

# City of Laramie/Albany County

## Community Partner Organization - "Outside Agency"

### Funding Request Application

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**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***

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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 Jackie R. Gonzales ([jgonzales@co.albany.wy.us](mailto: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](mailto:noaklandpotter@cityoflaramie.org)

Jackie R. Gonzales  
Albany County  
County Clerk  
307-721-5533  
[JGonzales@co.albany.wy.us](mailto: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.***

## 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 [noakandpotter@cityoflaramie.org](mailto:noakandpotter@cityoflaramie.org) and [JGonzales@co.albany.wy.us](mailto: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 2020/2021 cycle*).
- Mark your Calendar: **Presentation Schedule** (a final presentation schedule and instructions will be provided when applications are received)

| <b>Application Type</b>        | <b>Date/Estimated Time</b>  | <b>Location</b>   |
|--------------------------------|---|---|
| City-only<br>Joint City/County | March 9, 2021/5:30 p.m.   | Zoom Meeting ID: 832 7021 8027 Passcode: 102467. There will be no in person presentations. Request presentations be limited to 5 minutes. |
| County-Only                    | May 24 <sup>th</sup> : Applications due to Jackie Gonzales<br>June: Presentation at Commissioners Meeting | County Commissioners’ Room, Room 105, County Courthouse – <i>See Commissioners Schedule</i>   |

### **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 2021. Final funding decisions will be announced upon adoption of the City’s FY 2021/2022 budget. Adoption is planned to occur in June 2021. Award payments for successful applicants will be made after July 1, 2021.

→**County:** The Board of Albany County Commissioners will make a final funding decision upon adoption of the County Budget in July 2021. Contact County Clerk, Jackie Gonzales for more information.

**SECTION I: Cover Sheet**

**APPLICANT INFORMATION**

|                           |   |
|---------------------------|---|
| <b>Organization Name:</b> | Developmental Preschool & Day Care Center           |
| <b>Contact Person:</b>    | Jaime Stine   |
| <b>Mailing Address:</b>   | 1771 Centennial Drive, Suite 220, Laramie, WY 82070 |
| <b>Phone:</b>             | 307-742-3571  |
| <b>E-mail:</b>            | jstine@wyokids.org                                  |
| <b>Web:</b>               | wyokids.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 \$ 5500 County \$ 2000**

**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.**

\$ 1,587,292 (3% match \$250,000)                       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 Funds are part of 3% local match to receive almost \$1.6 million in state and federal funds.

**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> | Jaime R. Stine    |      |
| Signature              | Print Name        | Date |
| <b>Board President</b> | Emory Spiegelberg |      |
| 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.

Developmental Preschool and Day Care is dedicated to providing quality child care, preschool experiences, and early intervention for children with differing abilities in a playful learning environment. Services to children with developmental delays or disabilities, birth to five years of age, include evaluation, special education instruction, speech and language therapy, occupational therapy, physical therapy, social emotional support, and inclusion in a regular classroom with their peers. Early intervention services are provided to eligible children at no cost to the family. We are a non-profit organization governed by a volunteer board of 6 members.

Developmental Preschool and Day Care Center has been in operation since 1963, originally operating as a division of Albany County Association of Retarded Children. In 1976 we purchased our building at 715 Shield Street which we shared with Community Day Care and Laramie Head Start. In 1982, Developmental Preschool and Community Day Care merged to become Developmental Preschool & Day Care Center and Laramie Head Start moved to their home in the Civic Center. The organization once again reorganized in 1993, when the state awarded the fiscal agent contract for Region 8 (Carbon County) developmental services to Developmental Preschool. Developmental Preschool and Day Care Center became incorporated in 1996, with the current name and by-laws we operate under today. In 2015, we moved to our new home on Centennial Drive and expanded our licensed capacity by more than double. Then in 2016 we opened our new school age program, Laramie Educational Afterschool Facility (LEAF) to serve over 100 school age children K-5th grade in an educational setting designed to teach life skills and promote community service.

### **Organizational Structure**

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

|                             |                   |
|-----------------------------|-------------------|
| EMORY SPIEGELBERG, CHAIRMAN | Term expires 2023 |
| JOHN COWPER, VICE-CHAIR     | Term expires 2021 |
| JOE SHUMWAY, SECRETARY      | Term expires 2022 |
| KANDI FURPHY, TREASURER     | Term expires 2023 |
| KAREN YOUNGBERG, MEMBER     | Term expires 2023 |
| TODD PEARSON, MEMBER        | Term expires 2022 |

### **SECTION III. *Funding Request Justification***

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**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.*

Developmental Preschool and Day Care Center (DPDC) is funded primarily by state and federal funds for serving children with developmental disabilities through IDEA programs. Our request is increasing for both City and County funding. While we understand the budget constraints of both entities, we are tasked with seeking local funds for the 2021-22 funding cycle for continued state and federal program support. This funding request will be an ongoing request based on the need for ongoing local funding necessary for leveraging over \$1.5 million in state and federal funding for serving children with developmental disabilities. Our anticipated local match for this funding cycle is \$47,400 and our local fundraising efforts have been impacted by COVID, decreasing available funds for matching requirements. Our combined request of \$7500 will leverage \$250,000 for our program.

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

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**Balance Sheet as of December 31, 2020:**

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

**DEVELOPMENTAL PRESCHOOL AND DAY CARE**  
**Statements of Financial Position**  
**As of December 31, 2020 and 2019**

**Assets**

|  | <b>December 31, 2020</b> | <b>December 31, 2019</b> |
|--|--------------------------|--------------------------|
| <b>Current Assets</b>                            |                          |                          |
| Cash on Hand                                     | \$ 25.00                 | \$ 25.00                 |
| Cash in Bank-FIB                                 | 4,671.43                 | 4,670.64                 |
| Cash in Bank of Commerce-Money Market            | 103,981.84               | 103,741.53               |
| Cash in Bank-ANB Carbon County                   | 104,103.28               | 22,413.09                |
| Cash in ACPE-CD                                  | 4,498.45                 | 6,430.56                 |
| Cash in RNB-CD's                                 | 154,532.69               | 152,874.05               |
| Cash in ACPE-Shares                              | 52,567.75                | 53,059.78                |
| Cash in RNB - Money Mkt                          | 6,092.87                 | 6,077.29                 |
| Cash in UNIWYO                                   | 54,819.71                | 112,315.26               |
| CD's - First Interstate Bank                     | 233,077.73               | 228,000.00               |
| Cash in FIB-Sweep                                | 127,122.98               | 65,186.93                |
| Cash in ANB - PPP                                | 3.42                     | 0.00                     |
| Cash-UNIWYO-CD                                   | 180,169.46               | 119,713.80               |
| Cash in FIB-WYOKIDSTHERAPY                       | 14,428.13                | 0.00                     |
| Cash-ACPE-CD                                     | 159,186.96               | 153,883.54               |
| Cash in Bank-Payroll                             | 0.00                     | 124,674.25               |
| Cash in-Meridan Trust FCU                        | 2,235.98                 | 2,233.75                 |
| Cash in-Meridan Trust FCU                        | 90.00                    | 90.00                    |
| CD'S-Meridian Trust FCU                          | 135,373.85               | 133,056.56               |
| Cash in-Wyoming State Bank                       | 40,336.42                | 40,318.66                |
| Cash in ANB-Albany Co                            | 47,620.82                | 71,424.34                |
| Cash in BOW Checking                             | 6,100.56                 | 63,075.87                |
| Cash in CD-WSB                                   | 126,786.12               | 125,045.56               |
| Cash in BOW Money Market                         | 247,977.49               | 244,861.73               |
| Cash in Wells Fargo - Money Market Albany County | 126,012.11               | 125,948.53               |
| Accounts Receivable                              | 294,847.07               | 77,856.20                |
| Allow for Doubtful Parent Fees                   | (1,880.32)               | (140,344.93)             |
|  | <b>2,224,781.80</b>      | <b>1,896,631.99</b>      |
| <b>Total Current Assets</b>                      |                          |                          |
| <b>Fixed Assets</b>                              |                          |                          |
| Furn-Fixtures-Equip                              | 995,615.93               | 1,013,505.93             |
| Allow. For Depreciation                          | (971,466.50)             | (957,023.71)             |
| Buildings  | 3,957,291.62             | 3,918,830.32             |
| Allow. for Depreciation                          | (1,070,406.43)           | (962,503.38)             |
| Land   | 299,113.36               | 299,113.36               |
|  | <b>3,210,147.98</b>      | <b>3,311,922.52</b>      |
| <b>Total Fixed Assets</b>                        |                          |                          |
|  | <b>3,210,147.98</b>      | <b>3,311,922.52</b>      |
| <b>Net Fixed Assets</b>                          |                          |                          |
|  | <b>3,210,147.98</b>      | <b>3,311,922.52</b>      |
| <b>Total Assets</b>                              | <b>\$ 5,434,929.78</b>   | <b>\$ 5,208,554.51</b>   |

**DEVELOPMENTAL PRESCHOOL AND DAY CARE**  
**Statements of Financial Position**  
**As of December 31, 2020 and 2019**

**Liabilities and Net Assets**

|   | <b>December 31, 2020</b> | <b>December 31, 2019</b> |
|---|--------------------------|--------------------------|
| <b>Current Liabilities</b>              |                          |                          |
| Accounts Payable                        | \$ 13,356.18             | \$ 22,134.19             |
| Accrued Wages                           | 178,546.67               | 145,847.34               |
| Acc Pay Social Security                 | 0.00                     | 23,653.62                |
| Acc Pay Workers Comp                    | 11,828.83                | 10,949.81                |
| Sweep Account                           | 39,909.91                | 0.00                     |
| ANB Bank LOC                            | <u>2,180,372.29</u>      | <u>2,249,346.09</u>      |
| <b>Total Current Liabilities</b>        | <u>2,424,013.88</u>      | <u>2,451,931.05</u>      |
| <b>Long-Term Liabilities</b>            |                          |                          |
| Note Payable-ARK                        | <u>46,377.99</u>         | <u>0.00</u>              |
| <b>Total Long-Term Liabilities</b>      | <u>46,377.99</u>         | <u>0.00</u>              |
| <b>Total Liabilities</b>                | <u>2,470,391.87</u>      | <u>2,451,931.05</u>      |
| <b>Net Assets (Deficit)</b>             |                          |                          |
| Unrestricted-Undesignated               | 2,874,508.27             | 2,986,886.96             |
| INCREASE (DECREASE) IN NET ASSETS       | <u>90,029.64</u>         | <u>(230,263.50)</u>      |
| <b>Total Net Assets (Deficit)</b>       | <u>2,964,537.91</u>      | <u>2,756,623.46</u>      |
| <b>Total Liabilities and Net Assets</b> | <u>\$ 5,434,929.78</u>   | <u>\$ 5,208,554.51</u>   |



## **SECTION V. Fiscal Year Budget Information**

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

July 1-June 30

### ***Revenue***

|                                    | <b>Amount</b>    | <b>Secured or pending?</b> |
|------------------------------------|------------------|----------------------------|
| City of Laramie, Community Partner | 5500             | pending                    |
| Albany County, Community Partner   | 2000             | pending                    |
| United Way                         | 25000            | pending                    |
| Donors                             | 5000             | pending                    |
| Fundraisers                        | 15000            | pending                    |
| Interest                           | 6000             | pending                    |
| Other                              | 1,587,292        | pending                    |
| Other                              | 2,607,792        | pending                    |
| <b>Total Estimated Revenue</b>     | <b>4,253,584</b> |                            |

### ***Expense***

|                                | <b>Amount</b>    | <b>Comments</b> |
|--------------------------------|------------------|-----------------|
| Salary, Director               | 54,653           |                 |
| Salary, Other(s)               | 2,262,670        |                 |
| Benefits                       | 472,672          |                 |
| Rent                           | 199,000          |                 |
| Utilities                      | 32,500           |                 |
| Client Service                 | 30,000           |                 |
| Client Aid                     | 965,000          |                 |
| Equipment                      | 19,000           |                 |
| Other                          | 120,000          |                 |
| Other                          | 98,089           |                 |
| <b>Total Estimated Expense</b> | <b>4,253,584</b> |                 |

**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? \$ 3756.00

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 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 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?*

Community Partner funding was utilized in conjunction with other local funding to leverage approximately \$1.8 million in state and federal grant funds to provide services to children with developmental disabilities as provided for through IDEA (federal program for disabilities). These community funds are used along with state and federal funds to pay salaries for staff that provide direct services, subsidize preschool tuition, purchase supplies and equipment, and cover travel and other necessary overhead expenses incurred through the course of serving the children enrolled in our program. Specifically, funds were used to purchase supplies and equipment to provide necessary therapy and special education services to children with disabilities.

During FY20-21, DPDC is serving 163 children with developmental services (0-5 years old), a steep decrease due to COVID fears that prevented children from being screened for developmental delays. Additionally, we serve 192 children for child care (0-12 years) needs, for a total of 394 children. Children served in our program are representative of all races in our community. Currently, about 35% of the total families served through both programs are low income. Approximately another 30% are moderate income families.

PARTNER AGENCY - Director



Signed

Jaime R. Stine, Executive Director

Printed Name/Title

2/19/2021

Date

PARTNER AGENCY - Board President



Signed

Amy Spiegelberg, President

Printed Name/Title

2-22-21

Date