10-15 (paid for by grants)

A Foster Family Grant that provides funds to foster families for necessities and recreational activities (in partnership with the Department of Family Services).

Organizational Structure

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

BOARD MEMBERS AS OF JANUARY 2018 BEGAN SERVING	
Bishop John Smiley, Honorary Chairman	From 2010
Kerry Greaser, President	2011
Ray McElwee, Vice-President	2014
Linda Nydahl, Treasurer	1997
Paula Dodds, Secretary	1992
Marge Bedessem	2016
Marilyn Engstrom	2002
Mary Garland	2003
Natasha Harris	2018
Ursula Harrison	2016
Gary Negich	2018
Peggy Palm	2012
Terry Roark	2001
Greg Weisz	2009
Nicole Hauser, Executive Director	

SECTION III. *Funding Request Justification*

Briefly explain how the 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 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*

Income:

LYCC relies upon Local and State funding to provide services to the Laramie community. The State Crisis Grant and the funding from the City of Laramie and Albany County provide the foundation of funding necessary to run LYCC. There is other funding available, but it can vary significantly year to year based on the needs of the State and approved funding requests from grants. DFS paid beds and WY Medicaid payments for client treatment plans varies significantly based on need. United Way and Runaway & Homeless Youth funding is dependent upon approval and availability of funds. There is also the Annual Bowl for LYCC, which can bring in varying amounts year to year.

Expenses:

Expenses remain consistent year to year. Approximately 75% of all expenses are related to wages, payroll taxes and benefits. Approximately 15% of all expenses are related to clients and 10% is related to the building (utilities, insurance and repairs and maintenance).

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

Balance Sheet as of December 31, 2018:

<i>Assets</i>	<i>Liabilities</i>	<i>Other Financial Information You Wish to Include</i>
Current: Cash: CDs , etc.: Receivables: Fixed: Equipment: Building: Less Depreciation:	Current: Payables: Withholding: Long Term: Promissory Notes: Mortgage: Owner's Equity:	Include: LYCC and Cathedral Home for Children are part of the same organization. It isn't possible to provide a balance sheet for just LYCC. Cathedral Home's audit report, which includes the balance sheet, is available upon request.

SECTION V. Fiscal Year Budget Information

Revenue

	Amount	Secured or pending?
City of Laramie, Community Partner	20,745	secured
Albany County, Community Partner	17,500	secured
United Way (varies year to year)	23,390	secured
Donors: LYCC building	21,600	secured
Fundraisers	13,000	pending
Interest		
Other: Wyoming State Crisis Grant	427,050	secured
Other: DFS paid beds (varies significantly)	51,465	pending
Other: Medicaid (varies)	9,000	pending
Other: Runaway & Homeless Youth/School Breakfast & Lunch	22,318	pending
Total Estimated Revenue	606,068	

Expense

	Amount	Comments
Salary, Director	42,840	
Salary, Other(s)	300,273	
Benefits	104,296	
Rent	21,600	
Utilities	14,803	
Client Service	81,420	
Client Aid		
Equipment	7,000	
Other: Contract Service	9,750	
Other: Vehicles/Travel	6,850	
Other: Subscriptions/Advertising/Office	2,350	
Other: Insurance/Depreciation	14,886	
Total Estimated Expense	606,068	

Section VI: Interim Report for FY 2018/2019 Awardees Only

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2018/2019

Amount Awarded? \$38,244.60

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. \$ N/A
Date: N/A

Briefly describe the impact that the FY 2018/2019 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?*

In 2018, LYCC was able to provide support to 146 youth who came to LYCC for support and were not admitted. We took in a total of 153 intakes (148 youth in crisis care and 5 youth in group home care) and provided shelter for 710 emergency care days to youth in need of support. LYCC was available 365 days in 2018 and provided a 24 hour hot line and a drop off point for divorced parent/child exchanges. The dedicated staff completed 343 conferences with parents and 3,365 conferences with professionals. LYCC continues to be involved in the community, providing prevention based services paid for by grants (A.C.E.S. Summer and Academic programs, Independent Living and Re-entry Program and the Foster Family Grant in partnership with the Department of Family Services). LYCC also continues to facilitate the Albany County Family Network that provides a monthly networking lunch meeting for organizations around the community. The meeting gives representatives the opportunity to speak about the services they provide to youth and families.

Law enforcement and/or Department of Family Services referred 19 of the total intakes in 2018. Without LYCC, it's possible these youth would have needed placement in the detention center or another alternative, which is very costly and not appropriate for protective custody cases or minor offenses. Without LYCC, the community would struggle to find alternative placements for youth that are out of county.

Additionally, funds from the City and County are used to leverage funds acquired from our Annual Bowl for LYCC which brought in \$9,706.25 and other grants such as Runaway and Homeless Youth (WyCon).

Support from the City and County speaks volumes to outside donors of LYCC as it shows that we have our community behind us, supporting our mission to ***restore hope, strengthen relationships and build futures.***