

City of Laramie/Albany County

Community Partner Organization - “Outside Agency” Funding Request Application

Fiscal Year 2022/2023

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
no later than 5:00 p.m. on Monday, February 21, 2022.***

SECTION I: *Cover Sheet*

APPLICANT INFORMATION

Organization Name:	Family Promise of Albany County
Contact Person:	Josh Hopkin
Mailing Address:	PO Box 1859, Laramie, WY 82073
Phone:	3077426480
E-mail:	Director.familypromise82070@gmail.com
Web:	https://fpalbanycounty.org/

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

Requested Amount for FY22/23: City \$7,500 _____ County \$7,500 _____

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.	
\$20,000 _____	<input checked="" type="checkbox"/> Estimated <input type="checkbox"/> Actual

<p>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>.</p> <p>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, collaboration with partners, and smart programming aimed at helping clients attain sustainable independence. Our network of community partners helps provide food, vital resources, 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. We would use these funds to put together and host annual fundraisers, primarily our Taverna Promessa gala, which accounts for a significant portion of our budget, in order to generate more funds for our homelessness prevention and our transitional shelter program.</p>

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 Joshua Hopkin Josh Hopkin 2/21/22
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.

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 in 2016 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 and reducing the stress placed on our volunteers, staff, and guest families. Although it increases our monthly expenses, this model has allowed us to increase 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, their outside support, and is contingent on passing a background check as per our requirements as a Family Promise Affiliate. 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.

President Ethan Dahl,	Assistant Research Scientist, Wyoming Institute for Disabilities (Term 2020 – 2023)
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 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 2020-2023)
Member at Large	David Clemetns, 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 2020-2023)
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 five 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 expand our available services to more families more efficiently; this includes spending toward fundraising, and direct services. We are a fledgling nonprofit organization, but we have managed to develop a reputation by continuing to grow our client service base, our network of community partners, and our available services.

Community Partner funds would allow us to continue this effort through fundraising, outreach, and by helping us to reallocate existing funds currently needed for direct service by leveraging new funds. We operate a scattered site model, partnering with local hotels to use rooms as a shelter space for families transitioning to independent housing. This model allows for greater flexibility and a higher capacity but is also more expensive to operate than our prior host rotation model. Additionally, we have vastly increased our intake and spending toward prevention work (rental/utility relief paired with case management). These efforts were made possible due to our surrounding communities' support both publicly and privately which recognizes the need for efforts focused on preventing homelessness. If granted, these funds will allow us to leverage additional community support through our fundraisers and continue operating our scattered site model.

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 of the past few years are compounded. Although homelessness in Albany County may not be as apparent as 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 a 250 percent increase in homelessness prevention since 2020. 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, 2021:

<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	7,500	pending
Albany County, Community Partner	7,500	pending
United Way	13,500	50% secured
Donors	29,000	secured
Fundraisers	35,000	secured
Interest	N/A	
Other	75,600	secured

Other	N/A	
Total Estimated Revenue		

Expense

	Amount	Comments
Salary, Director	42,000	Salary, FICA, Workers Comp
Salary, Other(s)	41,000	Case Manager, Vista, Bookkeeper, FICA, Workers Comp
Benefits	3,600	Health coverage for director
Rent	4,000	Umbrella-Liability (board, car, shelter, volunteers)
Utilities	500	All utilizes 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, medical care, application support services
Client Aid	50,000	Rental and utility relief, room fees for shelter, items to help family maintain their home
Equipment	1000	Technology (Computers, printers, etc.)
Other	13,500	Supplies for our day center/office, outreach, marketing
Other	N/A	
Total Estimated Expense		

Section VI: Interim Report for FY 2021/2022 Awardees Only

**Complete this section if your agency was awarded Community Partner Funding
in Fiscal Year 2021/2022**

Amount Awarded?

\$3,834_____

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.

\$0_____

Date:5/20/2022_____

Briefly describe the impact that the FY 2021/2022 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 2021/2022 funds. In 2021 we supported 45 individuals through our shelter program. We also provided 87 individuals with prevention support through PATH, a 250 percent increase from 2021. Every client we serve falls into a low to very-low-income bracket with many having no permanent income at the time of enrollment. 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-two years old. Of the families we support, about 67 percent identify as White with another 38 percent identifying as Latino and the rest identifying as either Black, East Asian, or Native American Indian. However, a large portion of our diaper and hygiene pantry clients are of East Indian descent.

We will use the 2021/2022 funding we received to help promote our annual fundraising gala. 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. This is vital to our success as we are once again adjusting our gala plans to account for Omicron COVID-19 impacts in Albany County. We have pushed back the date for the event and are weighing the possibility of switching this gala to a hybrid online event this summer to minimize risk for our donors. Our goal for the event is to raise \$15,000, an amount calculated in consideration of COVID-19 impacts and the possible change of venue. 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 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

As of December 31, 2021

Dec 31, 21

ASSETS

Current Assets

Checking/Savings

Cash in bank (undesignated) 177,870

Total Checking/Savings 177,870

Total Current Assets 177,870

TOTAL ASSETS 177,870

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

Mastercard-Director 22

Total Credit Cards 22

Other Current Liabilities

Payroll Liabilities

10 - Federal Taxes 6,830

20 - FICA - Employee 9,430

40 - FICA - Employer 3,940

50 - WY Workers' Compensation 4,068

Payroll Liabilities - Other 33

Total Payroll Liabilities 24,301

Total Other Current Liabilities 24,301

Total Current Liabilities 24,323

Total Liabilities 24,323

Equity

100 - Change in Account Value (24,300)

120 - Endowment 99,208

130 - Opening Balance Equity 16,812

140 - Unrestricted Net Assets 14,175

Net Income 47,652

Total Equity 153,547

TOTAL LIABILITIES & EQUITY 177,870