

City of Laramie/Albany County

Community Partner Organization - “Outside Agency”

Funding Request Application

Fiscal Year 2021/2022

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 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 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

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.

PLEASE NOTE:

Applications must be received by the City Manager's Office by no later than 5:00 p.m. on Monday, February 22, 2021.

SECTION I: *Cover Sheet*

APPLICANT INFORMATION

Organization Name:	Family Promise of Albany County
Contact Person:	Coletan Nutter
Mailing Address:	PO box 1859
Phone:	(307) 742 6480
E-mail:	Director.familypromise82070@gmail.com
Web:	https://fpalbanycounty.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 FY21/22: City \$ 7500 County \$ 7500

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 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

FPAC is a 501 C(3) nonprofit dedicated to helping families and children at-risk of or experiencing homelessness. We respond to the needs of the most vulnerable members of our community by integrating direct support with volunteerism, effective policies, educational outreach, and smart programming aimed at helping clients meet sustainable independence. Our network of community partners helps provide food, vital resources, trainings, and gap services integral to the success of our families. Funds from the Laramie Community Partners Organization would be used to help expand our services to support more clients through outreach and direct services. These funds would help leverage other funding sources and free up funds that could be used to supplement our transitional ‘scattered site’ shelter model with a ‘static site’ where families with the most extreme need can work toward independent housing.

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		Coletan Nutter	2/19/2021
Signature		Print Name	Date
Board President		Ethan Dahl	2/19/2021
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 a non-profit organization that helps families at-risk of or experiencing homelessness achieve sustainable independence. We formed three years ago in response to the number of children receiving benefits as a result of the McKinney-Vento Act. Originally, we sheltered guests in a rotating selection of churches, community buildings, and hotels while guests worked with our family advocate toward achieving their independent living goals. This model required thirty or more volunteers each week. The responsibility of organizing these volunteers fell to the executive director and a group of coordinator-volunteers from our host churches. The strain of this effort on coordinators, volunteers, and staff in conjunction with the increased risk of trauma associated with such a transient shelter condition 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. Fortunately, this model solves many of the issues we had with the rotational model, achieving the goals of a static site. Although it increases our monthly expenses, we have increased our intake capacity from two to four families. We are maintaining this model while we shop for a suitable property for our own static site.

Our shelter service is still our primary service. Shelter intake is based on a family’s level of need, their likelihood of achieving sustainable independence, outside support, and contingent on passing a background check (although we do have a small number of funds available for immediate emergency shelter). Our staff works directly with clients to identify the steps and resources necessary to achieving independent housing including things related to 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 independent, sustainable housing. We operate out of our day center located in the United Presbyterian Church which has laundry services, a shower, a large industrial kitchen, as well as employment, education, and childcare resources (toys, books, games). These facilities are currently closed to the public due to COVID-19 restrictions, however when they are open, they offer a place for clients to work toward their goals during the day. Among other opportunities at the day center families can take trainings, utilize the internet, and have direct access to our staff. Most of these opportunities are still available digitally.

In the last two years we have expanded our offerings to include two more programs. These include our prevention program (PATH), and the largest diaper pantry in southeast Wyoming. Our shelter program and PATH program are closely related. 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 literacy and nutritional training, educational resources, transportation support, rent and utility relief, as well as other support options designed to keep them in or put them in a sustainable home. 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). Within the last year, we have provided 21 families and 36 children with shelter, amounting to 3630 bed nights. We have helped prevent 9 evictions and provided diapers to 104 children.

Organizational Structure

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

President (Term 2020 – 2023)	Ethan Dahl, Assistant Research Scientist, Wyoming Institute for Disabilities
Vice President	Elizabeth Williams, Family Service Coordinator, Developmental Preschool and Daycare (Term 2020 – 2023)
Secretary	Briana Montoya, MSW, Foster Care Coordinator, Wyoming Department of Family Services (Term 2020 – 2023)
Treasurer	Michael Harokopis, Retired Radiologist with Ivinson Memorial Hospital (Term 2018 -2020)
Member at Large	Alan Buss, Ph.D. College of Education, University of Wyoming (2nd Term 2020 – 2023)
Member at Large	Robert Austin, Officer with the Laramie Police Department. (Term 2021-2023)
Member at Large	Linda Melcher, Retired, Former MS. R.D. (Term 2018 -2020)
Member at Large	David Clemenstns, Owner and Operator One West Real Estate. (Term 2021-2023)
Member at Large	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 2018 -2020)
Member at Large	Rachel Ferrell, Director of Business Operations at UW School of Energy Resources. (Term 2020-2023)

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 has applied for funds four times in the past. This is an ongoing request, and the amount has not increased from previous years. FPAC uses funds granted by the Laramie Community Partner organization to help us expand our services to reach more clients more efficiently. This includes spending toward fundraising, and direct services. We are a young organization, but we have managed to build a reputation by continuing to grow our client base, our network of community partners, and our service offerings. Community Partner funds would allow us to continue this effort through fundraising, outreach, and by helping us to reallocate existing funds earmarked for direct service by leveraging new funds.

Our model has shifted since the onset of COVID-19. Presently we are operating a scattered site model in which hotel rooms act as shelter sites for families transitioning to independent housing. This has meant an increase in expenses. We have also greatly increased our intake and spending toward prevention work (rental/utility relief paired with case management). These efforts were made possible due to private and public support from the surrounding community which recognizes the need for efforts concentrated on preventing homelessness. As we move into 2021/22 our goal is to purchase our own static site which is controlled and operated by our organization. We are in negotiations to purchase land on the south edge of town, an area we are aware is marked for development by the city.

Albany County has an interesting relationship with homelessness. We do not experience the same ‘visibility’ of homelessness as places like Denver, or Fort Collins. However, we continue to be the poorest county in the state with rising property prices and a growing reputation for landlords who take advantage of their tenants. Except for Interfaith, FPAC, and Safe Project there are very few places for our vulnerable neighbors to turn when they need support. FPAC’s growing presence in Laramie is owed to an under addressed need for homelessness prevention, as well as transitional and affordable housing. Because of the high rental prices, the competition with cheap, student labor, and a shortage of employment opportunities it can take a long time for families to transition to sustainable independent housing. Need for homelessness prevention and support is not reducing. We have had a 100% increase in shelter clients since 2019. If we want our town to maintain an aesthetic that entices new students (not to mention their tuition-paying parents) we need to show that we are protecting our vulnerable populations by keeping them off the streets. Continued support for Family Promise of Albany County would be a big step toward maintaining 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, 2020:

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

SECTION V. Fiscal Year Budget Information

Calendar year.

Revenue

	Amount	Secured or pending?
City of Laramie, Community Partner	7500	pending
Albany County, Community Partner	7500	pending
United Way	13,500	50% secured 50% allocations awarded in July 2021
Donors	20,000	secured
Fundraisers	35,000	secured
Interest	N/A	
Other	61,000	secured
Other	N/A	
Total Estimated Revenue		

Expense

	Amount	Comments
Salary, Director	32,000	Salary, FICA, Workers Comp
Salary, Other(s)	30,000	Case manager, transportation, vista, FICA, Workers Comp
Benefits	3,600	Health coverage for director
Rent	4,000	Umbrella-Liability (board, car, shelter, volunteers)
Utilities	500	All utilities except internet and phone are donated by United Presbyterian Church, site for FPAC Day Center
Client Service	12,500	Case management services, transportation, education/ training, intake material, vital document recovery, Establishing medical care
Client Aid	39,000	Rental and utility relief, room fees for shelter, items to help family maintain their home
Equipment	1500	Technology (computers, printers, etc.)
Other	21,400	Supplies for our day center/ office, outreach, marketing
Other	N/A	
Total Estimated Expense		

Section VI: Interim Report for FY 2020/2021 Awardees Only

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2020/2021

Amount Awarded? \$ 4,467

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. \$ 2434.52

Date: 03/29/2021

Briefly describe the impact that the FY 2020/2021 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 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. Our impact has grown significantly since the receipt of 2020/2021 funds. In 2020 we supported 21 families with 3630 bed nights. We also provided 9 families with prevention support. Of the families we support, about 54 percent identify as 'white' with another 40 percent identifying as Latino and the rest identifying as either Black or Native American Indian. However, a large portion of our diaper / hygiene pantry clients are of East Indian descent. Every client we serve falls into a low to very-low-income bracket with some having no permanent income at the time of enrollment. Ages vary greatly among our clients ranging from 0-51.

Thanks in part to funds received from the City of Laramie, we were not impacted as harshly from the COVID-19 pandemic as we could have been. We are using much of the support we received to help promote our annual fundraiser. These funds have been key to outreach and marketing for this event. This is vital to our success as this event has changed from an in-person gala to a hybrid event with pick-up-and-go hors d'oeuvres followed by a digital presentation. Our goal for the event is to raise \$12,000. This amount is calculated in consideration of COVID-19 impacts.

We have also been able to mobilize funds for fundraising efforts aimed at continued development of our PATH and pantry programs. Through this expansion and a careful cultivation of our relationships with community partners like Interfaith and Salvation Army, we can support more of the community at a lower cost. These partnerships are designed around sharing expenses for prevention and shelter while identifying the best resources for each individual client. We have not yet spent all of our funds, but we will continue to use remaining funds to expand outreach and direct service offerings.

The Community Partners Grant fund allowed us to fundraise more efficiently, freeing up funds for our direct client support. The partnership with our city helps us to earn funds from other sources like Soroptimist, the Johnson Charitable Trust, United Way, and other groups interested in supporting the community. Ultimately, we have been able to expand operations because of support received from the Community Partners Grant despite the impacts of COVID-19.

Family Promise of Albany County

Balance Sheet

02/10/21

As of December 31, 2020

Accrual Basis

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash in bank (undesignated)	128,713.64
Total Checking/Savings	<u>128,713.64</u>
Total Current Assets	<u>128,713.64</u>
TOTAL ASSETS	<u>128,713.64</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Mastercard-Director	21.88
Total Credit Cards	<u>21.88</u>
Other Current Liabilities	
Payroll Liabilities	
10 · Federal Taxes	6,934.89
20 · FICA - Employee	9,618.04
40 · FICA - Employer	4,128.12
50 · WY Workers' Compensation	2,115.56
Total Payroll Liabilities	<u>22,796.61</u>
Total Other Current Liabilities	<u>22,796.61</u>
Total Current Liabilities	<u>22,818.49</u>
Total Liabilities	22,818.49
Equity	
100 · Change in Account Value	-2,905.32
120 · Endowment	77,813.54
130 · Opening Balance Equity	16,811.55
140 · Unrestricted Net Assets	-52,342.62
Net Income	66,518.00
Total Equity	<u>105,895.15</u>
TOTAL LIABILITIES & EQUITY	<u>128,713.64</u>