

AGENDA
CITY OF LARAMIE, WYOMING
CITY COUNCIL-COUNTY COMMISSIONER JOINT WORK SESSION
CITY HALL
February 23, 2016 6:00 p.m.

1. WORKSESSION

1.A. Presentation Schedule

Documents: [Presentation Schedule.pdf](#)

2. 6:00 P.M. Laramie Plains Civic Center

Documents: [600- Laramie Plains Civic Center.pdf](#)

3. 6:05 P.M. Laramie Regional Airport

Documents: [605-Laramie Regional Airport.pdf](#)

4. 6:10 P.M. Albany County Public Library

Documents: [610- Albany County Public Library.pdf](#)

5. 6:15 P.M. Albany County Public Library Foundation

Documents: [615 - Albany County Public Library Foundation.pdf](#)

6. 6:20 P.M. RSVP

Documents: [620 - RSVP.pdf](#)

7. 6:25 P.M. The Open School

Documents: [625- The Open School.pdf](#)

8. 6:30 P.M. Big Brothers Big Sisters

Documents: [630- Big Brothers Big Sisters.pdf](#)

9. 6:35 P.M. CLIMB Wyoming

Documents: [635- CLIMB.pdf](#)

10. 6:40 P.M. Epson Center for Seniors

Documents: [640-Eppson Center for Seniors, Inc.pdf](#)

11. 6:45 P.M. Developmental Preschool and Daycare Center

Documents: [645- Developmental Preschool and Daycare Center.pdf](#)

12. 6:50 P.M. Downtown Clinic

Documents: [650--Downtown Clinic.pdf](#)

13. 6:55 P.M. Hospice

- Documents: [655 - Hospice of Laramie.pdf](#)
14. 7:00 P.M. **Interfaith**
- Documents: [700 - Interfaith.pdf](#)
15. 7:05 P.M. **Laramie Reproductive Health**
- Documents: [705 - Laramie Reproductive Health.pdf](#)
16. 7:10 P.M. **Laramie Soup Kitchen**
- Documents: [710-Soup Kitchen.pdf](#)
17. 7:15 P.M. **Red Cross**
- [Save and Submit](#)
- Documents: [715 - Red Cross.pdf](#)
18. 7:20 P.M. **SAFE Project**
- Documents: [720 - SAFE Project.pdf](#)
19. 7:25 P.M. **Home on the Range Animal Haven**
- Documents: [725- Home on the Range Animal Haven.pdf](#)
20. 7:30 P.M. **Laramie Youth Crisis Center**
- Documents: [730-Laramie Youth Crisis Center.pdf](#)
21. 7:35 P.M. **Freedom has a Birthday**
- Documents: [735-Freedom Has a Birthday.pdf](#)
22. 7:40 P.M. **Laramie Plains Museum**
- Documents: [740- Laramie Plains Museum.pdf](#)
23. 7:45 P.M. **Laramie Public Art**
- Documents: [745- Laramie Public Art Coalition Grant Application.pdf](#)
24. **Ark Regional Services**
25. 7:55 P.M. **Laramie Train Depot**
- Documents: [755 Laramie Depot.pdf](#)
26. **Agenda Review**

Community Partner FY 2016/2017

February 23, 2016

PRESENTATION SCHEDULE

Council Chambers, 406 Ivinson

Quasi-Governmental

1. Laramie Plains Civic Center	<i>City-only applicant</i>	6:00 P.M.
2. Laramie Regional Airport		6:05 P.M.
3. Albany County Public Library	<i>City-only applicant</i>	6:10 P.M.
4. Albany County Public Library Foundation		6:15 P.M.

Social Service

5. RSVP		6:20 P.M.
6. The Open School	<i>City-only applicant</i>	6:25 P.M.
7. Big Brothers Big Sisters		6:30 P.M.
8. CLIMB Wyoming		6:35 P.M.
9. Epson Center for Seniors		6:40 P.M.
10. Developmental Preschool and Daycare Center		6:45 P.M.
11. Downtown Clinic		6:50 P.M.
12. Hospice	<i>City-only applicant</i>	6:55 P.M.
13. Interfaith Good Samaritan		7:00 P.M.
14. Laramie Reproductive Health		7:05 P.M.
15. Laramie Soup Kitchen		7:10 P.M.
16. Red Cross		7:15 P.M.
17. SAFE Project		7:20 P.M.
18. Home on the Range Animal Haven		7:25 P.M.
19. Laramie Youth Crisis Center		7:30 P.M.

Recreational and Cultural

20. Freedom has a Birthday		7:35 P.M.
21. Laramie Plains Museum		7:40 P.M.
22. Laramie Public Art		7:45 P.M.
23. Ark Regional Services	<i>Application forthcoming</i>	7:50 P.M.
24. Laramie Depot	<i>Application forthcoming</i>	7:55 P.M.

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	Laramie Plains Civic Center
Contact Person:	Melissa Daniele
Mailing Address:	710 Garfield Street, Suite 110, Laramie, WY 82070
Phone:	307-745-8000
E-mail:	mdaniele@lpccwy.org
Web:	www.lpccwy.org

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

Requested Amount for FY16/17: City \$ <u>10,000.00</u> County \$ _____

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.	
<u>\$110,000.00</u>	<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>The Laramie Plains Civic Center Joint Powers Board (LPCC JPB) respectfully requests \$10,000 in Community Partner Funding from the City of Laramie for operational support. The LPCC JPB fully acknowledges the real possibility of a budget shortfall for the City of Laramie through State budget cuts, and thus is requesting a bare minimum of support. While many recognize the importance of local nonprofits who provide essential services to member of the community, many fail to fully understand the importance of the LPCC as an essential housing structure for said non-profits. The funds requested for FY16/17 will be used to directly support capital needs for the LPCC and include, but are not limited to matching potential grants for structural improvements and emergency funding for plumbing, electrical, and environmental hazards. Supplemental operation support from</p>

Community Partner Funding will allow for necessary repair and maintenance of the facility, and ensure adequate safety and security for the building and its users.

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	<u>Melissa Daniele</u>	<u>Melissa Daniele</u>	<u>2/17/16</u>
	Signature	Print Name	Date
Board President	<u>Pat Gabriel</u>	<u>Pat Gabriel</u>	<u>2/17/16</u>
	Signature	Print Name	Date

SECTION II: Organization History

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

The historic Laramie Plains Civic Center (LPCC) is an impressive building located in the heart of Laramie, Wyoming. The LPCC is the oldest school building in the state, originally built as the East Side School in 1878 and the first stone schoolhouse in the Wyoming Territory. Following the original construction, there were two major additions completed in 1926 and 1939. These multiple structures of the LPCC form a block square facility, occupying an entire block with the footprint of nearly 58,000 square feet. The building has the total space of over 167,000 square feet and currently has 85% of the total space open to tenant use, recreation, and entertainment.

The LPCC began making significant contributions to the city of Laramie from its inception. The largest contribution of the building was made through educating the community's youth for 100 years until 1979, as well as providing a meeting place for the local members of the community. As a point of comparison, the LPCC has a longer history than the University of Wyoming, which was established in 1886. This historic past demonstrates that the LPCC is one of the Laramie's irreplaceable treasures. The building has been listed on the National Register of Historic Places since March 17, 1981.

The LPCC as a multi-use building continues to grow and adapt to the needs of the Laramie community, fulfilling the role of education, recreation, retail, entertainment, and workplace. The facilities of LPCC provide an otherwise unmet need for community members to gather, teach, and explore new possibilities for a diverse demographic. When the LPCC was established, one main premise was to provide rental spaces for local nonprofits at a discounted rate. The LPCC currently houses 41 tenants, 24 (58%) of whom are nonprofits. Each of these nonprofits receives discounted rent for their spaces. As a joint powers board and quasi-governmental nonprofit functioning entirely outside any other governmental budget, the LPCC survives almost solely on rental income. Monthly tenant income must cover all utilities (approximately \$10,000/month), staff salaries, and routine repair and maintenance. All major projects are grant-based. Emergent situations that often arise with historic structures can leave the operational budget over-extended.

Current tenants include Head Start, Hospice of Laramie, Interfaith/Good Samaritan, the Wyoming Coalition Against Domestic Violence and Sexual Assault, Wyoming Women's Business Center, Wyoming State Engineers, Wyoming State Fire Marshall, Wyoming State Department of Forestry, a primary care physician, and Works of Wyoming (a project of the Wyoming Women's Business Center). Tenants also include 13 artists, 8 musicians, Laramie Children's Musical Theater Workshop, Laramie Community Guitar, String Academy of Wyoming, and Relative Theatrics. The LPCC also houses a remarkable theatre that can hold up to 850 audience members. One prominent goal of the current LPCC strategic business plan is the commitment to providing first-rate entertainment for the city of Laramie through musical, theatrical, and educational programs. Most recently through grant funding the LPCC established two new community facilities: the 7th Street Studio (pottery) and the Phoenix Ballroom. Adding to the LPCC's diverse facility, the building houses two gymnasiums that encourage intramural recreation, provide childcare recess options, host holiday and craft bazaars, co-host Breakfast with Santa in partnership with Hospice of Laramie, as well as supply additional venues for other community events such as the Fireman's Ball. Regular facilities users include Kempo Karate, Zumba, Kung Fu, ACSD#1, the Open School, Head Start, and two youth basketball organizations. The LPCC also offers storage for Laramie Youth Football and Laramie Youth Baseball. The centralized location of the LPCC in the city of Laramie is extremely valuable for members of the community and remains a viable option for an array of events, functions, and workspaces. Most recently these events have included wedding receptions, large office parties, and space utilized by several local photographers.. All LPCC operations and activities are dedicated to the mission of bringing together agencies throughout the city and state to promote recreational, educational, and cultural activities by cultivating an environment conducive to cooperation, synthesis, and

creativity, while preserving the historical integrity of the building. The Laramie Plains Civic Center Joint Powers Board is responsible for maintaining and managing the property as a quasi-governmental entity founded to promote, stimulate, and support essential services, the arts, and professional development to the citizens of Laramie and Albany County while preserving the historical integrity of the building for future generations.

Organizational Structure

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

Laramie Plains Civic Center Joint Powers Board:

Pat Gabriel, Chairman, November 2014 – October 2017

Pat has been a radio announcer since 1975 and has worked at Wyoming Public Radio from 1989 to present. He served as a school board member from 1981-1986 and was Albany County Commissioner from 1991-2010.

Eric Sandeen, Vice Chair, February 2011 – October 2016

Eric directs the American Studies Program at the University of Wyoming. He was born in Indiana and attended the University of Notre Dame (BA) and the University of Iowa (Ph.D.). He has been a westerner since 1978 and a resident of Laramie since 1982.

Grady Kirkpatrick, Secretary, January 2014 – January 2017

Grady is originally from Kansas City (born in Missouri/raised in Kansas) and moved to Arizona to attend Arizona State University. He graduated from Northern Arizona University/Flagstaff in 1982 with a major in Telecommunications and got his first radio job in Prescott, AZ. He returned to his hometown in 1986 where he continued in radio through the summer of 1991. Public Radio and the Commonwealth of Kentucky beckoned him to the bluegrass state where he worked as Operations/Program Manager at WKMS in Murray and WNKU in Highland Heights just across the Ohio from Cincinnati. After 16 years in Kentucky, he moved with his family to the Cowboy State in 2007 and was hired as Music Director for Wyoming Public Radio. Grady became Program Director in 2012 and continues to produce and host *Morning Music* from 9am-12pm weekdays. He began service as a board member of the Laramie Plains Civic Center in January of 2014.

James Malm, Treasurer, January 2015 – January 2018

Dr. James R. Malm is the Associate Vice President of the Albany County Campus for Laramie County Community College and teaches both undergraduate and graduate courses in management and public administration. He has formerly served Colorado State University-Pueblo as the Dean of Continuing Education, The Community Colleges of Baltimore County as the Chief Administrative Officer for the Division of Continuing Education & Economic Development and Penn State Harrisburg in the alumni, development and marketing communications offices. He began his professional career as a white water river guide and municipal park superintendent in Pennsylvania.

Wiley Combs, January 2016 - January 2019

Wiley Combs, originally from Cheyenne, WY, is the editor-in-chief of News From Nowhere, an arts & events paper published in Laramie, WY. Mr. Combs is a self-made hunderdtaire, a writer, and a pseudo-serious philosopher. His interests include social science, popular science, and unpopular science.

Robin Hill, March 2014 – October 2016

Dr. Hill is an Adjunct faculty member in Philosophy at the University of Wyoming, the department from which she earned a bachelor's degree years ago. Her teaching experience includes philosophy of computer science, logic, computer science, and information systems courses for the University of Wyoming, University of Maryland University College (European Division), State University of New York at Binghamton, Metropolitan State College, and others. She holds a Ph.D. in Computer Science from the State University of New York at Buffalo. In addition to membership in the Joint Powers Board for the Civic Center, her community activities include the League of Women Voters and a stint on the community editorial board of the local newspaper.

Brian Peach, January 2016 - January 2019

Brian is originally from Rawlins, Wyoming. After getting his license in Master Plumbing, he moved to Austin, TX. He worked as a plumber all the way to sales director in the same business in Austin for 35 years. After retiring, he returned to Wyoming in April 2015.

Laramie Plains Civic Center Staff:

Executive Director:	Melissa Daniele
Theatre Manager:	David Soules
Director of Operations:	Elena Starciuc
Custodian:	Harold Niswender, Jr.
Custodian:	James Johnston

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

The Laramie Plains Civic Center (LPCC) has made significant advances in returning itself to the center of the Laramie community over the last five years. Developments in programming, tenant occupancy, and grant-based funding have been the cornerstones for smart, strategic growth. Keeping those components in mind, the LPCC received funding through the 2011 City of Laramie Outside Agency Funding in order to create and implement the LPCC Community Business Center. This project not only provides crucial meeting space for current tenants, but also meets the needs stated in the LPCC's 2010 Business Plan, responding directly to the needs of the Laramie area community. The funding awarded in 2012 was used for ceiling work and painting hallways on the second floor, and much needed improvement for the overall aesthetic of the building. This project allowed for the repair of chipped and peeling paint and wall damage in the northwest stairwell. Funding awarded in 2013 has been used to cover expenses accrued from another sewage backup into the theatre dressing rooms, boiler system maintenance and repairs, testing the fire alarm system, new carpeting in the Laramie Children's Musical Theater Workshop space, and general operational expenses. 2014 funding was used for building restoration projects, upgraded theatre security and building repairs. Funding from 2015 was used to match a Wyoming Cultural Trust Fund Grant, installing new fired doors, refinishing the original ballroom floor, installing new venting from the basement, and making improvements in the Head Start classrooms.

The FY2016 funding requests respectfully put forward by the LPCC is, in light of potential budget cuts from the State, \$10,000, and is supported by a sustainable, long-term operational budget. The LPCC anticipates exceeding the \$10,000.00 funding requests out of revenue received from tenant rent, facility fees, and an increase in theatre programming.

This funding will be utilized to address ongoing facility deficiencies and leverage operational funds. Over the past 30 years, the LPCC has suffered extreme gaps in maintenance; putting a strain on operational funding and limiting the organization's overall impact in the community. The LPCC feels strongly the need to take a proactive approach with issues such as roof leaks, plumbing issues, environmental hazards, and building maintenance in order to avoid emergency repairs, such as the basement flooding in 2012, 2013, and again in 2014 caused by a sewage backup. One primary goal for the LPCC in 2016 is the replacement of five sections of the roof (last replaced in 1982). This step will assure the integrity of the structure for tenant use and energy efficiency. A preventative maintenance plan has been in effect since the summer of 2014 to address on-going boiler system issues. These projects are a crucial component in ensuring that the LPCC continues to be positive, contributing asset to the Laramie community. Since 2010 improvements to the building have included new windows, improvements to the South Gym, roofing (3 sections), and a CDBG grant for new exterior doors.

Funding Request

The LPCC respectfully requests \$10,000 for FY16/17 for ongoing capital needs. This will further the development of three key initiatives; utilizing historical resources, facilitating economic development, and increasing recreational opportunities. These initiatives are directly in line with the 2007 Laramie Comprehensive Plan (LCP) put forward by the City of Laramie. As the County seat, the LPCC strongly feels that supporting these initiatives will also have a positive impact on Albany County as a whole. The LPCC will continue to provide the community quality entertainment, business opportunities, and recreational experiences by using the Outside Agency Funding to leverage operational funding and promote growth.

Since August 2010, the LPCC has been proactive in securing grant funding, maximizing the use of operational funds, and increasing the financial and patronage contribution from members of the Laramie community. Members of the community and surrounding areas will benefit both directly and indirectly through prospective building use and event participation. The 2007 Laramie Comprehensive Plan (LCP) outlined a number of goals that can be reached by supporting this request. The LCP stated:

- *The City of Laramie will be a community with pride in its appearance through the thoughtful conservation of the city's natural and historic resources.*(Laramie Comprehensive Plan, Chapter 1: Introduction)

The LPCC is a historical treasure located in the heart of the city of Laramie. With over 167,000 square feet, the building meets the needs of our low-income community members through Interfaith Good Samaritan and Head Start services, as well as students, artists, and entrepreneurs. In order to ensure the sustainability of this facility, the LPCC made preservation and restoration a top priority. Since 2010, the LPCC has secured over \$3.5 million in funding for advancements of the building. In 2010, the LPCC was awarded its first grant, the Historical Architectural Assistance Fund grant through the State Historical Preservation Office. This grant provided crucial analysis to further secure \$1,000,000.00 in funding through the Community Facilities Grant supported by the State Lands & Investment Board and the Wyoming Business Council for replacement of windows, a project which is on-going. In addition, over \$350,000 of grant funding, through the American Recovery and Reinvestment Act, was also utilized to preserve the building through a roof and lighting renovation. The LPCC has instigated revisions to the entire heating and cooling infrastructure to increase energy efficiency and conducted a series of environmental tests, containment, and abatement projects to increase safety. At the end of FY2011, total utility costs equaled \$130,000 versus \$77,800 at the end of FY2013 (a savings of \$55,200).

The efforts the LPCC has put in to conserve these natural and historical resources has resulted in increased tenant commitments and patron capacity, community and civic engagement, and the development of environmental analysis protocols. This includes opening up new rental spaces, providing more access to facility users, and promoting energy efficiency throughout the building. The LPCC will use the Outside Agency Funding to continue to preserve the building and provide a quality environment and infrastructure to members of the Laramie community and organizations.

- *The City of Laramie will be a community with an abundance of parks, open space, and recreational opportunities.*(Laramie Comprehensive Plan, Chapter 1: Introduction)

The LPCC has recognized the value of the facility's recreational space; creating and implementing strategic growth initiatives for the past two and a half years. This growth has been supported by an increase in facility usage, rental rates, and public access. Currently, the Laramie Head Start organization utilizes the South Gym 32 hours per week for recess opportunities, while the ACSD#1 uses the Kenny Sailors Gymnasium for behavioral and developmental classes. In addition, community recreation programs such as Zumba fitness, Kempo Karate, the Open School, Naughty Pines Roller Derby, and Laramie Shock Youth Basketball and Competitive League, and Rise Sports Training rent the gymnasiums on a daily basis. Not only do these programs increase patronage and income to the LPCC, but they also create a strong working relationship between the City of Laramie Parks & Recreation program to further develop programming and access for community members. This relationship was strengthened by the recent partnership to bring the City's pottery classes to the LPCC. Through a Wyoming Cultural Trust Fund Grant, the 7th Street Studio was established. The LPCC has entered into an agreement with the Albany County Campus of LCCC to offer community enrichment pottery classes for all ages through May 2016.

The theatre has also proved to be a strong community asset; engaging children, students, senior citizens, and professional talent. These artists provide valuable resources through community involvement and partnerships; including the University of Wyoming, Albany County Theatre, Laramie Dance Center, Laramie Young Actor's Studio and independent programs. The LPCC, and Laramie as a whole, has benefited greatly through these partnerships by generating additional revenue, increasing the entertainment calendar, and reaching a broader population through a variety of theatre programs.

The LPCC has received a number of requests to increase programming, host community events, and compensate for usage overflow from the City of Laramie Recreation Center. In order to meet these requests, the LPCC has allocated a significant amount of funding and management in order to make necessary infrastructure, recreational, and aesthetic upgrades. The LPCC wishes to enter in to partnership with Works of Wyoming to renovate a kitchen space for commercial use. This renovation will provide enrichment opportunities for citizens of Laramie for events such as classes, weddings, and parties as well as potential rental space. These upgrades not only ensure the space will be viable for continued use, they also supports long-term sustainability for the LPCC to remain a contributing member of the City of Laramie while assisting them to meet their goals of offering recreational opportunities to members of the community.

- *The City of Laramie will have strong and continuing economic prosperity.* (Laramie Comprehensive Plan, Chapter 9: Economic Development)

The LPCC has dedicated itself to Laramie's economic prosperity by creating new jobs to the community residents and supporting local occupational programs. Specific examples include the Community Business Center, the Wyoming Women's Business Center and Works of Wyoming, and the Laramie Plains Civic Center Gryphon Theatre. These components have facilitated economic development through rental income, sales tax, and increased business revenue. Moreover, the LPCC has collaborated and partnered with the Laramie Economic Development Corporation, Laramie Main Street, Experience Works, the Snowy Range Music Festival and the Albany County Tourism Board in order to increase and support local economic development. Over the past five years, the LPCC has partnered with Hospice of Laramie and DLBA to host Breakfast with Santa, an event that brought in over 1000 people to the North Gym. In 2013 and 2014 the LPCC also partnered with the Laramie IAFF Local 946 to bring the Fireman's Ball to the North Gym. The LPCC will continue to use the Outside Agency Funding to create job opportunities, hire local contractors and vendors, and participate in local business programs that directly support the economic prosperity initiative put forth by the City of Laramie. Moreover, the value of the building, which all citizens of Albany County have a vested interest in, has increased from \$1.55 million in 2010 to \$1.75 million in 2012, to \$2.25 million with the improvements from the third floor renovations (2015).

Implications

The LPCC continues to operate near 100% tenant capacity, supporting a full theatre calendar, and increasing recreational opportunities for members of the Laramie community. This is further emphasized through continued upgrades to facility infrastructure and programming. These upgrades include the renovation of sections of the roof and lighting, electrical capacity, phone/data/internet services, rehabilitation of the South Gym and Kenny Sailors Gymnasium, aesthetic upgrades, and asbestos testing and abatement.

While the LPCC has raised over \$3.5 million dollars in the last 5 years, it is important to consider that a major percentage of funding requires a cash match. Specifically, the aforementioned American Recovery and Reinvestment Act grant in the amount of \$283,000 (to assist in some roof repairs) required a \$27,000 cash match from the LPCC. The \$20,000 Wyoming Cultural Trust Fund Grant for the pottery study required a 100% match. Continuing to support these major projects requires the support of capital taken directly from the organization's operating budget. The LPCC has developed a strategic business plan in order to complete those projects but recognizes the urgency to support additional capital needs. These needs include emergency funding for plumbing, electrical, and environmental hazards; as well as project management and support, program development, and safety/security needs. It is critical to recognize that the LPCC houses a number of social service organizations that support the low-income and disabled members of the Laramie community. These organizations include Interfaith Good Samaritan, United Way of Albany County, Laramie Head Start, ACSD#1 Special Services, and Wyoming Coalition Against Domestic Violence and Sexual Assault. When the LPCC administration is faced with emergency maintenance costs, strains on its operational budget, or a lack of funding support from partners around the community, these organizations are directly impacted. These implications include a loss of valuable business time and income, ad-hoc repairs, or a reprioritization of funding.

The LPCC has provided a number of new opportunities to the Laramie community and given a new life to one of the City's most historic treasures. In order to ensure its viability for the future, it is necessary to begin strategic planning to leverage operational funding and promote long-term sustainability. The LPCC appreciates this opportunity to continue supporting the initiatives of the City of Laramie and looks forward to a prosperous relationship for both entities.

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

Balance Sheet as of December 31, 2015:

<i>Assets</i>	<i>Liabilities</i>	<i>Other Financial Information You Wish to Include:</i>
<p>Current: Cash: \$51,416.84 CDs , etc.: \$0.00 Receivables: \$(9,120.86) Other: \$ 1,017.00</p> <p>Fixed: Equipment: \$ 137,552.74 Building: \$ 4,606,675.00 Building Improvements: \$3,357,724.53 Less Depreciation: \$(6,136,208.08) Land: \$ 39,490.00 Other: \$ 9,381.91</p>	<p>Current: Payables: \$ 22,051.33 Withholding: \$ 0.00 Other: \$ 20,661.51</p> <p>Long Term: \$ 497,754.83 Promissory Notes: \$ 0.00 Mortgage: \$0.00</p> <p>Owner's Equity: \$ 1,560,174.25</p>	

SECTION V. Budget Information

Revenue

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	\$16,806.00	\$12,125.78	\$10,000.00
Albany County	\$0.00	\$0.00	\$0.00
United Way	\$0.00	\$0.00	\$0.00
Donors	\$0.00	TBD	TBD
Fundraisers	\$0.00	TBD	TBD
Interest	\$6.80	TBD	TBD
Other (Rent)	\$ 303,618.30	TBD	TBD
Other (Grants)	\$ 50,006.42	TBD	TBD
Other (Theatre)	\$ 103,890.63	TBD	TBD
Other (Facilities)	\$ 24,501.50	TBD	TBD
Total	\$ 498,829.65	TBD	TBD

Expense

	FY 2014-2015	FY 2015-2016	FY 2016-2017
Salary, Director	\$45,000.00	\$45,000.00	\$45,000.00
Salary, Other(s)	\$81,153.02	TBD	TBD
Benefits	\$15,665.60	TBD	TBD
Rent	N/A	TBD	TBD
Utilities	\$96,245.13	TBD	TBD
Client Service	\$5,159.14	TBD	TBD
Client Aid	\$12,894.48	TBD	TBD
Equipment	\$28,244.16	TBD	TBD
Other	\$15,066.97	TBD	TBD
Other	\$13,728.29	TBD	TBD
Other	\$12,980.70	TBD	TBD
Other	\$9,879.35	TBD	TBD
Total	\$121,147.80	TBD	TBD
	\$457,212.64	TBD	TBD

Section VI: Interim Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded? **\$12,125.78**

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. **\$2,503.55**
Date: June 2016

Briefly describe the impact that the FY 2015/2016 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?*

The Laramie Plains Civic Center, and the improvements therein, has the potential to impact 30,000+ residents of all demographics in Albany County as a place of business, social services, education, and recreation.

The Community Partnership Funding awarded in FY2015-2016 was used for the following projects and expenses:

- **Improvement**
 - Emergency doors for Phoenix Ballroom (grant match, life safety) \$4601.82
 - Ballroom floor refinishing (grant match) \$871.88
- **Building repair and maintenance**
 - Re-vented water heater and boilers \$ 2898.53
 - Head Start classrooms \$1250.00

Upcoming expenses:

- **Improvement**
 - Emergency Exit signs and lights (life safety) \$5000.00

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

Fiscal Year 2016-2017

LARAMIE REGIONAL AIRPORT BOARD

Operating the Airport on behalf of Albany County and
City of Laramie

SECTION I: *Cover Sheet*

APPLICANT INFORMATION

Organization Name:	Laramie Regional Airport
Contact Person:	Jack Skinner
Mailing Address:	555 General Brees Rd., Laramie, WY 82070
Phone:	742-4164
E-mail:	skinner@laramieairport.com
Web:	Laramieairport.com

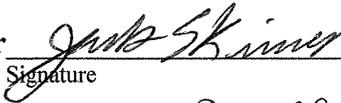
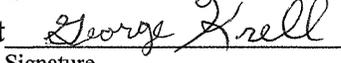
Type of Organization:
<input type="checkbox"/> Recreation/ Arts and Culture <input checked="" type="checkbox"/> Civic/Quasi Governmental
<input type="checkbox"/> Social Service <input type="checkbox"/> Other

Requested Amount for FY16/17: City \$ <u>119,435</u> County \$ <u>119,435</u>
--

Will this amount be used to leverage additional funds either through grants or other means?
X 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.
\$ <u>2,903,300</u> in <u>FAA and State Aeronautics Grants</u> <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>
\$56,250 for Airport Operations and Maintenance. \$63,185 to match FAA and Wyoming State Aeronautics grant funds. A more detailed description of how the Airport will use these funds is below in Section III.

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		Jack Skinner	February 11, 2016
	Signature	Print Name	Date
Board President		George Krell	February 11, 2016
	Signature	Print Name	Date

SECTION II: Organization History

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization’s Mission Statement.

Brees Field Airport was opened in late April 1934 and was built at a cost of approximately \$45,000. The first hangar, also built in 1934, is still utilized today. The Airport encompasses approximately 1,600 acres and includes two all-weather runways that can accommodate almost any size of aircraft. There are currently (2) daily commercial flights to and from Denver International Airport. Flights are provided by SkyWest Airlines flying as a United Express carrier, with **50-passenger jet aircraft**. Laramie Regional Airport is home to 40 based aircraft and provides services to many transient corporate and general aviation aircraft. The Brees Field Airport Board was formed in 1965 by the Laramie City Council and the Albany County Commissioners. The name of the Airport was changed to Laramie Regional Airport in December 1992. The purpose of the Laramie Regional Airport Board is to manage the business and affairs of the Laramie Regional Airport.

On November 4, 2012 SkyWest/United Express Airline began serving Laramie with twice daily service to and from Denver International Airport. Beginning February 1, 2015 SkyWest transitioned from 30-passenger turboprop aircraft to **50-passenger regional jets**. The Airport’s enplanement/deplanement numbers have increased dramatically in the last three years of service. The reliability and professionalism of SkyWest/United Express has greatly increased the traveler’s confidence in using Laramie Regional Airport. This is a huge improvement over previous years, and the Airport’s return to 10,000 plus boardings enables us to qualify for the \$1,000,000 in guaranteed FAA grant funds that are used for capital improvements. The FAA grant funds are 93.75% federal funding – the remaining 6.25% come from State and Local funds. Reliable air service provides great economic benefits to this community.

The mission of the Laramie Regional Airport is to provide a safe and secure facility for the benefit of the commercial and general aviation community by providing; services, professional staff, coordination and cooperation with the Federal Aviation Administration, Wyoming State Aeronautics Division, Laramie City Council, and the Albany County Commissioners.

Organizational Structure

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

Airport Board:	Term Expires
George Krell	Chairman Dec. 31, 2016
Wes Bressler	Vice Chairman Dec. 31, 2020
Tim Stamp	Secretary Dec. 31, 2017
Aaron Maddox	Treasurer Dec. 31, 2018
Chet Lockard	Board Member Dec. 31, 2019
Airport Manager: Jack Skinner	

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

This coming fiscal year (2016-2017) the Airport is requesting \$119,435 from each entity (County and City).

For FY 2015-2016 – Albany County appropriated \$115,750 for the Airport – City of Laramie appropriated \$96,324. The Airport requested \$122,000 from each entity for FY 2015-2016.

A breakdown of funds requested is as follows:

(1) \$56,250 from each entity for Daily Operations – This funding will assist the Airport in providing a safe flying environment for the traveling public. The \$56,250 request helps support an operating budget of \$1,593,403 – approximately 3.5% of the operating budget. Commercial service airports are required, by the FAA, to maintain the airfield to specific safety standards that enable Airlines to land at their facilities. The FAA standards require the Airport have highly trained staff in Airport Operations, Aircraft Firefighting, Emergency Response, and Aircraft Fueling. The Airport is also required to have and maintain equipment (Airport Fire Trucks and Airport Snow Removal) to insure a safe airfield. The FAA will assist with funding the acquisition of this equipment but it is the Airport’s responsibility to use and maintain the equipment. These costs (training and maintenance) continue to increase every year. With the improvements the Airport has made in the last several years – entrance road/parking lot, and electrical enhancements to the terminal building to accommodate the new airline - the Airport’s utility expenses have increased substantially. The electrical upgrades to the terminal were needed to provide SkyWest/United Express Airline with a facility that could accommodate the larger aircraft that is now serving Laramie. These improvements greatly enhance the reliability of the airline. The Airport completed a new “General Aviation Terminal” building in the summer of 2015. This building is the aviation gateway to Laramie and Albany County. This new facility is a huge improvement for the Airport and the community.

(2) The Airport has secured five grants for capital improvements during fiscal year 2016-2017 that require local matches.

The Airport requests \$63,185 from the City and \$63,185 from the County to match grants.

The five Capital Improvement Projects (grants) secured by LRA for FY 2016-2017 are listed below.

(1) Rehabilitate Commercial Apron (Construction) – 93.75% Fed Fds - 3.75% State - 2.5% Local
FAA Funds: \$1,800,000; State Funds: \$72,000; Local Funds \$48,000; Total Funding: \$1,920,000

(2) Expand Commercial Terminal Phase I – 93.75% Fed Fds - 3.75% State - 2.5% Local
FAA Funds: \$520,000; State Funds: \$20,800; Local Funds \$13,867; Total Funding: \$554,667

(3) Rehabilitate Runway 03/21 (Design Only) – 93.75% Fed Fds - 3.75% State - 2.5% Local
FAA Fds - \$300,000; State Fds - \$12,000; Local Fds - \$8,000; Total Funding - \$320,000

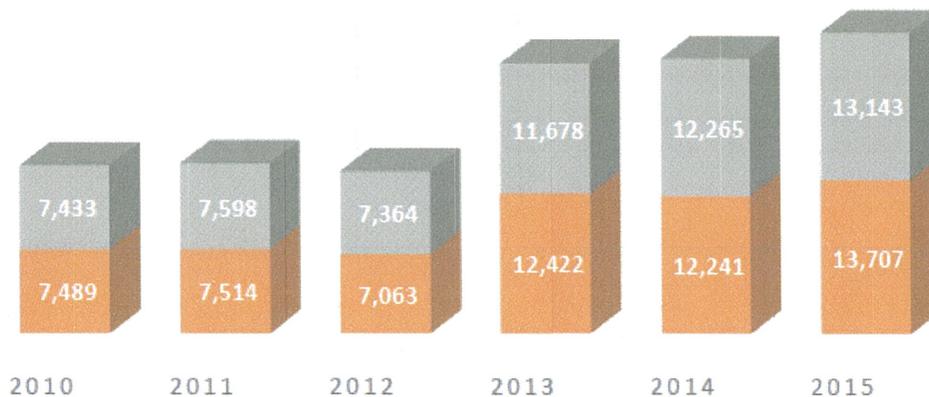
(4) Mark Runway 03/21 – 90% State; 10% Local
State Funds - \$112,500; Local Funds \$12,500; Total Funding - \$125,000

(5) Expand Commercial Terminal (Design) – 60% State – 40% Local
State Funds - \$66,000; Local Funds - \$44,000; Total Funding - \$110,000

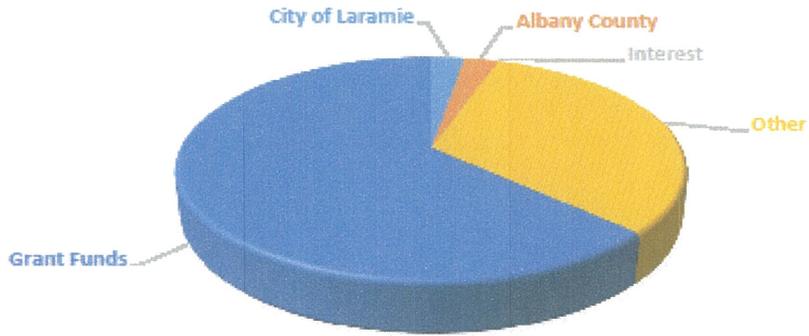
Five Capital Improvement Projects - Project Improvements Total: \$3,029,667
Local Match Requirement: \$ 126,370
\$63,185 from the County AND
\$63,185 from the City

ENPLANEMENTS & DEPLANEMENTS

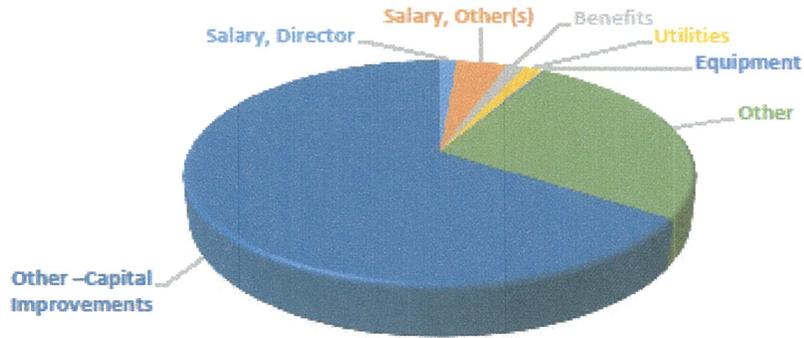
■ Enplanements ■ Deplanements



FY 2016-2017 FUNDING REQUESTS



EXPENSES FY 2016-2017 (BUDGETED)



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

Balance Sheet as of December 31, 2015:

<i>Assets</i>	<i>Liabilities</i>	<i>Other Financial Information You Wish to Include:</i>
<p>Current:</p> <p>Cash: \$401,200 CDs , etc.: \$103,326 Receivables: \$ 8,084 Inventories: \$ 63,849</p> <p>Fixed:</p> <p>Property, Plant, And Equipment: \$26,827,122 Less Deprec: -12,648,872</p>	<p>Current:</p> <p>Payables: \$8,738 Withholding: \$7,815</p> <p>Long Term: Promissory Notes: \$702,547 Mortgage:</p> <p>Owner's Equity: \$14,035,609</p>	<p>Cash Earmarked:</p> <p>(1) \$88,423 held for Loan Payment to SLIB Jan. 2016</p> <p>(2) \$10,000 held for insurance reserve</p> <p>(3) \$175,000 held to complete FY 2015- 2016 Capital Improvement Projects</p>

SECTION V. Budget Information

Revenue

	FY 2014-2015	FY 2015-2016 (budgeted)	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	94,692	96,324	119,435
Albany County	115,000	115,750	119,435
United Way			
Donors			
Fundraisers			
Interest	639	600	400
Other – Multiple Rev. Streams	1,444,510	1,504,040	1,480,500
Other (Grant Funds)	1,807,085	1,692,748	2,903,300
Other			
Other			
Total	3,461,926	3,409,462	4,623,070

Expense

	FY 2014-2015	FY 2015-2016 (budgeted)	FY 2016-2017 (proposed)
Salary, Director	59,016	61,967	61,967
Salary, Other(s)	166,279	175,827	178,000
Benefits	66,297	63,915	67,000
Rent			
Utilities	66,263	67,000	68,500
Client Service			
Client Aid			
Equipment	7,236	15,000	12,000
Other	1,091,264	1,191,848	1,205,936
Other –Capital Improvements	2,305,283	1,631,929	3,029,667
Other			
Other			
Total	3,761,638	3,207,486	4,623,070

Section VI: Interim Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded?

\$ 212,074
County Funds Awarded \$115,750
City Funds Awarded \$96,324

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 2015/2016 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?*

The Airport continues to experience growth. The success of SkyWest/United Express Airline in 2015 is evident in the number of passengers that came through Laramie Regional – Total passengers (enplanements & deplanements) were 26,850 – a new high for LRA. Of the ten commercial service airports in the State of Wyoming, LRA experienced the second highest percentage growth in the State. Good quality air service continues to be a positive in this community and is a great economic benefit to Laramie. The Airport has also shown a large increase in jet fuel sales in 2015 – a total of 292,425 gallons sold – also a new high for LRA. The new general aviation terminal “Cowboy Aviation” has had a positive impact with Corporate and General Aviation pilots.

The Airport secured several grants during FY 2015/2016. The Airport was successful in obtaining FAA funding (\$178,845) for design of the rehabilitation of the concrete apron. The Airport also secured three WYDOT Aeronautics grants in FY 2015/2016 – (1) \$306,000 in State funds to Seal Coat and Mark runway 12/30 and the associated taxiways; (2) \$184,000 to complete the landscaping, fencing, and parking for the new “Cowboy Aviation” facility; and (3) \$427,500 to acquire much needed snow removal equipment for the Airport. As you can see, LRA has been quite successful in leveraging City and County funds to obtain these important Federal and State grants. Without your continued support it would be difficult to continue to complete these much needed capital improvements at Laramie Regional Airport.

SECTION I: *Cover Sheet*

APPLICANT INFORMATION

Organization Name:	ALBANY COUNTY PUBLIC LIBRARY
Contact Person:	Cindy Moore
Mailing Address:	310 S. 8th St. Laramie, WY 82070
Phone:	307-721-5565
E-mail:	cmoore@albanycountylibrary.org
Web:	www.albanycountylibrary.org

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

Requested Amount for FY16/17: City \$ <u> \$30,000.00 </u> County \$ <u> </u>

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.
\$ <u> 100,000 </u> <input checked="" type="checkbox"/> Estimated <input 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>
The funds from City of Laramie will be used to replace some of the funding that we will not be receiving that function for operations in our library. We understand the funding deficits will be clarified after this legislative session and find their way into our city and county. Funding received from the county specifically goes toward operations of the library. We normally get our book and material funding from other entities, but with tightening our belts our main objective will be to hold onto staff and keep the library doors open. This deficit hits all of Wyoming hard but particularly in our county where funding has always been minimal. We have begun to restrict all purchasing and hiring is frozen to compensate for the reduction. One third of the City of Laramie money will be used to keep new books on our shelves fulfilling our mission and commitment to our residents.

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 brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

The Albany County Public Library's mission is to enhance the quality of life in Albany County by offering access to a diverse collection of materials, being a key partner in education, and offering community-based programs through its professional and friendly staff.

The library, founded in 1887, was first housed in rooms in business buildings; in 1906, it moved to the Carnegie Building, which is now used by the City of Laramie. It has been in its current building since 1981. In addition to reading, listening and viewing materials, the library provides reference services, programs for all ages, deliveries for the homebound, tax forms and free preparation in partnership with the ACPL Foundation and the United Way of Albany County, community spaces, computer and Internet access, online databases and resources, and downloadable books.

More than 25,483 Albany County residents have library cards; the vast majority of whom reside in the City of Laramie. The library recorded 135,635 visits in 2014; this is an ever-increasing number. During the past year, 192,117 items were checked out. The library's computer terminals saw over 24,000 uses. The library and the branches hosted 912 programs throughout the year. Additionally, ACPL is second in the state for e-Book checkouts at more than 10,172 checkouts. Only Laramie County Public Library has more e-Book checkouts.

Organizational Structure

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

Kristine Utterback, 2012-2018, Chair

Diana Shelton, 2011-2017, Vice-Chair

Jo-Carol Ropp, 2013-2016, Secretary and Treasurer

Open 2014-2017, Board Member

Open, 2014-2017, Board Member

County Librarian: Cindy Moore, 2013-Present

The Albany County Board of Commissioners appoints the board of directors; terms run from July to June. Trustees may serve up to two three-year terms.

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

Albany County Public Library requests a total of \$30,000 from the City of Laramie. This is a decrease from previous years. With the knowledge that all governmental entities are experiencing reductions, including the library which will have a decreased budget, we have lowered our previous request. The Albany County Public Library Foundation has also experienced a reduction due to the declining value of their investments. This puts the library in a precarious position. We will struggle to meet salaries and to keep the doors of the library open. We will use \$10,000 of the \$30,000 for materials: which will support and enhance the library's collection, including books, movies, games, music, audiobooks, eBooks and Playaways.

The remaining \$20,000 will help to support the library operations; library and office supplies; postage, mailing supplies, electronic tags, paper, ink, various types of tape, cases for electronic materials, book covers, bar codes, utilities (electric, heating, telephone and Internet), snow removal, janitorial services, printer maintenance contracts, vehicle maintenance and insurance and elevator services.

There will be no staff expansion during the next year and we have recently eliminated one full time position. No positions will be filled when we experience attrition. We are looking at reductions of all costs within the library. Our goal is to keep all current staff and keep the doors of the library open 6 days per week. The Albany County Public Library is committed to serving our community as an open community space, providing materials, information and programming. We are an active and well used library beyond our means.

During the budget deficit we will strive to maintain library functions without increasing numbers in collection, staff or programming. Core library activities will be materials, information, programming, Internet use and facility maintenance.

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

Balance Sheet as of December 31, 2015: Please see attached Balance Sheet

SECTION V. Budget Information

Revenue

	FY 2014-2015 (actual)	FY 2015-2016 (anticipated)	FY 2016-2017 Funding Request(s) to the City and County (wild guess)
City of Laramie	\$14,920.87	\$12,730.89	\$30,000.00
Albany County	\$884,954.45	\$950,770.51	\$750,000.00
United Way	0.00	0.00	0.00
Donors	\$11,547.57	\$10,655.43	\$9,120.00
Fundraisers	0.00	0.00	0.00
Interest	\$584.51	\$613.26	\$600.00
Other (fines, fees, services)	\$14,068.07	\$15,757.80	\$16,500.00
Other (ACPL Foundation)	\$58,500.00	\$59,500.00	\$57,000.00
Other (Friends of the Library)	\$46,000.00	\$47,800.00	\$40,000.00
Other (misc.-reimbursements, CC bonuses, etc.)	\$851.50	\$1,910.11	\$1,500.00
Total	\$1,031,426.97	\$1,097,238.00	\$904,720.00

Expense

	FY 2014-2015 (actual)	FY 2015-2016 (anticipated)	FY 2016-2017 (wild guess)
Salary, Director	\$58,000.03	\$63,220.00	\$63,220.00
Salary, Other(s)	\$489,113.42	\$595,850.00	\$500,000.00
Benefits	\$210,334.03	\$250,120.00	\$200,000.00
Rent	0.00	0.00	0.00
Utilities	\$28,635.96	\$27,150.00	\$30,000.00
Client Service (programs)	\$35,581.37	\$17,000.00	\$10,000.00
Client Aid	N/A	N/A	N/A
Equipment	\$5,304.11	\$4,500.00	\$4,500.00
Other (Operations)	\$79,121.83	\$74,409.00	\$62,000.00
Other (Materials)	\$67,434.83	\$64,989.00	\$35,000.00
Other (Centennial building addition)	\$11,799.59	0.00	0.00
Other			
Total	\$985,325.17	\$1,097,238.00	\$904,720.00

Section VI: Interim Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded? \$ 12,730.89

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. \$ 5,090.00
Date: 6/30/2016

Briefly describe the impact that the FY 2015/2016 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?*

The Albany County Public Library serves all city (32,081) and county residents (5,955), regardless of income, age, race etc. We had an additional 4,201 users come in from around our state and unknown numbers of users from other places in the United States. This year ACPL started three highly successful growing programs and continued our Summer Reading Program:

- International Movie showings (weekly)
- Gaming Nights (weekly) with numbers growing each week.
- A Seed Library. This has been in preparation for one year with a grand opening on April 2, 2016. This is additionally a partnership with Feeding Laramie Valley, The Laramie Food Group and Laramie Garden Club and is serving as a prototype for others within the state.
- Summer Reading Programs (continued)

Funding from the City of Laramie allowed us to have two professional performers come to our Summer Children's Programs for summer of 2015 and for this coming summer of 2016, advertising for adult and children's programming, supplies and snacks for our programs for a total of \$6,365.45. We have used (or will use) \$4,042.06 for purchasing reading materials and \$2,323.39 for purchasing non-fiction or reference materials. Without these funds, the library could not have provided as many of the programs, materials, and

reference materials that the community not only wants, but needs. The remaining funds from this year's allocation will be used for our continuation of Summer Programming and the above stated programs and for reading materials for the library.

We have used City of Laramie funding to leverage grant funding from:

- Union Pacific foundation, \$5000.00 for materials
- Wyoming Community Foundation \$3000/00 for Books
- Guthrie Family Foundation \$6,500 for eBooks.
- Individual donations: Adopt-A-Magazine, undesignated, Programming \$2,469.84
- Laramie Local Food Group \$25.00
- Laramie Garden Club \$500.00
- Laramie Film Society. \$225.00

Albany County Public Library
Balance Sheet
As of December 31, 2015

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
FIB - Flex Spending Account	94.33
Money Market	3,520.20
Operating Checking	44,243.76
PayPal	1,945.08
Petty Cash	400.00
WSL	
Alby AABooks	344.41
Alby AAGrant FINRA	15.62
Alby Adult	2,804.98
Alby Centennial	223.99
Alby Juvenile	1,085.13
Alby LP	136.32
Alby RockRiver	139.20
Alby YA	437.31
Total WSL	5,186.96
Wyo Star	9.52
Total Checking/Savings	55,399.85
Accounts Receivable	
1200 - Accounts Receivable	4,337.28
Total Accounts Receivable	4,337.28
Other Current Assets	
Credit cards pending	601.45
Prepaid Expenses	
Contra - Prepaid FSA Insurance	19,191.32
Prepaid FSA Insurance	-19,096.78
Total Prepaid Expenses	94.54
Reimbursements	
ACPLF Reimbursements	1,529.38
WSL Reimbursement	-3,919.73
Total Reimbursements	-2,390.35
Undeposited Funds	49.95
Total Other Current Assets	-1,644.41
Total Current Assets	58,092.72
TOTAL ASSETS	58,092.72
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Ace Hardware	338.02
ACPE VISA 6574	2,869.66
ACPE VISA 6988 Book Orders	4,111.41
Staples	651.02
Total Credit Cards	7,970.11
Other Current Liabilities	
Collections for Other Libraries	-466.57

SECTION I: *Cover Sheet*

APPLICANT INFORMATION

Organization Name:	Albany County Public Library Foundation
Contact Person:	Caitlin White
Mailing Address:	310 S. 8th St. Laramie, WY 82070
Phone:	307-721-2580 x5456
E-mail:	cwhite@albanycountylibrary.org
Web:	http://www.albanycountylibrary.org/foundation

Type of Organization:
<input type="checkbox"/> Recreation/ Arts and Culture <input type="checkbox"/> Civic/Quasi Governmental
<input type="checkbox"/> Social Service <input checked="" type="checkbox"/> Other: The Albany County Public Library Foundation is a charitable giving institution. Its sole charity is the Albany County Public Library.

Requested Amount for FY16/17: City \$4,000 County \$4,000
--

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.
\$4,000 <input checked="" type="checkbox"/> Estimated <input 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 will be used to support the Albany County Earned Income Tax Credit Campaign in 2017. This program provides free income tax preparation for Albany County households with low and moderate incomes. Sessions are held at the main branch of the library starting late January and ending April 15. We expect to complete between 700-750 tax returns, all at no charge, saving residents approximately \$100,000 in tax preparation fees. Additionally, we expect the total of refunds to be \$800,000-\$1,000,000. These refunds are then spent throughout the community on such necessities as food, clothing, housing, transportation; meaning the city and county will see most of this money coming back in the form of increased business and increased sales tax receipts - perhaps as much as \$20,000 (2% of one million dollars).

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 Caitlin White Caitlin White 2/16/16
Signature Print Name Date

Board President [Signature] John M. Burman 2/16/16
Signature Print Name Date

SECTION II: Organization History

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

The Albany County Public Library Foundation was established in 1978 with a mission to generate funds through gifts, endowments, memorials, and special programs in order to improve the Albany County Public Library in perpetuity through specific programs, direct financial assistance, and community outreach. The first major task of the Foundation was raising funds to help pay for the construction of a new library in 1981. Since accomplishing this goal, the Foundation has concentrated its efforts on helping to fill gaps in the library's budget. Examples of the way the Foundation has helped the library include: building an endowment currently valued at \$1.92 million to ensure the long-term financial well-being of the library; making annual contributions to the library to support existing needs (\$60,000 in FY16); purchasing a new van for the library in 2006; and partnering with the county to fund building improvements like an air conditioning system and a new parking lot.

One of the most notable contributions the Foundation has made is launching the free income tax filing program in 2005. The three primary goals of the Albany County Earned Income Tax Credit Campaign are to, (1) inform the general public about the Earned Income Tax Credit and other tax credits that benefit low and low-to-moderate income taxpayers, (2) to provide free income tax preparation assistance to these same taxpayers, and (3) to provide unbanked clients with the opportunity to obtain a checking account using their federal tax refund to open the account. Since its inception, the program has served thousands of Albany County residents, saved residents thousands in tax filing fees, and resulted in millions in returned dollars to the community.

Organizational Structure

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

- John Burman, President (term expires 2018)
- Teresa Jensen, Vice President (term expires 2016)
- Cecily Goldie, Secretary (term expires 2017)
- Rajeev Patel, Treasurer (term expires 2018)
- Barbara Chatton, Director (term expires 2017)
- Lindsay Hoyt, Director (term expires 2016)
- Paul Irish, Director (term expires 2018)
- Audrey Kleinsasser, Director (term expires 2017)
- Stephen Williams, Director (term expires 2016)

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

Background and History

In 2005, the Albany County Public Library Foundation started to sponsor an Earned Income Credit Tax (EITC) Campaign and since then has helped residents complete approximately 6,000 tax returns. The campaign has three primary goals: (1) to inform the general public about the EITC and other federal tax credits that assist low-to-moderate income households, (2) to provide free income tax preparation assistance to low-to-moderate income wage earners and (3) to help people correctly enter information on their form 1040 about the Earned Income Tax Credit, Child Tax Credit, the Affordable Care Act and other tax provisions that benefit low and moderate income taxpayers.

Since the start of the free income tax preparation service, it has grown from filing 200 returns in 2005 to a high of filing 711 federal returns. In 2015, the program generated 826 federal, state, amended, and past year returns. We continue to anticipate similar numbers due to a variety of factors including the complexity and confusion surrounding the Affordable Care Act, and the loyalty of repeat customers. The refunds obtained by the patrons of this service in 2015 totaled \$845,089 from federal and state refunds. This money is spent locally to pay for food, rent, housing and other essentials. Some of this money comes back to the community in the form of increased sales tax receipts, which improves the community and supports local businesses. The number of returns processed by the program equals almost 5% of all the households in the county. Simply put, the Albany County Earned Income Tax Campaign has become an integral part of services offered to low-to-moderate wage earners in Albany County. The return on investment for local government from this program is easy to measure. Because the tax refunds obtained from this program are mostly spent right here in the City of Laramie and Albany County, there is a direct correlation between the refunds obtained from the program and local sales tax revenue.

Even those people who correctly file returns with a paid preparer can benefit from this program. Fees for professional preparation services range from \$75 to \$400. Low-to-moderate income taxpayers can save this fee by using the EITC Campaign. For some, this would equal one month's rent in a subsidized apartment or the lot fee at one of the county's many mobile home parks. We estimate our clients save about \$125,000 in unnecessary tax preparation fees.

Benefit to Community

This program is important to the community because it addresses a need, as many individuals and families in Albany County earn a low to moderate income and are unable to pay for professional tax filing assistance. The Earned Income Tax Credit encourages and rewards work, offsets federal payroll and income taxes, and helps to meet basic needs. The EITC is among the nation's strongest tools to promote work and help workers escape poverty and achieve self-sufficiency. In 2012, 41,000 Wyoming households received the EITC.

In addition, the program is able to assist community residents who may have below average reading skills because of a disability or from being undereducated. Even educated persons may find the income tax instructions to be difficult to understand. For instance, the instructions for the form 1040EZ are now 42 pages and 240 pages for the form 1040.

As noted, the program benefits the community by assisting families and individuals in receiving an accurate tax refund. Refunds provided to tax filers who use the program is money that is spent locally to pay for necessities. This program provides a needed service to the community because the program's trained tax preparers help families help themselves to move forward. Families and individuals commonly use the refund to open a bank account, pay bills, or receive job training. In fact, the EITC is currently the single most successful federal program in terms of moving people out of poverty.

The free tax preparation program provides needed financial education to the community, especially during times where legislation causes big changes to tax filing. We are seeing one of these significant changes now in tax filing with the implementation of the Affordable Care Act. The ACA is expected to make tax filing more complicated and to take a longer period of time for families and individuals. Because of this change, we expect to have an increase of participants this year who are seeking assistance in order to avoid making an error in this area.

Program Structure

In the 2016 tax filing season, and in subsequent years, the Albany County EITC campaign will include the following:

1. A free tax preparation site at the main branch of the public library that will be open to the general public 22 times during the tax season. Each session will last four hours. Six stations are set up to serve clients – meaning that six households can be served simultaneously.
2. The program director has over 25 years experience doing returns for low-to-moderate income taxpayers. This year, two University of Wyoming professors from the Accounting Department will also be assisting with supervising the program. Well-trained volunteers, most of whom are UW accounting or law students, staff the program. These volunteers are supervised by the program director and contributed approximately 1,200 hours of volunteer service to the program.
3. Posters and fliers will be placed in local establishments frequented by low-income taxpayers. Examples include local stores, laundromats, and churches. Notices and advertisements will be placed in many of the local media outlets. Fliers will be distributed at schools and community agencies.
4. This project is ongoing and aimed at taxpayers with household incomes of \$60,000 or less. On most nights, 35-50 people come to the library for help filing their tax return, meaning it assists a good portion of the community residents.

Partners

The Albany County Public Library Foundation works in close partnership with the United Way of Albany County and other partners. The Foundation serves as the fiscal agent for the program, while the United Way of Albany County implements and oversees the program. Funding from the City of Laramie and Albany County is used to leverage additional funds from other organizations that partner with the program. Other partners include:

1. Albany County Public Library – Serves as the site host.
2. IRS – Provides software, training, training materials, promotional materials, and technical assistance.
3. University of Wyoming College of Business – Provides \$1,000 in funds and volunteers.
4. UW Department of Accounting – Provides volunteers and site coordination.
5. University of Wyoming College of Law – Provides \$500 in funds and volunteers.
6. First Interstate Bank – Provides \$2,500 in funds and limited in-kind donations.

Funding Request –

In 2017, funds will be used for the following:

The total cost of running the program in 2017 will be \$10,500, of which ACPLF is requesting \$4,000 from the City of Laramie and \$4,000 from Albany County through the Community Partners Program. The Foundation will seek the balance of the needed funds for the program through grants and donations from new or existing partners. A breakdown of the budget for 2017 is included below:

1. \$3,300 – Staff/Administrative Costs: This item includes a portion of the salary for the program's director. The bulk is already included in his salary as executive director of the United Way of Albany County.
2. \$3,500 – Advertising: Marketing placement in local media outlets including newspaper and radio.

3. \$1,200 – Site Coordinator/Intern Costs: The program plans to pay three University of Wyoming accounting students to serve as site coordinators and interns. They will assist the project director in all aspects of the program.
4. \$800– Equipment: This item is to purchase necessary equipment for the program that needs to be upgraded. This equipment mainly include technology related items such as laptops, power cords, mice, and printers.
5. \$900 – Office/Program Supplies: This item pays for office supplies to be used at the free tax preparation site, including printing paper, printer toner, envelopes, staplers, staples, and pens.
6. \$500 – Promotional Materials: This item is to purchase promotional materials including fliers, posters, paycheck stuffers, and educational material on the benefit of the Earned Income Tax Credit. These will be targeted at potential users of the free tax site.
7. \$300 – Training Costs: This item is for the purchase of training session supplies for prospective tax preparation volunteers including refreshments, volunteer packets, and display materials.

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

See attached.

SECTION V. Budget Information

Revenue

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	615	1,033	4,000
Albany County	4,000	1,000	2,000
United Way	N/A	N/A	N/A
Contributions	26,717	20,940	25,000
Fundraisers	1,640	1,600	25,000
Interest	30	10	20
Other – Grants	17,000	0	20,000
Other – Dividends/Gains	175,219	57,176	50,000
Other – Misc.	600	0	1,500
Other	N/A	N/A	N/A
Total	225,821	81,759	125,520

Expense

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Estimated
Salary, Director	39,219	9,796	23,660
Salary, Other(s)	20,936	5,694	12,000
Benefits	N/A	4,782	12,000
Rent	N/A	N/A	N/A
Utilities	N/A	N/A	N/A
Client Service	N/A	N/A	N/A
Client Aid	N/A	N/A	N/A
Equipment	0	1,033	1,000
Other	2,497	4,505	15,000
Other	5,763	1,000	8,000
Other	19,409	17,416	18,000
Other	61,102	34,072	60,000
Total	148,926	78,298	149,660

Section VI: Interim Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded?

\$\$1,000 (Albany County), \$1,033 (City of Laramie)

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 2015/2016 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?*

Number of persons served:

In 2015, the Albany County Public Library Foundation served 702 households through its free income tax preparation program. We estimate assisting over 1,500 individuals if you count all members of a household. This translates into almost 4.1% of the Albany County population.

Demographics of the people served:

Approximately 40% of the people we served in 2015 were students at the University of Wyoming, Wyotech or LCCC. More than 50% - 461 filers – filed a return using the single filing status. All of our patrons had a household income of under \$60,000. We served people of all races, ages, and backgrounds.

Were we able to meet our goals:

Our goal for the 2015 tax season was to serve at least 650 Albany County households. In fact, we successfully completed 826 tax returns in 2015. Additionally, we helped dozens of other people with tax filing information.

Describe the overall impact of these funds on your program, project or organization:

The free tax preparation service provided by the ACPL Foundation is grateful for the funds we receive from the City of Laramie and Albany County. As you can see, the program continues to gain in popularity and provide a

valuable service to our community. Without such funds, this program would cease to function, leaving a void for free tax preparation assistance for community members who rely on the service. These funds allow the program to have a trained and IRS-certified tax preparation site coordinator; provide professional experience and a hands-on environment for volunteers; allow for successful advertising; and sustain a needed and necessary community program.

Did your agency use Community Partner funding to leverage additional funds, either through grants or other means?

The ACPL Foundation was able to leverage additional funds through a grant from First Interstate Bank of Wyoming, UW College of Business, and UW College of Law. It was also able to gain a new partner with the UW Department of Accounting.

ALBANY COUNTY PUBLIC LIBRARY FOUNDATION, INC.
Statement of Financial Position
As of December 31, 2015
FINAL

Dec 31, 15

1	ASSETS	
2	Current Assets	
3	Checking/Savings	
4	PayPal	1,153.18
5	FIB Checking 32516	11,450.61
6	Petty Cash	89.92
7	FIB Tax Program Checking	5,699.99
8	FIB CASH EQUIVALENTS	
9	Endowment Challenge	925,440.89
10	Foundation Trust	744,492.82
11	FIB CASH EQUIVALENTS-RESTRICTED	
12	FIB 17J Love-RESTRICTED	34,427.06
13	FIB 17I Simpson-RESTRICTED	3,642.14
14	FIB 17F Milstead-RESTRICTED	117,359.51
15	FIB 17D Chatton-RESTRICTED	8,756.89
16	FIB 17B CrewBook-RESTRICTED	12,712.78
17	FIB 17H Russin-RESTRICTED	16,421.72
18	FIB 17G Pence-RESTRICTED	11,853.48
19	FIB 17E Miller-RESTRICTED	2,421.07
20	FIB 17C Cook-RESTRICTED	7,259.18
21	FIB 17A Asplund-RESTRICTED	7,940.41
22	Total FIB CASH EQUIVALENTS-RESTRICTED	<u>222,794.24</u>
23	Total FIB CASH EQUIVALENTS	<u>1,892,727.95</u>
24	Total Checking/Savings	<u>1,911,121.65</u>
25	Accounts Receivable	
26	Receivables	<u>1,252.62</u>
27	Total Accounts Receivable	1,252.62
28	Other Current Assets	
29	Undeposited Funds	<u>8,732.00</u>
30	Total Other Current Assets	<u>8,732.00</u>
31	Total Current Assets	<u>1,921,106.27</u>
32	TOTAL ASSETS	<u><u>1,921,106.27</u></u>

ALBANY COUNTY PUBLIC LIBRARY FOUNDATION, INC.

Statement of Financial Position

As of December 31, 2015

FINAL

Dec 31, 15

33	LIABILITIES & EQUITY	
34	Liabilities	
35	Current Liabilities	
36	Credit Cards	
37	Mastercard	416.41
38	Total Credit Cards	<u>416.41</u>
39	Total Current Liabilities	<u>416.41</u>
40	Total Liabilities	416.41
41	Equity	
42	Unrealized Gains/Losses - Op.	50,486.35
43	Unrealized Gains/Loss - Inv.	-25,971.16
44	Unrealized Gain/Loss - Match	-51,211.04
45	Unrestricted Net Assets	1,026,023.22
46	Temporary Restricted Net Assets	14,930.14
47	Permanent Restricted Net Assets	821,113.01
48	Retained Earnings	75,556.13
49	Net Income	<u>9,763.21</u>
50	Total Equity	<u>1,920,689.86</u>
51	TOTAL LIABILITIES & EQUITY	<u><u>1,921,106.27</u></u>

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

Fiscal Year 2016-2017

Southern Wyoming
Retired & Senior Volunteer
Program

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	Southern Wyoming Retired & Senior Volunteer Program
Contact Person:	Kim D. Maes
Mailing Address:	3304 Sheridan Street, Cheyenne, WY 82009
Phone:	(307)634-7787
E-mail:	rsvp_kmaes@vcn.com
Web:	www.cheyennehousing.org

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

Requested Amount for FY15/16: City <u>\$1,000.00</u> County <u>\$1,000.00</u>
--

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.
<u>\$35,580.00</u> <input type="checkbox"/> Estimated <input checked="" type="checkbox"/> 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: City of Laramie and Albany County Funds will be used as leverage for a Senior Corps Grant from the Corporation for National and Community Service. Leverage funds are used to support RSVP Volunteers by providing insurance for the volunteer, mileage/meal/transportation reimbursement and on-going recognition. In supporting the volunteer, the volunteer is able to support the community much easier through service.

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	<u>Kim D. Maes</u> Signature	<u>Kim D. Maes</u> <u>2/15/16</u> Print Name Date
Board President	<u>Maynard Richmeier</u> Signature	<u>Maynard Richmeier</u> <u>2/15/16</u> Print Name Date

SECTION II: *Organization History*

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

The mission of Southern Wyoming Retired & Senior Volunteer Program (RSVP) is to provide people over the age of 55, volunteer opportunities within their communities, enriching the lives of the volunteer and encouraging volunteers to help by sharing their experiences and life-long learning. RSVP originated nationally in 1972 and began in Southern Wyoming 39 years ago. Southern Wyoming RSVP Members volunteer in 8 Wyoming Communities which include – Lincoln, Uinta, Sweetwater, Carbon, Albany, Laramie, Platte and Goshen. Sponsored by the Cheyenne Housing Authority and governed by a Board of Commissioners that includes five, Mayor appointed, community representatives and advised by RSVP Groups located in each of the funding communities. The RSVP Program strives to serve the needs of each community. Funding for the project comes from a grant through the Corporation for National Service (Federal), cities and counties of Wyoming, a planned giving program, fundraisers, and assorted grants. Funds from the City of Laramie and Albany County are used as Local Match Money (required 30% match from local sources in order to receive Federal Funding) which goes to the senior volunteers as benefits which include recognition, mileage, meal reimbursement and insurance coverage. 205 men and women age 55 and better gave over 28,338 hours of their time and talent annually for the Wyoming Communities listed above, saving our communities an estimated \$653,757.66. In the City of Laramie and Albany County 19 volunteers, average age of 75, gave 2,605 hours during the past year at 10 locations saving the community \$60,097.35. (Volunteer hourly rate is based on a research study by the Independent Sector. The estimated dollar value of volunteer time is \$23.07 per hour for 2015.)

Organizational Structure

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

CHEYENNE HOUSING AUTHORITY

BOARD OF COMMISSIONERS (5 YEAR TERMS)

Maynard Richmeier – Chair
P.O. Box 2582
Cheyenne, WY 82003
Phone: 630-2755
Email: mjrconstruction1@aol.com
(Term Ends 10/1/2017)

Tricia S. Crilly
3726 McComb Avenue
Cheyenne, WY 82001
Phone: 634-6872, 630-5538/cell
Email: cheycril@bresnan.net
(Term Ends 10/1/2020)

Judy Lane - Commissioner
1701 Capitol Ave., Suite 300
Cheyenne, WY 82009
Phone: 773-8708
Email: judy.lane@wyomingbank.com
(Term ends 10/01/19)

Terry Williams - Commissioner
3304 Sheridan Street
Cheyenne, WY 82009
Phone: 634-7947
Email: wylfhop@bresnan.net
(Term Ends 10/1/16)

Earl Kincheloe - Commissioner
3304 Sheridan Street
Cheyenne, WY 82009
Phone: 634-7947
Email: ebkinch@aol.com
(Term ends 10/01/18)

Greg Hacker – Attorney
2515 Pioneer
Cheyenne, WY 82001
Phone: 778-8844
Fax: 638-1227
Email: ghacker@hackerlaw.net

Michael Stanfield – CHA Exec. Director
3304 Sheridan Street
Cheyenne, WY 82009
Phone: 634-7947

Kim D. Maes – RSVP Dir.
3304 Sheridan Street
Cheyenne, WY 82009
Phone: 634-7787

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

Southern Wyoming Retired and Senior Volunteer Program (RSVP) is requesting funding from the City of Laramie and Albany County in the amount of \$2,000.00 (\$1,000.00 from the City and \$1,000.00 from the County) for FY 2016/2017. This is an on-going request and is the same as prior years. The requested funds will be used as match for Corporation for National and Community Service Federal funding and is used for volunteer expenses only.

The City of Laramie and Albany County funds will be used to help provide benefits to the senior volunteer; these benefits include recognition; a limited optional volunteer mileage reimbursement; optional bus tokens to and from a volunteer site and supplemental accident and liability insurance while volunteering. The optional mileage reimbursement and bus tokens aid in defraying the costs of volunteering in our Southern Wyoming Communities. These expenses can often break down barriers to volunteering, especially for the growing number of RSVP volunteers on fixed or limited incomes.

At the present time, Southern Wyoming Retired & Senior Volunteer Program will not be making any major changes during the next fiscal year. Staff and expenditures will remain as they have for the past several years.

Southern Wyoming Retired & Senior Volunteer Program Volunteers assist in accomplishing community goals by providing assistance in areas of need such as Health and Nutrition; Human Needs; Community and Economic Development; Education; Public Safety; Environment; Housing; Disaster and Homeland Security. Governmental, faith-based and community based organizations that focus on the above mentioned areas of need serve as placement sites for the volunteers, known as volunteer stations. Laramie and Albany County Stations include...

- Albany County Homemakers
- Albany County Library
- Clothing Cottage
- Eppson Center for Seniors
- Habitat for Humanity
- Ivinson Memorial Hospital
- Laramie Chamber of Commerce
- Laramie County Community College (Laramie Site)
- Lion's Club
- United Blood Services
- Wyoming Children's Museum
- Wyoming State 4-H Foundation
- Wyoming State Archives (Laramie Site)
- Wyoming State Museum (Laramie Site)
- Wyoming Territorial Prison Site

RSVP Volunteers deliver tangible benefits to help the volunteer stations meet their service missions in the community. RSVP Volunteers help the volunteer stations better serve the community by improving the quality of services provided and helping free up paid staff time. In addition, a majority of station supervisors credited the RSVP Volunteers with helping to expand the types of services available to clients; increase the number of clients served; increase public support for the program; recruit non-RSVP Volunteers; and reduces the time and effort needed to recruit volunteers. RSVP Volunteers also provide other benefits such as offering social and emotional support to service recipients – the volunteer brings a level of caring and provides a comforting ear; provides special attentive care to service recipients that they would not get at home; helps improve the quality of the service recipients' life; often seen as role models to other seniors and children who may not have grandparents and they help raise funds for the organizations through donations.

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

Balance Sheet as of December 31, 2015 attached:

**Cheyenne Housing Authority
Budgeted Income Statement**

22

Cheyenne HA - RSVP

Fiscal Year End Date:	3/31/2016	ACCOUNT	1 Month(s) Ended December 31, 2015	9 Month(s) Ended December 31, 2015	Budget	Variance
Operating Revenues and Expenses						
Operating Revenues						
Other Income	22 001 3690	5	243.00	444.67	0.00	444.67
Income - Federal Funds	22 001 3690.02	5	0.00	70,864.00	148,456.00	(77,592.00)
Income - City of Cheyenne	22 001 3690.03	5	0.00	15,000.00	15,000.00	0.00
Income - Laramie County	22 001 3690.04	5	0.00	0.00	6,000.00	(6,000.00)
Income - Other Grants	22 001 3690.06	5	2,000.00	3,710.44	0.00	3,710.44
Income - Fund Raising	22 001 3690.10	5	0.00	0.00	9,584.00	(9,584.00)
Income - In-Kind	22 001 3700	5	0.00	0.00	5,000.00	(5,000.00)
Total Operating Revenues			2,243.00	90,019.11	184,040.00	(94,020.89)
Operating Expenses						
Federal - Salaries - Director	22 001 4110	5	2,989.94	21,497.22	24,000.00	2,502.78
Federal - Salaries - Coordinator	22 001 4110.01	5	740.99	13,337.76	31,573.00	18,235.24
Federal - CDSMP Salaries	22 001 4110.02	5	4,081.95	15,938.40	23,400.00	7,461.60
Federal - Legal Expense	22 001 4130	5	0.00	0.00	150.00	150.00
Criminal Background Check	22 001 4130.01	5	0.00	88.00	100.00	12.00
Federal - Staff Local Travel	22 001 4150	5	0.00	672.01	5,500.00	4,827.99
Federal - Staff Long Distance Travel	22 001 4150.01	5	0.00	1,840.68	0.00	(1,840.68)
Federal - CDSMP Local Travel	22 001 4150.02	5	0.00	174.76	700.00	525.24
Federal - CDSMP Non-Local Travel	22 001 4150.03	5	0.00	5,117.83	2,200.00	(2,917.83)
Federal - CDSMP Staff Training & Licenses	22 001 4160	5	96.00	10,652.97	17,000.00	6,347.03
Federal - Audit/Membership Expenses	22 001 4170	5	0.00	330.00	300.00	(30.00)
Space In-Kind	22 001 4180.01	5	0.00	0.00	5,000.00	5,000.00
Federal - Office Supplies	22 001 4190.01	5	554.58	5,351.57	3,230.00	(2,121.57)
Federal - CDSMP Office Supplies	22 001 4190.02	5	0.00	3,765.25	6,000.00	2,234.75
Federal - CDSMP Web Site	22 001 4190.04	5	915.00	915.00	2,000.00	1,085.00
Federal - CDSMP Trainer Stipends	22 001 4190.05	5	0.00	1,680.00	2,000.00	320.00
Contract - Administration	22 001 4190.08	5	500.00	4,500.00	8,400.00	3,900.00
CDSMP Health Professional	22 001 4190.09	5	0.00	0.00	7,500.00	7,500.00
Publications	22 001 4190.11	5	136.00	693.50	0.00	(693.50)
Federal - Communications	22 001 4191.01	5	56.56	634.48	850.00	215.52
Federal - Printing/Copy/Postage	22 001 4191.02	5	109.05	618.53	2,000.00	1,381.47
Federal - CDSMP Printing/Copy/Postage	22 001 4191.04	5	0.00	197.59	2,000.00	1,802.41
Federal - Insurance	22 001 4510	5	0.00	78.00	0.00	(78.00)
Federal - Liability Insurance	22 001 4510.2	5	0.00	492.95	1,200.00	707.05
Federal - Employee Benefit Contributions	22 001 4540	5	287.69	2,671.13	15,353.00	12,681.87
Federal - CDSMP Employee Benefits	22 001 4540.01	5	343.29	1,340.43	0.00	(1,340.43)
Federal - Workers Compensation	22 001 4540.3	5	11.39	109.27	0.00	(109.27)
Federal - CDSMP Workers Compensation	22 001 4540.31	5	83.41	262.42	0.00	(262.42)
Federal - Employee Benefits Health/Life	22 001 4540.4	5	11.90	107.09	0.00	(107.09)
Federal - CDSMP Emp Benefits Health/Life	22 001 4540.41	5	0.00	0.00	9,000.00	9,000.00
Federal - Employee Benefits Retirement	22 001 4540.5	5	342.98	2,923.38	0.00	(2,923.38)
Federal - CDSMP Emp Benefits Retirement	22 001 4540.51	5	295.81	930.72	0.00	(930.72)
Fund Raising	22 001 4590.01	5	1,000.00	1,000.00	0.00	(1,000.00)
Total Operating Expenses			12,556.54	97,920.94	169,456.00	71,535.06
Volunteer Expenses						
Travel - Volunteers	22 001 4700	5	418.68	4,057.11	7,000.00	2,942.89
Volunteer Insurance	22 001 4701	5	0.00	2,136.08	3,000.00	863.92
Recognition	22 001 4702	5	899.52	2,350.25	4,434.00	2,083.75
Meals	22 001 4703	5	0.00	0.00	150.00	150.00
Total Volunteer Expenses			1,318.20	8,543.44	14,584.00	6,040.56
Total Operating Revenues and Expenses			(11,631.74)	(16,445.27)	0.00	(16,445.27)

SECTION V. Budget Information

RSVP Budget	Approved FY 14/15	Approved FY 15/16	Projected FY 16/17
INCOME			
Federal Funds	\$66,417.00	\$148,456.00	\$126,898.00
Total City Funding	\$13,000.00	\$15,000.00	\$15,000.00
Cheyenne \$9,000.00			
Laramie \$1,000.00			
Rawlins \$1,000.00			
Rock Springs \$1,000.00			
Green River \$1,000.00			
Total County Funding	\$6,000.00	\$6,000.00	\$6,000.00
Laramie \$3,000.00			
Albany \$1,000.00			
Carbon \$1,000.00			
Sweetwater \$1,000.00			
State of Wyoming	0.00	0.00	0.00
Fundraising	\$9,580.00	\$9,584.00	\$9,584.00
In-kind	\$5,000.00	\$5,000.00	\$5,000.00
Subtotal	\$99,997.00	\$184,040.00	\$162,482.00
VOLUNTEER SUPPORT EXPENSES			
PERSONNEL			
Salaries	\$42,840.00	\$78,973.00	\$90,673.00
Employee Benefit Contribution	\$17,510.00	\$24,353.00	\$26,627.00
Other Benefits	\$0.00	\$0.00	\$0.00
Subtotal	\$60,350.00	\$103,326.00	\$117,300.00
TRAVEL	\$3,217.00	\$8,400.00	\$3,200.00
CONSUMABLE SUPPLIES			
Office	\$2,230.00	\$9,230.00	\$3,230.00
OTHER COSTS			
Equipment	\$0.00	\$0.00	\$0.00
Legal Expenses	\$150.00	\$150.00	\$150.00
Criminal Background Check	\$0.00	\$100.00	\$100.00
CDSMP Printing/Copy/Postage	\$0.00	\$2,000.00	\$500.00
Printing/Copy/Postage	\$2,000.00	\$2,000.00	\$2,000.00
Auditing/Membership	\$300.00	\$300.00	\$300.00
Communications	\$1,000.00	\$850.00	\$850.00
CDSMP Web Site	\$0.00	\$2,000.00	\$0.00
CDSMP Trainer Stipends	\$0.00	\$2,000.00	\$2,000.00
Contractual	\$8,000.00	\$15,900.00	\$10,502.00
Insurance	\$1,200.00	\$1,200.00	\$1,200.00
Space	\$5,000.00	\$5,000.00	\$5,000.00
Subtotal	\$17,650.00	\$31,500.00	\$22,602.00
TOTAL Volunteer Support	\$83,447.00	\$169,456.00	\$146,332.00

VOLUNTEER EXPENSES

Volunteer Meals	\$150.00	\$150.00	\$150.00
Volunteer Travel			
Reimbursement/Bus	\$8,400.00	\$7,000.00	\$7,000.00
Volunteer Recognition	\$5,000.00	\$4,434.00	\$6,000.00
Volunteer Insurance	\$3,000.00	\$3,000.00	\$3,000.00
TOTAL Volunteer Expenses	\$16,550.00	\$14,584.00	\$16,150.00
TOTAL PROJECT EXPENSE	\$99,997.00	\$184,040.00	\$162,482.00

Section VI: Progress Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded? \$710.44

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 2015/2016 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?*
- **Number of persons served and demographics of persons served (income level, age, race, etc.)** Twenty (19) RSVP Volunteers average age 75 - 15 are female and 4 are male; all are listed non-Hispanic or White; no one has claimed a major disability; minor disabilities include 1 with arthritis, 1 with back problems, 2 are hearing impaired, 1 heart condition, 2 joint degeneration, 1 leg/knee problems, 1 osteoporosis, 1 stroke victim, 1 thyroid disease and 1 visually impaired; all live within the city limits; all own their own vehicle; average hours per week volunteering = 4. These volunteers gave 2,605 hours at

10 different locations which include the Albany County Homemakers; Albany County Library; Clothing Cottage; Eppson Center for Seniors; Habitat for Humanity; Iverson Memorial Hospital; Laramie Chamber of Commerce; LCCC; Lion's Club; United Blood Services; Wyoming Children's Museum; Wyoming State 4-H Foundation; Wyoming State Archives; Wyoming State Museum and the Wyoming Territorial Prison. RSVP saved these agencies and the community \$60,097.35. The amount of community members served is approximately 27,000.

- **Describe the overall impact of these funds on your program, project or organization** Funds from the City of Laramie and Albany County helped in providing community support by the Outreach Coordinator (matching volunteer sites with volunteers); on-going recognition for the volunteer; formal recognition events for the volunteers; supplemental insurance while at the volunteer site; mileage and meal reimbursement when requested. RSVP Volunteers within the City of Laramie and Albany County were able to convert last year's fund amount from the City of Laramie into a savings to the community of \$60,097.35 in unpaid wages. (19 Volunteers, 2,605 hours). The Volunteer hourly rate is based on a research study by the Independent Sector. The estimated dollar value of volunteer time is \$23.07 per hour for 2015.)
- **Did your agency use Outside Agency funding to leverage additional funds, either through grants or other means?** Yes. Funds from the City of Laramie and Albany County are used as Local match money (required 30% match from local sources in order to receive Federal Funding) which goes to the senior volunteers as benefits that include recognition, mileage, meal reimbursement and insurance coverage.

Southern Wyoming RSVP greatly appreciated the City of Laramie and Albany County for its continued support of the community's senior volunteers. If you should have any questions concerning this grant application, please feel free to call me at 307-634-7787.

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

Fiscal Year 2016-2017

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	The Open School
Contact Person:	Erin Anderson-Swilling
Mailing Address:	414 South 24th St - Laramie, WY 82070
Phone:	307-745-7256
E-mail:	openschool1@hotmail.com
Web:	www.laramieopenschool.org

Type of Organization:

Recreation/ Arts and Culture Civic/Quasi Governmental

Social Service Other

Requested Amount for FY16/17: City \$5,800 _____ County \$0 _____

I have enclosed a bid from Juarez Flooring to indicate the amount we are requesting – labeled Attach 2

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.

\$ N/A 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

We would use these funds for new flooring for our Prekindergarten 1 Classroom. This will allow for further enrollment.

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 Erin Anderson-Swilling Erin Anderson-Swilling 1/28/16
Signature Print Name Date

Board President Tori Kricken Tori Kricken 1/28/16
Signature Print Name Date

SECTION II: Organization History

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

THE OPEN SCHOOL HISTORY AND STRUCTURE

The Open School, a Wyoming 501(c)(3) non-profit corporation, was founded in 1971 by parents and concerned residents of Laramie who felt the need for an alternative to the public schooling then available in the early grades. Through the years the Open School focused on providing quality education and opportunities for preschool aged children. Currently the Open School enriches the lives of over 115 children yearly. The Open School is a private, non-religious educational institution, currently licensed by the Wyoming Department of Family Services to provide educational instruction to students in Preschool. The Open School is licensed to provide care on a 1:10 and 1:12 staff: child ratio depending on the age of the children.

The Open School is staffed by experienced, qualified teachers. A volunteer Parent-Board of Directors sets all school policies, assists in making employment decisions, and manages the financial matters of the School. The Open School Board members and parents involve themselves to varying degrees in school operations, and fundraising.

THE OPEN SCHOOL PHILOSOPHY

Flexibility, self-confidence, and a continued desire for learning are the primary goals of The Open School program. Students are offered choices, but must take responsibility for their own decisions. Teachers function to guide the students' activities through individualized learning that meets each child's needs. Activities are geared to interest and excite the child and to involve him or her in the learning process.

The Open School is committed to remaining open to new ideas from students, parents, and teachers. We recognize that children thrive with different approaches and learning styles and we strive to appeal to all the senses and allow children to experiment and create in their environment, at their own pace. A child centered, hands-on approach defines The Open School. Parents are encouraged to participate in the school's program whenever, and in whatever manner, possible. Though The Open School methods may differ from those of other schools, the core curriculum is similar. We ensure that we incorporate the common core of skills and the common core of knowledge in accordance with the Wyoming Early Childhood Readiness Standards and the Wyoming Department of Education.

Organizational Structure

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

STAFF INFORMATION:

Erin Anderson-Swilling: Open School Director

Carrie King – PreKindergarten Teacher

Shelly McFate: PreKindergarten Teacher

Ronda Cauffman: Preschool Teacher

2015-2016 BOARD MEMBERS:

Tori Kricken: Board President

Robin Despain – Vice President

Kacee Schutterle: Secretary

Matt Sigel: Treasurer

Lisa Klinker: Board Member

Delilah Pasman: Staff/Parent Relations

Andy Ommen: Board Member

Claire Moloney: Board Member

Erin Swilling: 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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

1/25/16

Dear Albany County City Council Members,

Open School is pleased to present this proposal for your review. We look forward to the possibility of partnering with you to provide opportunities to the young children in the Albany County community to learn through hands-on inquiry and discovery. The Open School provides enrichment opportunities for over 110 preschool aged children, 3-5 years old, per calendar year. The Open School is a preschool program designed to allow flexibility, self-confidence, and a continued desire for learning. Students are offered choices, but must take responsibility for their own decisions as in-line with our curriculum, Creative Curriculum, and our discipline policy, Conscious Discipline. Teachers function to guide the students' activities through individualized learning that meets each child's needs. Activities are geared to interest and excite the child and to involve him or her in the learning process.

We are seeking a partnership with you in hopes to improve our school building, which would allow us to better meet the needs of the children and the families we serve, as well as families in our community. Early Childhood Education is an essential building block that offers young children the opportunity to learn social skills and basic academic skills before starting elementary school. We are in desperate need of new flooring in our PreK1 classroom. I have enclosed several pictures (labeled pictures 1- 7), taken on 1-22-16, that demonstrate the condition of our classroom flooring. Our Prek1 classroom is the primary room we use not only for our curriculum and instruction for our 4-year-old class, but also for our Before/After School program, which includes kiddos ages 3-5 years old. In addition, we also conduct our enrichment activities such as music, dance, language, art and cooking in this classroom. As you can imagine, there are times the condition of the floor might impede the progress of these enrichment activities as well as deter perspective families in applying to or attending our school.

Our classroom flooring is an on-going challenge that we have strived to improve in the last few years. Luckily, we were awarded grant funding through you, last year (2014-2015), to improve the condition of our PreK 2 Room – I have enclosed pictures (labeled picture 8 and picture 9) so that you may see the new and improved space due to the grant we received last year! This year, our PreK 1 Room is the third and final space we need to complete this on-going goal we have set for ourselves, in hopes of bettering our classroom conditions and quality of our enrichment activities. Our hope is that once we have all floors completed we will be able to focus our energy, resources and monies towards other goals identified in our Strategic Plan. It should be noted that while this flooring has been on our Strategic Plan for the last few years, we would not be able to obtain this goal (at least for a few more years) without the help of a grant such as this. In part, this is due to our purchase of a new school bus, which we are currently negotiating, thanks to a partnership with Toyota of Laramie and our combined fundraising efforts. We anticipate that we will complete our fundraising by February 28th, 2016 and in turn will use the raised funds to buy a new school bus (by April 2016).

¹Early childhood education focuses on children's learning through play, based on the research and philosophy of [Jean Piaget](#). This belief is centered on the "power of play". Play meets the physical, intellectual, language, emotional and social needs (PILES) of children. Tassoni suggests that "some play opportunities will develop specific individual areas of development, but many will develop several areas." ² Depending on the child's interests will influence the development of skills in different areas of play. It is important practitioners promote children's development through play by using various types of [play](#) on a daily basis. With this philosophy in mind, the Open School is submitting a proposal request of \$7,500 to purchase and install new flooring through a local, family owned business; Juarez Flooring.

We appreciate you taking an interest in helping our young children become successful members of our society. Please feel free to contact me, Erin Swilling, with any questions you may have regarding this proposal at 307-745-7256 or email me at openschool1@hotmail.com.

Sincerely,

Erin Swilling – Open School Director

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

PLEASE SEE ATTACHMENT 1 - OPEN SCHOOL BALANCE SHEET

Balance Sheet as of December 31, 2015:

Assets	Liabilities	Other Financial Information You Wish to Include:
Current: Cash: CDs , etc.: Receivables:	Current: Payables: Withholding:	
Fixed: Equipment: Building: Less Depreciation:	Long Term: Promissory Notes: Mortgage:	Please see attached Balance Sheet
	Owner's Equity:	

SECTION V. Budget Information

Revenue

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	\$0	\$5,044	\$5,800
Albany County	\$0	\$0	\$0
United Way	N/A	N/A	\$0
Donors	N/A	N/A	\$0
Fundraisers	\$6,000	\$11,000	\$0
Interest	N/A	N/A	\$0
Other	N/A	N/A	\$0
Other	N/A	N/A	\$0
Other	N/A	N/A	\$0
Other	N/A	N/A	\$0
Total	\$6,000	\$16,044	\$5,800

Expense

	FY 2014-2015	FY 2015-2016	FY 2016-2017
Salary, Director	Includes Director and Other	Includes Director and Other	N/A
Salary, Other(s)	\$218,404.58	\$126,171.96	N/A
Benefits	\$12,600	\$12,600	N/A
Rent	\$6060	\$3030	N/A
Utilities	\$6,249.54	\$3458.53	N/A
Client Service	N/A	N/A	N/A
Client Aid	N/A	N/A	N/A
Equipment/Facilities	\$574.00	\$5075.75	N/A
Other - Bus	\$2795.41	\$2522.49	N/A
Other - Contract Services	\$3806.90	\$1737.16	N/A
Other - Property Insurance	\$5206	\$5226	N/A
Other - Operations	\$22,393.39	\$8695.27	N/A
Total	\$278089.82	\$169,517.16	N/A

Please note our fiscal year runs from July 1st 2015- June 30th 2016

Section VI: Interim Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded? \$ 5,044 _____

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: _____

Briefly describe the impact that the FY 2015/2016 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?*

We have been so lucky to have benefited from the 2015-2016 Community partner funding that was awarded to us last year. With the \$5,044 we were the recipients of we were able to purchase and install flooring in our Prekindergarten 2 Classroom. This has had a huge impact on our school as we've been able to enroll more students (ages 4-5) due to the grant funding. Our students' population spans a variety of ethnic diversity, income levels (we have students who receive tuition assistance through the Department of Family Services) and cultural diversity. In addition, we have been able to increase teaching opportunities and physical activity/enrichment activities in this classroom due to increased safety from the new flooring we had installed. It has also helped with our budget in that with the new flooring that is installed we do not need to hire someone to strip and wax the floors 2-3 times a year. With the monies saved from the labor and supplies of eliminating that job we were able to allocate that portion of our budget towards another line item, such as staff trainings, curriculum enhancement, etc.

Please see our enclosed school picture (labeled picture 10) to know how many students will benefit from this amazing opportunity. We thank you all for your time and dedication to our community and look forward to hearing from you!

ATTACHMENT

1

3:08 PM
01/25/16
Accrual Basis

THE OPEN SCHOOL
Balance Sheet
As of December 31, 2015

Dec 31, 15

* Please note our
fiscal year runs July 1st
2015 -
June 30^m 2016

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
Uni Wyo Exradordinary checking	45,272.28
UniWyo Capital Improvement Fund	2,551.29
UniWyo Savings	31,140.65
Total Checking/Savings	78,964.22
Accounts Receivable	
Accounts Receivable	20,860.05
Total Accounts Receivable	20,860.05
Total Current Assets	99,824.27
Fixed Assets	
A/D Building	-23,272.52
A/D Computers	-1,926.23
A/D Furniture and Fixtures	-23,833.05
A/D Leasehold Improvements	-6,571.94
A/D Office Equipment	-1,507.49
A/D Vehicles	-2,790.00
Buildings	168,248.17
Computer Equipment	4,595.86
Furniture and Equipment	23,534.24
Land	25,000.00
Leasehold Improvements	9,692.54
Office Equipment	3,491.49
Vehicles	2,790.00
Total Fixed Assets	177,451.07
Other Assets	
Payroll Advance	-515.50
Total Other Assets	-515.50
TOTAL ASSETS	<u>276,759.84</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-183.24
Total Accounts Payable	-183.24
Credit Cards	
Bank of America	-236.10
Walmart Card	-219.31
Total Credit Cards	-455.41
Other Current Liabilities	
Payroll Liabilities	2,250.41
Total Other Current Liabilities	2,250.41
Total Current Liabilities	1,611.76
Long Term Liabilities	
N/P King	45,291.60
Total Long Term Liabilities	45,291.60
Total Liabilities	46,903.36
Equity	
Unrestricted Net Assets	202,622.53
Net Income	27,233.95
Total Equity	<u>229,856.48</u>

JUAREZ HARDWOOD FLOORING LLC

2315 SKY VIEW LN
LARAMIE, WY 82070

Invoice

Date	Invoice #
2/9/2016	626

Bill To
OPEN SCHOOL

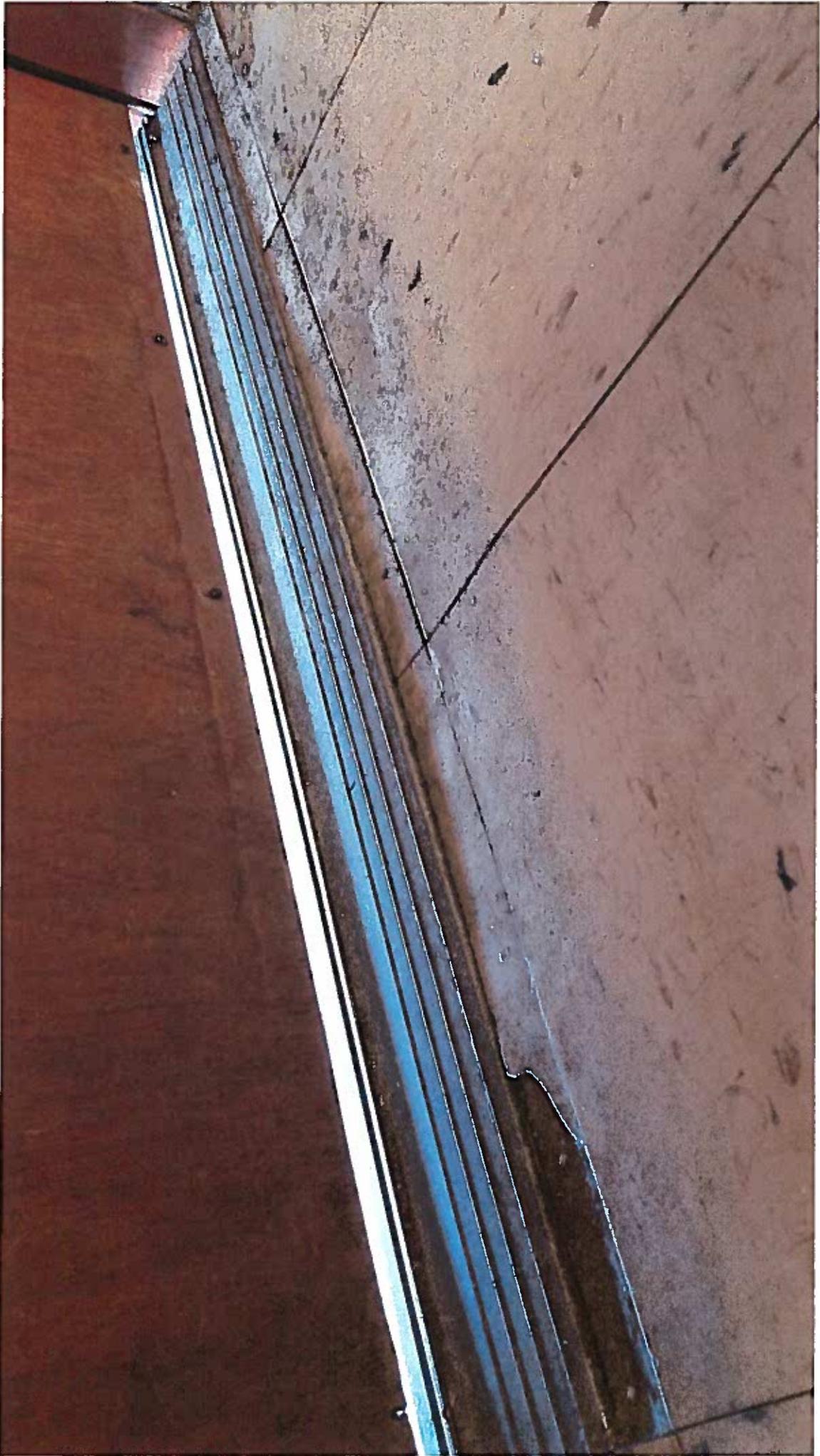
Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			2/9/2016			
Quantity	Item Code	Description			Price Each	Amount
1	Install	install floors in Shelley classroom			5,800.00	5,800.00
					Total	\$5,800.00

PICTURE 1



PICTURE 2



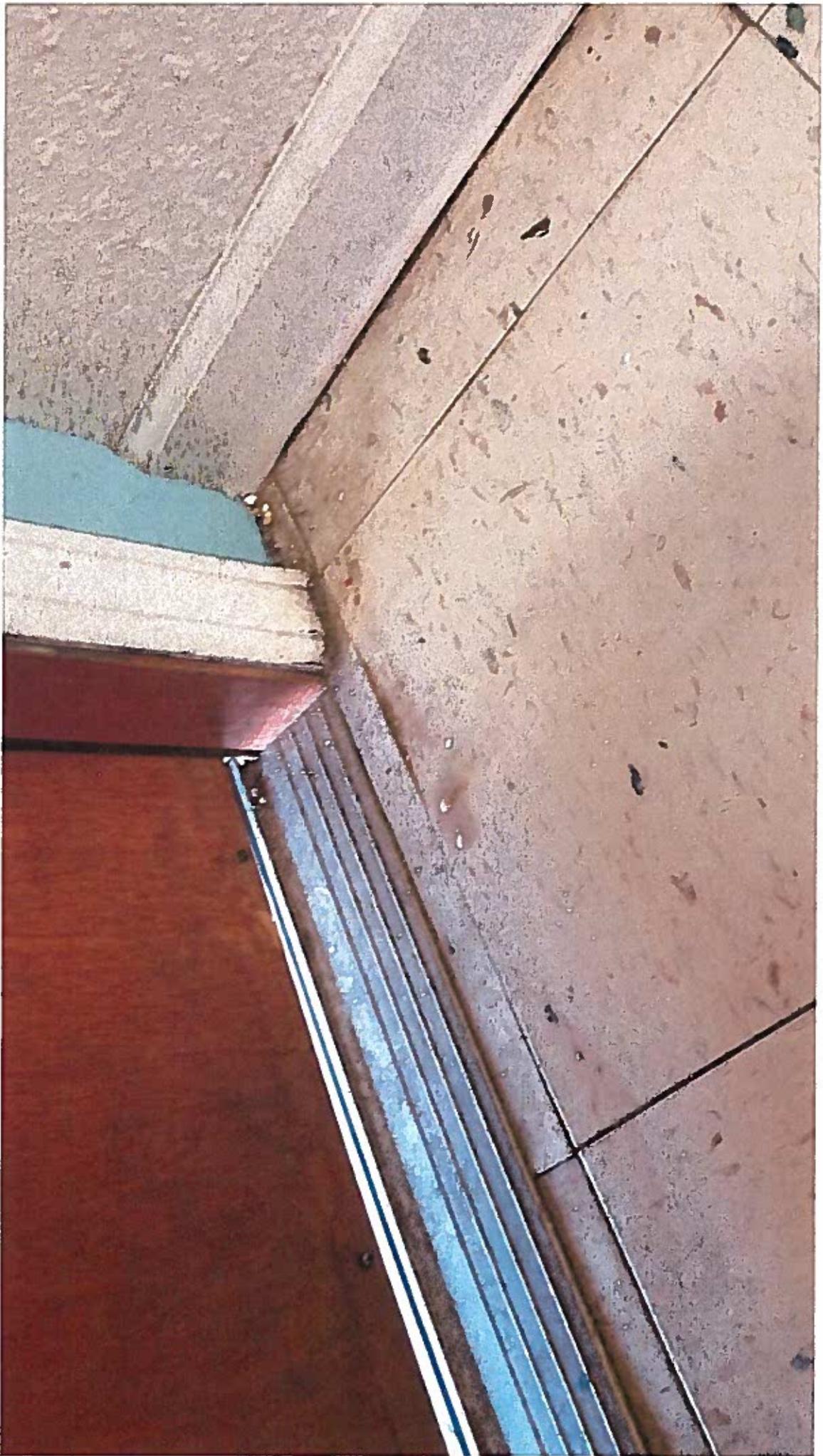
PICTURE 3



PICTURE 4



PICTURE 5

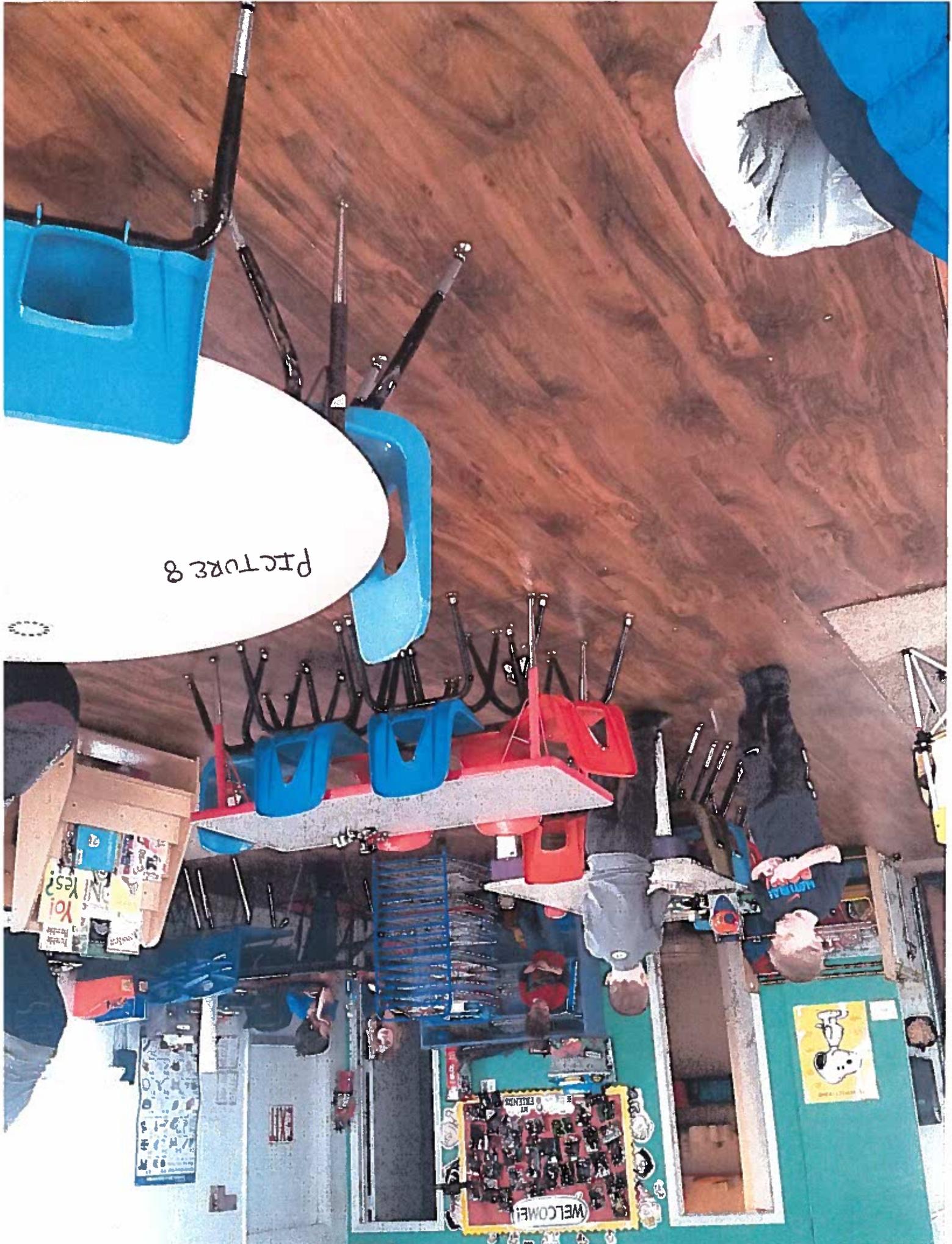


PICTURE 6



PICTURE 7





PICTURE 8






**THE
OPEN
SCHOOL**



PICTURE 10

SECTION I: *Cover Sheet*

APPLICANT INFORMATION

Organization Name:	Greater Wyoming Big Brothers Big Sisters
Contact Person:	Steve Hamaker
Mailing Address:	518 Ord Street, Laramie, WY, 82070
Phone:	307-742-2227
E-mail:	steve@wyobbbs.org
Web:	www.wyobbbs.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 FY16/17: City <u>\$30,000</u> County <u>\$8,000</u>

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.
<u>\$250,000</u> <input checked="" type="checkbox"/> Estimated <input 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>
Requested funding will be used to support core prevention and intervention programs for approximately 719 local youth through five mentoring programs. Funds will be used for operating funds to continue to provide youth with life changing mentoring services.

SECTION II: Organization History

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

Big Brothers Big Sisters was established in Albany County in 1971, when a small group of adults in Laramie recognized a need for "fatherless children" to have positive role models. The agency, now known as Greater Wyoming Big Brothers Big Sisters, provides mentoring services throughout the state of Wyoming with its largest branch being located in Laramie. Services are free and are available to all interested youth between the ages of 5 and 18. The mission of Big Brothers Big Sisters is to provide children facing adversity with strong and enduring, professionally supported mentoring relationships that change their lives for the better, forever. The organization's vision is that all children achieve success in life. In 2015, the agency served over 719 Albany County youth through community-based mentoring, site-based mentoring, the Hub and SOAR drop in after school programs for adolescents, and the Progressive Youth and Diversion programs for juvenile justice involved youth.

Organizational Structure

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

LaDonna Faycosh, Chair 2-year term, renewable 6/16
Mary Ann Selzer, Vice Chair, 1-year term, renewable 6/16
Josh Hannes, 1-year term, renewable 6/16
Sally Patton, 1-year term, renewable 6/16
Steve Hamaker, Chief Executive Officer
Roberta Eslinger, Chief Financial Officer

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*

- *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*

Big Brothers Big Sisters (BBBS) is requesting \$30,000 from the city and \$8,000 from the county for a total of \$38,000 to be used for mentoring services for youth in the city Laramie and Albany County. The agency has been fortunate to partner with the City of Laramie and Albany County for several years to provide free mentoring services to at-risk youth. BBBS hopes to continue to partner with the city and county in order to provide continuous life changing services to youth in the community. BBBS does not anticipate any significant program or staff changes in the upcoming year and does not foresee any large equipment purchases. Requested funds will be used to cover costs associated with providing all forms of mentoring services to Albany County youth interested in programming.

Big Brothers Big Sisters provides mentoring programs to youth between the ages of 5 and 18. While services are available to all youth, the majority of participants could benefit from a consistent mentor in their lives due to life challenges such as involvement in the juvenile justice system, risk for becoming involved in the juvenile justice system, living in a single parent home, or being low-income. Arrest data indicates that one out of every three juvenile arrests were related to alcohol or drugs in 2013. Census data indicates that one in four youth is an a single family household; currently, about 65% of Albany County youth served by GWBBBS are in single family households, live in foster care, or live with grandparents or other relatives. Schools in Albany County have about 29% youth receiving free or reduced price lunch, while about 53% of youth served by GWBBBS meet federal poverty levels.

BBBS mentoring services have repeatedly been shown to have significant long lasting changes in several areas of youth's lives. Research indicates that youth in successful mentoring relationships are making academic improvements, have increased confidence in their scholastic abilities, are less likely to begin using illegal drugs or alcohol, are improving their relationships with their families and peers, and are decreasing risky behaviors. BBBS services help children succeed in life while also preventing future delinquent behaviors thus not only improving lives but also saving community funding in the future.

BBBS strongly believes that Albany County and the City of Laramie's continued investment in BBBS programs and services is saving exponential costs for local government services, including law enforcement, legal, court, mental health, poverty, and crisis aid. As a result of the work in collaboration with other youth and family serving agencies and institutions in the community, BBBS has demonstrated significant reductions in

alcohol and substance abuse rates, juvenile arrest rates, school dropouts, suicide, and out-of-community placements (including jail, and the boys and girls schools) over the past several years.

Requested funds will be used to leverage private foundation funds as well as state and federal funds. Funding sources, especially state and federal grants, look favorably upon or require matching funds from local funding sources. Awarded funds will be used to demonstrate local support for Big Brothers Big Sisters in Laramie and Albany County, which will help the agency raise additional funds for all services and operations.

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

Balance Sheet as of December 31, 2015:

<i>Assets</i>	<i>Liabilities</i>	<i>Other Financial Information You Wish to Include:</i>
Current:	Current:	
Cash: \$ 57,413	Payables: \$ 32,308	<i>n/a</i>
Prepays/deposits: \$ 2,611	Withholding: \$ 18,664	
Receivables: \$ 132,876		
	Long Term: n/a	
Fixed:	Line of Credit: \$ 36,216	
Equipment: \$396,977	Mortgage: n/a	
Building: n/a		
Less Depreciation: -\$305,272	Fund Balance: \$197,417	

SECTION V. Budget Information

Revenue

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	14,438	17,233	30,000
Albany County	5,000	5,000	8,000
Diversion Contract	44,150	68,820	68,820
United Way	34,526	35,300	38,000
Donors	9,236	10,000	10,000
Fundraisers	6,647	3,000	4,000
Interest			
Other State	83,793	72,805	73,000
Other Federal	538,162	557,403	579,600
Other Local	20,000	25,000	25,000
Other Foundations	5,000	6,000	10,000
Total	760,952	800,561	846,420

Expense

	FY 2014-2015	FY 2015-2016	FY 2016-2017
Salary, Director	10,250	10,400	10,400
Salary, Other(s)	367,136	408,933	421,201
Benefits	65,139	59,795	61,589
Rent	46,554	61,760	46,554
Utilities	15,259	17,147	12,850
Client Service	58,603	65,251	67,500
Client Aid			
Equipment			
Other	122,342	117,023	141,134
Other	69,637	56,734	80,272
Other			
Other			
Total	754,920	797,043	841,500

Section VI: Interim Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded? \$ 22,233

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. \$ 7,433
Date: 6/30/16

Briefly describe the impact that the FY 2015/2016 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?*

GWBBBS provides a hub for Albany County youth services. This includes community based mentoring, on-site mentoring, afterschool programming, and two restorative justice programs. In 2015, approximately 719 youth between the ages of 5 and 18 benefitted from direct use of our services, and the organization served over 1,250 youth statewide. Of those making regular use of the facility, the majority attends activities on a daily or weekly basis. Fifty-three percent (53%) of Albany county youth meet or exceed federal poverty levels.

GWBBBS uses a tool called the Youth Outcomes Survey (YOS) that was developed, tested, and provided by their national organization. It is a pre/post instrument that measures seven components the organization is impacting. Last year, 90% of participants maintained or improved in three of the measured areas.

Awarded funds will continue to be used as matching funds for several grants sources and have been instrumental in helping leverage additional programmatic and operational funding. GWBBBS does not anticipate any problems in spending out funds by 06/30/2016, nor any challenges completing the report due 06/01/2016.

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	Laramie CLIMB Wyoming
Contact Person:	Katie Hogarty, Program Director
Mailing Address:	217 South 1st, Laramie, WY 82070
Phone:	307-316-1462
E-mail:	katie@climbwyoming.org
Web:	www.climbwyoming.org

Type of Organization:

Recreation/ Arts and Culture Civic/Quasi Governmental

Social Service Other

Requested Amount for FY16/17: City \$15,000 County \$5,000

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: The requested funds will support all components of the Laramie CLIMB program model including: job skills and work readiness training; life skills training; mental health services; job placement; and ongoing support. The proposed program will benefit City of Laramie and Albany County low-income single mothers through securing long-term employment with livable wages; their children through life skills trainings for their parent; local businesses through successful job placements; and the overall community through increased school attendance rates, decreased child behavior problems, improved mental health, decreased substance abuse, decreased use of foster care, and increased access to private health insurance.

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 Ray Fleming Dinneen Ray Fleming Dinneen February 9, 2016
Signature Print Name Date

Board President Please see attached Signing Authority Resolution voted on February 4, 2015
Signature Print Name Date

SECTION II: Organization History

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

The mission of Laramie CLIMB Wyoming is to train and place low-income single mothers in careers that allow them to successfully support their families. CLIMB Wyoming's model is based on research and 30 years of successfully helping single mothers achieve and maintain self-sufficiency. The model was developed in Cheyenne in 1986 for young, single mothers age 16-21 under the name of the Fleming Young Parent Program. Recognizing this successful paradigm and the need to reach more single mothers, Wyoming community partners collaborated to aggressively expand the Young Parent Program model to serve low-income single mothers of all ages across the state. Under this expansion, the name of the program was changed to CLIMB Wyoming which currently operates six program sites.

The Laramie CLIMB program was established during this expansion. Since 2004, the Laramie CLIMB program has served low-income mothers and their children in the City of Laramie and Albany County. The foremost goal of the training program is to ensure that low-income single mothers receive the training, skills, and support necessary to reach economic self-sufficiency and to succeed long-term in all aspects of their lives. The program objectives are that graduates are trained and placed in high quality jobs, increase their incomes to livable wages, reduce dependence on government benefits, and learn the skills needed for successful relationships at home and at work.

The uniquely comprehensive Laramie CLIMB Wyoming program model was developed to help move single mothers out of poverty permanently. The participants start as single mothers who frequently experience insurmountable challenges from living on little to no income. The Laramie CLIMB strategic approach stems from the belief that systemic change requires not only high quality training and a good job opportunity, but also a nurturing learning environment that fosters trust and treats women as respected individuals. These relationships and a climate of safety allow women to explore personal barriers and behavior patterns that may have prevented them from achieving their goals, and in turn allow them to take the steps needed to create lasting change in their lives.

The Laramie CLIMB program model provides the following services to resident low-income single mother families:

- 1) Program Research and Planning: With a market-based approach, Laramie CLIMB staff identify career opportunities in growing fields with livable wages. Based on this input, Laramie CLIMB works with private training entities to develop a curriculum for participants. Effective research and planning ensures that staff will be able to place participants into long-term job opportunities with self-sufficient wages and opportunities for career growth.
- 2) Participant Recruitment: Laramie CLIMB program staff members recruit low-income single mothers from Albany County who are most in need and ready to transition to a new career opportunity. Program staff assists selected candidates to overcome obstacles such as low self-esteem, childcare needs, transportation and housing so they can fully participate.
- 3) Comprehensive Training: Job skills and work readiness trainings for participants are designed to develop the skills necessary to seek, obtain and maintain stable, long-term careers in high demand occupations. Life

- 3) Comprehensive Training: Job skills and work readiness trainings for participants are designed to develop the skills necessary to seek, obtain and maintain stable, long-term careers in high demand occupations. Life skills topics include financial literacy, parenting skills, healthy and safe relationships, child support, food and nutrition and more. The therapeutic model also includes individual and group counseling so that participants can overcome barriers to success.
- 4) Job Placement: Participants transition to the actual workplace through a Laramie CLIMB job placement where they use skills learned during training in a position that is expected to become a long-term job. Employers are reimbursed during the two to three month work placement, and staff members work closely with employers to ensure participants are meeting expectations.
- 5) Ongoing Support: Laramie CLIMB staff members meet with graduates after they finish the program to support success in the workplace and family stability, to discuss life challenges and possible solutions and continually review community resources. Due to the intensity of the program, Laramie CLIMB staff help participants maintain the success they have gained.

Organizational Structure

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

Mary Shafer Malicki, President, Winter 2010 – Winter 2016

Father Carl Beavers, Treasurer, Summer 2005 – Fall 2016

Dave Teubner, Secretary, Summer 2008 – Summer 2017

Kelly Barlow, Fall 2015 – Fall 2018

Wendy Curran, Fall 2014 – Fall 2017

Frosty Kepler, Winter 2014 – Winter 2017

Jean Lewis, Winter 2014 – Winter 2017

Beth Worthen, Winter 2007 – Winter 2017

The Laramie CLIMB Advisory Board includes Tracy Dooley, Mary Jo Downey, Jane D. Greaser, Amy Jenkins, Christel Walrath, and Sidney Walter

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

The requested funds will be used by the Laramie CLIMB program to provide job skills, work readiness training, life skills training, mental health services, and direct job placement and ongoing support for Laramie and Albany County low-income single mothers as described above. To address anticipated reductions in State funding for the City of Laramie and Albany County, the Laramie CLIMB program is strategically examining opportunities to consolidate and reduce program expenses, and is reducing the request for support by 33% from the previous year's request. The request is ongoing based on the high impact and success rate of the CLIMB Wyoming program, and the poverty statistics and high need for service to the target population in Albany County (see below). Public funds are a critical component of CLIMB's funding as CLIMB does not charge any fees or tuition to the qualifying participants.

According to the U.S. Census Bureau, 52% of families in Albany County with a female head of household had income below the poverty level with that number increasing to 54% with children under the age of 5 years old. Within this population, there is a high degree of substance abuse, mental health disorders, family violence, child behavior problems, use of foster care, and legal challenges. All of these factors make this population one of the most at-risk and difficult to reach. CLIMB Wyoming is improving the economic conditions of single mothers and children who live at 185% of poverty. Many participants are unemployed when they start CLIMB and those employed at the start of the program have an average monthly wage of \$948 per month.

Without successful avenues to self-sufficiency, this population can have a significant impact on community and public resources, and the future opportunities for the children in this population decreases. Over the past four decades there has been a dramatic increase in the number of children in single mother families in the United States, a major factor driving the increase in child poverty (PRB 2010). Poverty and the related disadvantages negatively affect both the educational opportunities that children will have and the educational outcomes that they will likely experience (ETS 2013).

Though CLIMB has worked hard to diversify funding sources over the last several years, a great deal of CLIMB funding still comes through Temporary Assistance for Needy Families (TANF). Due to the economic uncertainty of these federal funds, CLIMB Wyoming relies heavily on local community support to serve families. The City of Laramie and Albany County grants are critical to the ongoing success of the CLIMB Wyoming Laramie program.

The City of Laramie and Albany County funding will help leverage additional funds for Laramie CLIMB. CLIMB is required to match a grant from the U.S. Department of Agriculture with private or local support and this award will go towards that requirement. In addition, the City of Laramie and Albany County funding helps leverage support in a less formal way. Many funding applications request a list of other financial support to Laramie CLIMB and appreciate Laramie CLIMB's partnership with the City of Laramie and Albany County.

The proposed program relates to city and county goals since Laramie CLIMB has a strong presence within the community and engages in activities that enhance the well being of both individuals and their families. Laramie CLIMB's services focus on the basic needs of single mothers and help the participant's health and overall welfare by helping them achieve self-sufficiency.

Laramie CLIMB has extensive experience collecting and measuring data on program participants to track outcomes. Historically, 20% of participants entered the Laramie CLIMB program employed full-time. Post program, 68% of participants were employed two years after completion while monthly wage income for employed participants increased from \$948 to \$1,773 per month. In addition, graduates greatly reduced their dependence on food stamps and public healthcare - 62% of participants utilized food stamps prior to entering the program while 42% utilized food stamps two years after completing the program; 48% of participants utilized public healthcare prior to entering the program while 19% utilized public healthcare two years after completing the program.

Some of the best outcomes are told through participants like Trudy who has two children. Before CLIMB, Trudy was working in part-time childcare earning \$1,300 per year. After graduation, she is employed as a warehouse technician earning \$26,000 per year. In her words, "I am 52 and was recently divorced when I started CLIMB. My goal was simple - I just needed a way to take care of my family. But I ended up gaining about 10 years of knowledge while in the CLIMB program. Anybody can get a job but with CLIMB I got a career where I'm making plans for the future. Now I wake up on Monday morning and can't wait to go to work. I'm already in a supervisory position and received a raise within one month of employment. It's a wonderful feeling to be off welfare - it feels good to meet my kids' needs. Our family is so good now- there is peace where there was none before. My kids aren't nervous anymore. Dinner is there, home is there. I tell people interested in CLIMB that you have to give one hundred percent. In return, it will change your life."

The comprehensive Laramie CLIMB Wyoming program model addresses more than just job training and placement. Participants learn life skills including parenting, stress management and budgeting that improve their capacity for successful parenting and increase their ability to set a positive example for their children. Armed with new coping and communication skills, as well as a steady source of income, our program graduates are able to provide healthier, more stable environments for their children.

CLIMB Wyoming is strengthening Laramie businesses by preparing trained workers to succeed and be productive contributors in the workplace. Laramie CLIMB's record in Albany County is exemplary in recruiting and matching well-qualified women to occupations in which they will succeed. This is accomplished through screening women for interest in and aptitude for the occupations. CLIMB Wyoming is also committed to understanding local workforce needs through research and analysis, to ensure the highest possible rate of success in placing single mothers in higher paying jobs. The Laramie CLIMB program works directly with local employers to ensure that their training needs are met.

As stated from an employer partner in a recent Laramie Boomerang article, “The work ethic CLIMB teaches really stays with the graduates. (The CLIMB graduate) wants to work hard and better herself. We would absolutely go back to CLIMB. What they do is wonderful for the community and is beneficial to everyone involved.”

The benefits to the City of Laramie and Albany County communities are significant as more families move out of poverty. Some of the community benefits include increased school attendance rates, decreased child behavior problems, improved mental health, decreased substance abuse, decreased use of foster care, increased access to private health insurance, and a decrease in the crime rate. Program graduates are often able to transition off public assistance as they enter higher paying careers after completing the program.

Due to the success of our program in bringing single mothers to fiscal independence, CLIMB is alleviating a burden on public services and local taxpayers. The financial benefits to the State of Wyoming as a result of the CLIMB Wyoming program are impressive. For every 100 Wyoming families that reach self-sufficiency, Wyoming experiences the cost savings of \$854,367 made up of the following categories:

- Medicaid Savings (50 families) - \$303,700 (APA 2012)
- Food Stamps Savings (47 families) - \$208,022 (USDA 2012)
- Eliminated Incarceration Cost (5 mothers) - \$223,125 (Department of Corrections 2012)
- Eliminated Foster Care Cost (15 children) - \$119,520 (MARC 2012)

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

Balance Sheet as of December 31, 2015:

<i>Assets</i>	<i>Liabilities</i>	<i>Other Financial Information</i>
<p>Current: Cash: \$649,414 CDs , etc.: \$412,261 Receivables: \$810,205 Prepaid: \$34,792</p> <p>Fixed: Equipment: \$183,449 Building: \$0 Less Depreciation: \$134,792</p>	<p>Current: Payables: \$111,906 Deferred Revenue: \$41,746</p> <p>Long Term: \$0 Promissory Notes: \$0 Mortgage: \$0</p> <p>Owner's Equity: \$1,801,677</p>	<p>You Wish to Include: The balance sheet shown left represents the statewide CLIMB organization and not specifically the Laramie CLIMB Wyoming site financials. Though CLIMB Wyoming has operating reserves, CLIMB Wyoming's statewide budget is approximately \$4,500,000 per year to serve participants statewide at 6 sites. The Board of Directors of CLIMB Wyoming has requested that CLIMB work to maintain a reserves balance between 40% and 50% of this statewide budget due to the fact that a great deal of CLIMB funding comes through Temporary Assistance for Needy Families (TANF). The reserve is necessary due to the economic uncertainty of these federal funds. CLIMB Wyoming relies heavily on local community funding to serve families and the City of Laramie and Albany County grants are very important to the ongoing success of the CLIMB Wyoming Laramie program.</p>

SECTION V. Budget Information

Revenue

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	\$ 11,444	\$ 13,389	\$ 15,000
Albany County	\$ 500	\$ 500	\$ 5,000
United Way	\$ 0	\$ 0	\$ 0
Contributions	\$ 80,307	\$ 77,944	\$ 80,000
Fundraisers	\$ 0	\$ 0	\$ 0
Interest	\$ 0	\$ 0	\$ 0
Albany County CPI	\$ 29,462	\$ 32,800	\$ 32,800
Albany CSBG	\$ 12,500	\$ 13,600	\$ 13,600
TANF funds passed through State	\$125,000	\$100,000	\$100,000
USDA – SNAP E&T Grant	\$ 0	\$ 50,000	\$ 50,000
Total	\$259,213	\$288,233	\$296,400

Expense

	FY 2014-2015	FY 2015-2016	FY 2016-2017
Salary, Director	\$ 55,000	\$55,000	\$55,000
Salary, Other(s)	\$ 59,216	\$81,012	\$85,000
Benefits	\$ 25,091	\$13,723	\$15,000
Rent	\$ 29,140	\$30,000	\$31,500
Utilities	\$ 1,901	\$ 1,800	\$ 2,000
Client Service	\$ 55,091	\$47,550	\$49,000
Client Aid	\$ 5,950	\$ 5,150	\$ 5,500
Equipment	\$ 1,490	\$ 3,300	\$ 2,000
Other – Staff development, office supplies, professional membership, fundraising	\$ 10,852	\$35,650	\$37,500
Total	\$243,731	\$273,185	\$282,500

Section VI: *Interim Report*

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded?

\$13,389 City of Laramie and \$500 Albany County

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.

\$6,854.90

Date: 6/30/2016

Briefly describe the impact that the FY 2015/2016 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?*

The City of Laramie and Albany County award was critical to Laramie CLIMB serving or planning to serve approximately 29 women and 55 of their children between March 2015 and March 2016 through the following programs:

- 1) A March 2015 through June 2015 session offered 6 participants and 14 of their children training in Quickbooks and office careers.
- 2) A June 2015 through September 2015 session offered 8 women and 13 of their children training in QuickBooks and office careers.
- 3) A September 2015 through December 2015 session offered 5 women and 8 of their children training in QuickBooks and office careers.
- 4) An upcoming program that will begin in February 2016 will serve an estimated 10 women and 20 children.

Classes completed include QuickBooks, Computer Skills Training, Workplace Communication, Interviewing, Budgeting, Parenting and Stress Management. All participants receive both group and individual therapy from a Certified Mental Health Counselor.

CLIMB serves a diverse population base and does not discriminate on race or ethnicity. The ethnicity of program participants in Laramie is Hispanic 17%; Caucasian 75%; American Indian 5%; Pacific Islander 1%; and African American 2%. The age of program participants is 13-17 years old 1%; 18-20 years old 12%; 21-29 years old 55%; 30-39 years old 25%; 40-49 years old 6%; and 50 years old 1%. One hundred percent of CLIMB participants are low-income, defined by CLIMB as at or below 185% of the federal poverty level.

Below, some of the participants from the grant year provide their feedback:

“First off, let me say that CLIMB is the real deal. It is not too good to be true. They really do help single moms and they give a whole lot of support and then you get to give the support to other moms as well. From my experience, I can honestly say that coming to CLIMB and taking that huge step and having the courage do so has been one of the best decisions I have ever made. It has been amazing and even life changing for me.” - Odessa

“Before CLIMB, I really felt invisible. But I was able to find my voice on the first day when people were talking about themselves. I realized I had things in common with other women and I wasn’t alone in experiencing what I had in life.” – Jennifer

“I came in feeling helpless and hopeless about myself. But I can say that I am leaving in a much better place with my head held up high and a lot of tools and open doors that I can use to better my future.” - Josetta

The remaining \$6,854.90 will be utilized to serve the class of 10 participants that began services on February 8, 2016. This funding is important to support these families through the comprehensive CLIMB program services including mental health counseling, job skills training, life skills training, and job placement. The funds will be fully expended by June 30, 2016.

Funding from the Community Partner program helps Laramie CLIMB Wyoming secure private foundation and corporate dollars through grant applications as well as private individual donations. In addition to private support, Laramie CLIMB Wyoming accessed funding through TANF grants that were passed through the Albany County CPI program and the State of Wyoming Departments of Family Services and received funding from Albany County CSBG. Laramie CLIMB Wyoming continues to strive for a diversified income stream for long-term sustainability.

Signing Authority Resolution

Approved Wednesday, February 4, 2015 by CLIMB Board of Directors

WHEREAS, the Board of Directors desires to grant signing and authority to certain person(s) described hereunder.

RESOLVED, that the Board of Directors is hereby authorized and approved to grant signing and authority to conduct business to any one of the following person(s): Ray Fleming Dinneen and members of the leadership team. The foregoing signing and authority granted shall include, but shall not be limited to, the execution of grants and contracts, leases, investment transactions, banking transactions, and all other transactions entered into by this Corporation. Ray Fleming Dinneen may authorize certain positions in the organization to enter into contracts that pertain specifically to their responsibilities at CLIMB. Examples of such contracts would include work agreements with employers, training agreements, mental health provider contracts, and life skills trainer agreements.

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

Fiscal Year 2016-2017

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	Eppson Center for Seniors, Inc.
Contact Person:	Andrea Kern
Mailing Address:	1560 North Third Street Laramie, WY 82072
Phone:	307 745 5116
E-mail:	executive@eppsoncenter.org
Web:	Eppsoncenter.org

Type of Organization:

Recreation/ Arts and Culture Civic/Quasi Governmental
 Social Service Other

Requested Amount for FY16/17: City \$ 50,000 County \$ 16,600

Will this amount be used to leverage additional funds either through grants or other means?

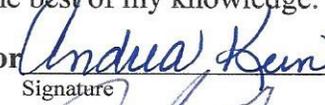
Yes No

If you marked "yes", indicate the amount of additional funds that will be leveraged and note whether these are estimated or actual.

\$ 325,000 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. City of Laramie grant funds will be used to help offset the cost of raw food for Congregate and Home Delivered meals. Albany County grant funds will be used for fuel for the Transportation department and for Home Delivered meal trays.

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		Andrea Kern	2/9/16
	Signature	Print Name	Date
Board President		Jake Anfinson	2/9/16
	Signature	Print Name	Date

SECTION II: Organization History

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

Mission Statement: Eppson Center for Seniors is dedicated to providing lifelong support for independent living.

The Eppson Center has served the senior population of Laramie and Albany County since 1973. The Eppson Center serves multiple purposes including congregate and home delivered meals, nutritional education, transportation for door to door, will-call and paratransit riders, homemaking services, personal care, specialized foot and hand care, health and wellness counseling, help with applying for federal assistance and referral services. The center also offers a variety of programs to prevent isolation of seniors which include exercise and fitness, support groups, music, cards, billiards, bingo, fall prevention, safe driving, outdoor recreational trips and personal training.

The Eppson Center's outreach focuses on low income seniors, minorities and persons with disabilities to ensure they have access to programs that will be of benefit to them. The center has a new outreach committee to investigate new ways to reach people in our community.

Organizational Structure

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

Jake Anfinson	President	2013-2016
Keith Miller	Vice President	2015-2018
Flew Wilson	Treasurer	2012-2018
Bernie Horst	Secretary	2013-2016
Roy Stalder	Director	2014-2017
Matt Goetz	Director	2012-2018
Mike Busch	Director	2014-2017
Gary Espeland	Director	2015-2018
Jeri Melinkovich	Director	2015-2018
Susan Simpson	Director	2015-2018

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

The goal of the Eppson Center for Seniors is to keep seniors in their homes and independent as long as possible with a focus on low income seniors. Our Federal and State grants prohibit us from charging fees for our services to anyone over the age of 60. We have a suggested donation amount for services but clients are not required and some are financially unable to make any donation. We do not deny services to anyone for inability to pay. Ongoing local funding from the City of Laramie and Albany County is vital for us to continue to provide the necessary matching funds required to obtain other grants. Our requested funding to support our nutrition programs from the City of Laramie is the same as last year. Our request for fuel from Albany County is \$10,600 and \$6,000 for home delivered meal trays.

Nutrition

The Eppson Center operates the only home delivered hot meal program in Albany County. We deliver meals five days a week to home bound people. Frozen meals for weekends are available upon request. Our Congregate meal program allows seniors to come into the center for a meal and to interact with others. Many seniors find preparing a meal too difficult or do not want to eat alone and often go without eating. Our programs offer at least one nutritionally balanced meal per day to help seniors remain healthy and retain their quality of life. We served a total 22,937 meals in 2015. We have started to put in place suggestions from the Vison Task Force that convened last summer. We are serving more fresh foods and recipes from scratch to improve our meal quality. Purchasing more fresh food means we are doing more business with local merchants. The cost of these meals is not being met by our federal and state funds combined with the suggested donation that is asked of participants. Our requested funds will be used to help offset food costs.

Transportation

The Eppson Center provides transportation for all citizens with a focus on seniors. During 2015 we provided 11,514 rides to those who no longer or cannot drive or cannot afford transportation of their own. We provide transportation for medical appointments, shopping, employment, education and social events. We work in conjunction with Interfaith Good Samaritan and the Dialysis unit at IMH to provide transportation to low income residents.

The Eppson Center is requesting the City of Laramie to grant funds for:

Nutrition Program

Raw food and other consumables for our Congregate and Home

Delivered meal programs \$50,000

Transportation Program

Fuel for transportation services \$10,600

Home Delivered Meal Trays \$ 6,000

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

Balance Sheet as of December 31, 2015:

<i>Assets</i>	<i>Liabilities</i>	<i>Other Financial Information</i>
Current: Cash: 185574.72 CDs , etc.: 00 Receivables: 58457	Current: Payables: 00 Withholding: 00	<i>You Wish to Include:</i>
Fixed: Equipment: 217,540.13 Building: 1,659765. Less Depreciation: 1,037,723.	Long Term: 43,360 Promissory Notes: 00 Mortgage: 160,000 Owner's Equity: 1,405,343	

SECTION V. Budget Information

Revenue

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	38,633	34,833	50,000
Albany County	17,500	17,500	16,600
United Way	24,423	24,686	25,000
Donors	47,941	10,500	30,000
Fundraisers	9,300	15,000	15,000
Program Contributions	133,763	148,958	90,000
Federal and State Grants	307,251	329,996	329,996
WSSB Grants	89,915	133,678	120,000
CSBG Grant	00	12,000	12,000
Other	17,500	7,900	67,464
Total	686,226	735,051	756,060

Expense

	FY 2014-2015	FY 2015-2016	FY 2016-2017
Salary, Director	38,000	40,000	40,000
Salary, Other(s)	314,329	388,377	388,377
Benefits	57,535	90,883	90,883
Rent	00	00	00
Utilities	32,700	32,672	32,700
Client Service	00	00	00
Client Aid	00	00	00
Equipment	00	00	00
Raw Food/Supplies/Ins	144,460	142,599	145,000
Facilities Maintenance	40,202	40,392	40,500
Fuel	17,500	10,600	10,600
Contracts	27,160	7,390	8,000
Total	671,886	752,913	756,060

Section VI: Interim Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded? City of Laramie \$ 34,833
Albany County \$ 17,500 -- \$10,600 Fuel \$6,900 vehicle purchase

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. \$ 14,514 City of Laramie
Date: June 2016
\$ 12,636 Albany County
Date: June 2016

Briefly describe the impact that the FY 2015/2016 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?*

The City of Laramie funds for FY 2015/2016 are used for the purchase of raw food for our congregate and home delivered meal programs. Since October 2015 our meal counts have increased for congregate meals to an average of 40-45 meals per day compared to 20-25 meals per day prior to October 2015. Our home delivered meal program averages 80 meals per day compared to 60 meals per day prior to October 2015. We began serving more fresh foods for both of these programs and have brought new menus into service. The congregate program not only provides a nutritious meal but it provides a place for people to come together for conversation and companionship. It is also a gateway to other services that may be needed. Home delivered meals provide a nutritious meal to home bound individuals. We focus on people who are age 60 and above and low income.

Albany County funds are used for fuel for our transportation department and matching funds for a new van. Ridership has increased by 534 rides over 2014. We serve those who can no longer drive or those who do not have access to transportation. Our grant for a new van has been approved and the funds from the county will be used for part of our 10% required matching funds. The van should be delivered this spring or early summer.

Not all funds have been spent at this time but will be before the end of the June 2016.

For every federal and state grant we must have matching funds and the City of Laramie and Albany County grants are used for that purpose.

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

Fiscal Year 2016-2017

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 to 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, the 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 and Laramie Depot*

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, 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: *Laramie Regional Airport, Albany County Public Library, 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 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
Paula J. Wilson-Caziér
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
Grants Analyst
307-721-5201
sreese@cityoflaramie.org

&

Jackie R. Gonzales
Albany County
County Clerk
307-721-5533
JGonzales@co.albany.wy.us

City staff will deliver applications from agencies seeking funding from the County to the County Clerk's office.

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 Wednesday February 17th, 2016.

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.
- One (1) Electronic Copy emailed to sreese@cityoflaramie.org & JGonzales@co.albany.wy.us.
- Use only a staple, paperclip or binder clip to secure the application, starting with Section I. (*Do not include your application in a folder, comb binder, etc.*)
- Only provide what is requested. *Do not* include brochures, promotional materials, or any other extraneous items.
- Copy of Organization W-9 Form.
- 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 2015/2016 cycle*. ***Reminder: All City of Laramie awardees are required to submit a final report by June 1, 2016.***
- Mark your Calendar: Presentation Schedule* (a final presentation schedule will be provided when applications are received)

Application Type	Date/Time	Location
Joint City/County	February 23, 2016/ 6:00 p.m.	Council Chambers of City Hall, 405 Ivinson Avenue
City-only	February 23, 2016/ 6:15 p.m.	Council Chambers of City Hall, 405 Ivinson Avenue
County-Only	June 7, 2016/ 9:00 a.m.	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 March 2016. Those decisions will be announced upon adoption of the FY 2016/2017 budget. Adoption is planned to occur in June 2016. Funds are generally distributed in one lump sum for one-time projects, such as special events. Quarterly payments are usually made for ongoing or projects or programs. Distribution of funds will be made after July 1, 2016.

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

- If City of Laramie awardees have un-used or un-committed funds at the end of the award period (June 30, 2016), the awardee must return all unused funds to the City of Laramie unless a written exception or Agreement extension is granted by the City Manager. A written request for an exception must be signed by agency director and board chair and delivered to the City Manager's Office by May 10, 2016.

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	Developmental Preschool & Day Care Center
Contact Person:	Jaime Stine
Mailing Address:	1771 Centennial Drive, Laramie, WY 82070
Phone:	307-742-3571
E-mail:	jstine@wyokids.org
Web:	www.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 FY16/17: City \$ <u>7,761</u> County \$ <u>3000</u>

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.
\$ <u>1,814,611</u> <input checked="" type="checkbox"/> Estimated <input 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 city and county sources are used as part of our required 3% local match for grants from state and federal sources to provide services for children age birth to 5 years old with developmental delays. In the 2016-2017 fiscal year, our total required match will be approximately \$54,438. Developmental Preschool and Day Care Center serves all children in Albany County up to 5 years old with developmental screenings, in-depth evaluations to determine the type of developmental delay, and all services for children found to have a delay. Funding from local, state and federal sources allow us to serve these families at no cost to them.

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 Jaime Rstine Jaime Rstine 2/10/16
Signature Print Name Date

Board President Keith B. Downey Keith Downey 2/10/16
Signature Print Name Date

SECTION II: Organization History

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

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 former 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 new 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. Finally, in 1996, Developmental Preschool and Day Care Center became incorporated with the current name and by-laws we operate under today. We are a non-profit organization governed by a volunteer board of 6 members.

Developmental Preschool and Day Care Center's mission is to provide high quality early intervention services, special education and related services, preschool, and child care, to young children and their families in Albany County. 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.

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. The Child Care program offers a nurturing environment with developmentally appropriate activities for children birth through twelve years of age. Fees for child care are based on a sliding scale, which considers family size and income. Developmental Preschool and Day Care Center is one of the only centers in the community to offer sliding scale fees for low income families.

Organizational Structure

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

KEITH DOWNEY, CHAIRMAN	Term expires 2017
EMORY SPIEGELBERG, VICE-CHAIRMAN	Term expires 2017
KEITH MARCOTT, SECRETARY	Term expires 2016
SAM DUNNUCK, TREASURER	Term expires 2016
KAREN YOUNGBERG, MEMBER	Term expires 2018
JOE SHUMWAY	Term expires 2016

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

Because of our understanding of budget shortfalls, we are requesting the same amount as we received in FY2015-2016. Developmental Preschool and Day Care Center (DPDC) is funded primarily by state and federal funds for serving children with developmental disabilities through IDEA programs. These funds require a minimum of 3% local match from city, county and private funding. Raising a total of \$54,000 in local funding enables us to leverage over \$1.8 million in state and federal funds, 94% of that money is used to pay salaries and benefits for our growing staff. As we continue to identify more children in our community with developmental disabilities, the amount of local funding required will increase. This funding request will be an ongoing request based on the need for ongoing local funding necessary for leveraging state and federal funding for serving children with developmental disabilities.

On August 24, 2015, DPDC opened the doors on our brand new child care and preschool facility. This expansion provided three additional classrooms for children birth through 2 years old and one additional part time preschool room (which added 7.5 FTEs) and increased the number of spots for school age children which are currently restricted based on space in current classrooms. We added 27 full-time day care slots and 35 part-time preschool and school age slots. Increasing the total slots will allow our program to serve more low income families, children with disabilities, as well as increase available child care for existing young families as well as those looking to relocate to Laramie.

The Albany County Grants Office determined our program aptly addressed the direction that the Albany County Comprehensive Plan describes in The Albany County Comprehensive Plan, August 2008, Chapter 2: Directions, Vision and Goals (see page 11, Attachment K3, i.e., “*the health, safety and welfare of our citizens.*” The health, safety and welfare of the community’s children is the basis for this grant application. Program outcomes for youth we serve are social acceptance, scholastic competence, educational expectations, grades, parental trust and adult relationships. The program contributes substantially toward helping children achieve success, complete their education, and increase earnings as they become adult community members contributing to Wyoming communities.

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

Balance Sheet as of December 31, 2015:

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

SECTION V. Budget Information

Revenue

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	\$7333.00	\$7761.00	\$7761.00
Albany County	\$3000.00	\$3000.00	\$3000.00
United Way	\$18,000.00	\$18,000.00	\$18,000.00
Donors	\$3500.00	\$161,000.00	\$10,000.00
Fundraisers	\$3000.00	\$12,500.00	\$11,000.00
Interest	\$6000.00	\$6000.00	\$6000.00
State/Federal Grant	\$2,666,360.00	\$2,726,909	\$2,679,969
Insurance Reimbursement	\$90,000.00	\$100,000.00	\$100,000.00
Rental Income	\$19,250.00	\$24,000.00	\$24,000.00
Day Care Income/Other	\$283,660.00	\$644,077.00	\$655,000.00
CDBG Grant/Building Loan	\$2,230,000.00	\$750,000.00	0
Total	\$5,330,103.00	\$4,444,247.00	\$3,514,730

Expense

	FY 2014-2015	FY 2015-2016	FY 2016-2017
Salary, Director	\$ 52,500	\$ 52,275	\$ 52,275
Salary, Other(s)	\$1,456,180	\$1,686,475	\$1,686,475
Benefits	\$ 327,640	\$ 376,553	\$ 376,553
Rent	\$ 6,848	\$ 6800	\$ 6800
Utilities	\$ 18,000	\$ 28,000	\$ 28,000
Client Service	\$ 40,000	\$ 46,000	\$ 46,000
Client Aid	\$ -	\$ -	\$ -
Equipment/Building	\$ 60,000	\$ 60,500	\$ 60,500
Mortgage	\$ 174,000	\$ 154,000	\$ 154,000
Grant Expenses	\$1,110,500	\$1,014,635	\$1,014,635
Travel/Training	\$ 20,000	\$ 18,250	\$ 18,250
Other	\$2,064,435	\$1,000,759	\$ 71,242
Total	\$5,330,103	\$4,444,247	\$3,514,730

Section VI: Interim Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded? \$ 10,761

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. \$ 6,880.62
Date: 6/30/2016

Briefly describe the impact that the FY 2015/2016 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?*

Community Partner funding is utilized 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). Community funds are used along with state and federal funds to pay salaries for staff that provides direct services, pay preschool tuition, purchase supplies and equipment, cover travel expenses, and cover other necessary overhead expenses incurred through the course of serving the children enrolled in our program. The unexpended funds are equal to funds not yet received from the City and County award and will be spent out through regular budget expenses during the remainder of the year.

In this fiscal year, DPDC served approximately 299 children with developmental services (0-5 years old) and child care (0-9 years) needs. Currently, 45% of the total families served through both programs are low income. Approximately another 25% are moderate income families.

DEVELOPMENTAL PRESCHOOL AND DAY CARE
Statements of Financial Position
As of December 31, 2015 and 2014

Assets

	December 31, 2015	December 31, 2014
Current Assets		
Cash on Hand	\$ 25.00	\$ 25.00
Cash in Bank-FIB	176,547.79	45,099.36
Cash in Bank of Commerce-Money Market	136,960.39	136,797.56
Cash in Bank--ANB Carbon County	108,908.57	7,681.07
Cash in ACPE-CD	1,257.39	2,206.98
Cash in ACPE-Shares	554.20	6,510.16
Cash in RNB - Money Mkt	164,929.16	164,701.60
Cash in UNIWYO	523.03	54,521.14
Accounts Receivable	65,131.69	71,044.10
Cash in FIB-Sweep	143,785.65	745,392.38
Cash in UNIWYO- MM	5,988.10	2,602.43
Cash-UNIWYO-CD	166,252.64	114,656.58
Cash in FIB-FINTEGRA	59,893.22	184,667.73
Cash-ACPE-CD	114,722.17	106,734.55
Cash in bank-payroll	0.00	2,645.39
Cash in-MERIDIAN TRUST FCU	329.29	43,699.16
CASH-MERIDIAN	90.00	90.00
CD'S Meridian Trust	126,839.63	81,828.83
Cash in Wyoming State Bank	30,244.13	30,052.05
Cash in ANB-Albany Co	271,209.57	34,835.33
Cash in BOW Money Market	247,539.17	148,884.05
Cash in BOW Checking	10,732.33	22,552.49
Cash in CD-WSB	<u>120,625.37</u>	<u>120,000.00</u>
Total Current Assets	<u>1,953,088.49</u>	<u>2,127,227.94</u>
Fixed Assets		
Furn-Fixtures-Equip	862,770.59	826,517.84
Allow. For Depreciation	(639,138.78)	(546,510.37)
Buildings	949,326.39	949,326.39
Allow. for Depreciation	(566,449.04)	(536,882.22)
Land	<u>57,599.82</u>	<u>57,599.82</u>
Total Fixed Assets	<u>664,108.98</u>	<u>750,051.46</u>
Net Fixed Assets	<u>664,108.98</u>	<u>750,051.46</u>
Total Assets	<u>\$ 2,617,197.47</u>	<u>\$ 2,877,279.40</u>

DEVELOPMENTAL PRESCHOOL AND DAY CARE
Statements of Financial Position
As of December 31, 2015 and 2014

Liabilities and Net Assets

	December 31, 2015	December 31, 2014
Current Liabilities		
Accounts Payable	\$ 3,151.87	\$ 4,912.56
Accrued Wages	141,147.20	165,767.92
Deferred Rev - Parent Fees	4,269.26	4,269.26
Acc Pay Workers Comp	22,327.18	0.00
Sweep Account	<u>29,776.53</u>	<u>0.00</u>
Total Current Liabilities	<u>200,672.04</u>	<u>174,949.74</u>
Total Liabilities	<u>200,672.04</u>	<u>174,949.74</u>
Net Assets (Deficit)		
Unrestricted-Undesignated	2,574,781.29	3,030,481.86
INCREASE (DECREASE) IN NET ASSETS	<u>(158,255.86)</u>	<u>(328,152.20)</u>
Total Net Assets (Deficit)	<u>2,416,525.43</u>	<u>2,702,329.66</u>
Total Liabilities and Net Assets	<u>\$ 2,617,197.47</u>	<u>\$ 2,877,279.40</u>

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

Fiscal Year 2016-2017

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	Downtown Clinic
Contact Person:	Pete Gosar
Mailing Address:	P.O. Box 834, Laramie, WY 82073
Phone:	307-745-8445
E-mail:	laramiedtc@gmail.com
Web:	downtownclinic.org

Type of Organization:

Recreation/ Arts and Culture Civic/Quasi Governmental
 Social Service Other

Requested Amount for FY16/17: City \$5,000 County \$5,000

Will this amount be used to leverage additional funds either through grants or other means?

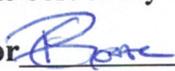
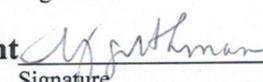
Yes No Community Partner funds are always mentioned in our grant seeking and may have a leveraging effect.

If you marked "yes", indicate the amount of additional funds that will be leveraged and note whether these are estimated or actual.

\$ _____ 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. The Downtown Clinic will continue applying the requested Community Partner funds toward the salary of its certified pharmacy technician. Our in-house pharmacy provides clients the medications they need to successfully manage chronic diseases, thereby achieving a better quality of life and, in many cases, maintaining employment.

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		<u>Pete Gosar</u>	<u>02/03/16</u>
	Signature	Print Name	Date
Board President		<u>V. Guthmann</u>	<u>2/10/16</u>
	Signature	Print Name	Date

SECTION II: Organization History

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

The DTC began providing free primary health care to low-income, uninsured residents of Albany County in 1999. Our comprehensive program is broadly supported by the community, as demonstrated by the partnerships listed in parentheses: counseling; medications (purchased at cost from Safeway Pharmacy); laboratory testing (donated by WyoMed Laboratory and Beacon LabCorps, Inc.) diagnostic testing (donated by Ivinson Memorial Hospital and Advanced Medical Imaging, Inc.); emergency dental care (donated and discounted services from cooperating dentists); and referrals to other social service agencies and programs.

The DTC serves residents of Laramie and Albany County whose household incomes are at or below 138% of the federal poverty guideline (above that level, most qualify for subsidized health insurance offered on the Affordable Care Act health insurance exchange). We do not see full-time UW or WyoTech students as they have access to health care at school. Neither do we see people who have - or are eligible for - Medicaid or Medicare, or who have health insurance of any kind.

Appropriately licensed volunteers provide primary care, counseling, and pharmacy services, and community volunteers, including many UW health sciences students, assist with reception, eligibility, medical records, pharmacy, and intake. Over 3000 volunteer hours were donated last year. The DTC employs four part-time staff: an executive director, a patient care coordinator, a certified pharmacy technician, and a case manager.

*The DTC's **mission statement** is: to provide free professional non-emergent acute and chronic care to persons without the financial resources to access medical care, and to serve as an entry point to the social and health care system to assist people in achieving and maintaining their physical, emotional and social health.*

Organizational Structure

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

LJ Guthmann (President) 2016
Mary E. Burman (Vice-President) 2017
Frances Price (Secretary) 2018
Esther McGann (Treasurer) 2017
Shirley Kingston 2016
Larry Knopp 2016
David Schroeder 2016
Martha Martinez Del Rio 2018
Chris Walrath 2018
Clayton Melinkovich 2018

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

The DTC commits its Community Partner funds to the wages of its part-time certified pharmacy technician. Dispensing medications on-site is an integral part of the DTC's comprehensive primary care program to maintain client health and employability. Trained volunteers assist the certified pharmacy technician and a licensed volunteer pharmacist checks the prescriptions before they are dispensed. Most prescriptions are dispensed for management of chronic diseases such as diabetes, high blood pressure, asthma, high cholesterol, mild depression/anxiety, hypothyroidism, gastrointestinal reflux disease, heart conditions, and muscular/skeletal conditions. ***Please note that the DTC does not store or dispense any controlled medications.***

This request is on-going and at the same level as previous years. The Downtown Clinic has a small part-time (4) staff and delivers most of its services through community volunteers. We maintain a pool of 60-70 medical and community volunteers to operate the clinic and clients must be residents of Albany County. No large program or staff expansions are anticipated for the coming year. Similarly, we own our building and do not anticipate any large equipment or other fixed asset purchases.

The 2013 needs assessment conducted for the Community Service Block Grant board identified access to health care as a top need for our community. Access to primary health care at the Downtown Clinic helps clients stay well enough to take care of themselves and others, to maintain employment, and to avoid the emergency room where the cost of uncompensated care raises health care costs for everyone.

The DTC always mentions Community Partner funding when seeking other funds, as it helps demonstrate community support.

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

Balance Sheet as of December 31, 2015:

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

Notes on the Balance Sheet and the following Budget Information page:

The DTC Board of Directors has conscientiously built up enough savings to provide a year's worth of uninterrupted services against the possibility of losing a funding source and/or having to purchase services that currently are donated. Our health care partners face a great deal of uncertainty as health care reforms unfold. The value of donated services is about twice the DTC's cash budget.

9:15 AM
01/13/16
Cash Basis

Downtown Clinic
Balance Sheet
As of January 13, 2016

Jan 13, 16

ASSETS	
Current Assets	
Checking/Savings	
CD-Share ID-34	28,071.09
CD Share ID 35	27,242.06
CD Share ID 36	27,689.80
Checking	177.07
Money Market	150,601.77
UniWyo Savings Share ID 01	6.90
Total Checking/Savings	233,788.69
Total Current Assets	233,788.69
Fixed Assets	
Building	102,407.90
Total Fixed Assets	102,407.90
TOTAL ASSETS	<u>336,196.59</u>
LIABILITIES & EQUITY	
Equity	
Net Assets	327,849.09
Opening Bal Equity	-2,333.46
Net Income	10,680.96
Total Equity	336,196.59
TOTAL LIABILITIES & EQUITY	<u>336,196.59</u>

SECTION V. Budget Information

Revenue

	FY 2014-2015 (Actual)	FY 2015-2016 (Budgeted)	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	5,000	5,000	5,000
Albany County	4,000	4,000	4,000
United Way	23,966	25,000	26,000
Donors	33,578	35,500	35,500
Fundraisers	48,621	60,000	60,000
Interest	1,540	1,500	1,500
Other CSBG	39,178	48,000	45,000
Other Guthrie Fam. Fdn.	17,000	17,000	17,000
Other R.M. Power Fdn.	6,000	5,000	5,500
Other	2,448	2,500	2,600
Total	181,331	203,500	202,100

Expense

	FY 2014-2015	FY 2015-2016	FY 2016-2017
Salary, Director	34,020	35,000	36,750
Salary, Other(s)	60,716	62,000	65,000
Benefits	Benefits included	Benefits included	Benefits included
Rent (Building Expenses)	7,291	10,221	10,500
Utilities	Included in Bldg Exp.	Included in Bldg Exp.	Included in Bldg Exp.
Client Service	49,390	52,060	53,500
Client Aid	34,993	37,000	36,000
Equipment	2,389	1,000	1,000
Other office supplies	4,500	2,400	2,475
Other volunteers and fdr.	3,195	2,000	2,060
Other dues	240	525	540
Other miscellaneous	1,656	480	500
Total	198,390	202,686	208,325

Section VI: Interim Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded?

\$5,000

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 2015/2016 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?*

In the last four years, the Downtown Clinic has compiled the following information:

2011-2012: 381 clients received 6,517 prescriptions

2012-2013: 395 clients received 6,289 prescriptions

2013-2014: 462 clients received 7,842 prescriptions

2014-2015: 527 clients received 7,178 prescriptions

This last year saw a 14% increase in number of clients. In the last four years, we have experienced more than a 38% increase in clients seen by the Downtown Clinic for primary care services.

Two-thirds of the prescriptions were dispensed to clients with incomes at or below 100% of the federal poverty level. The overall client population is aged 19-64, with race or ethnicity generally reflecting the population of Wyoming (about 20% Hispanic). A Spanish language interpreter is available at each clinic. About half of the Downtown Clinic's clients work at least part-time.

The Community Partner funds pay most of the wages of our part-time pharmacy technician; as noted earlier, the capacity to dispense medications on-site is an integral part of the services offered at the DTC and an important factor in our success in managing chronic diseases.

We always mention Community Partner funding when seeking other sources of support. The DTC's comprehensive primary care program is made possible only by the broad community support it receives in contributions, donated services, and volunteer time and expertise.

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

Fiscal Year 2016-2017

SECTION I: *Cover Sheet*

APPLICANT INFORMATION

Organization Name:	Hospice of Laramie
Contact Person:	Terri Longhurst
Mailing Address:	710 E. Garfield St. #339, Laramie, WY 82070
Phone:	(307) 745-9254
E-mail:	terri@hospiceoflaramie.org
Web:	www.hospiceoflaramie.org

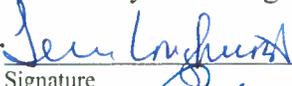
Type of Organization:
<input type="checkbox"/> Recreation/ Arts and Culture <input type="checkbox"/> Civic/Quasi Governmental
<input checked="" type="checkbox"/> Social Service <input type="checkbox"/> Other

Requested Amount for FY16/17: City <u>\$7,500</u> County \$ _____
--

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.
<u>\$7,500</u> <input checked="" type="checkbox"/> Estimated <input 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>
Hospice of Laramie (HOL) will use the Community Partner funds to continue partially covering unreimbursed patient-care costs, particularly to maintain HOL's nursing staff structure and to increase our social services staffing structure. By focusing on these goals, HOL will be able to continue to provide the highest quality end-of-life care to any individual with a terminal illness and the support for their loved ones who live in the City of Laramie and Albany County.

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	Terri Lovhurst Print Name	2/17/16 Date
Board President	 Signature	Mario Rampulla Print Name	2/17/16 Date

SECTION II: Organization History

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

Hospice of Laramie (HOL) was founded in 1983 by a dedicated group of community members who wanted to offer end-of-life care and support to any individual with a terminal illness and their families who live in the City of Laramie and Albany County. Since that time, HOL has provided care to over 700 patients and support for their loved ones. HOL believes that terminal illness does not have to be a time of hopelessness and helplessness. During this phase of life, supportive, positive care is directed toward comfort and growth for individuals and their loved ones. Hospice focuses on caring, not curing. That care is centered on the needs and wishes of the individual, not on the disease. In most cases, this care is delivered in the comfortable and familiar surroundings of the individual's home. In summary, "It's about how you live."

The mission of HOL is to promote acceptance of the process of dying as a natural, potentially fulfilling part of life, while providing emotional, spiritual, social, and material resources to support the dying, their families and friends.

In order to continue to meet our mission, HOL has identified the changing needs and demographics of the families we serve. Construction of the Hospice House began in November 2015 and will take approximately one year to complete. This facility will allow HOL to serve people who desire hospice care, but are unable to remain in their homes.

Organizational Structure

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

Mario Rampulla, Board President (2013-2016)

Tyler, Valentine, Board Vice President (2013-2016)

Sue Spencer, Board Secretary (2013-2016)

Jennifer Brook, Board Treasurer (2014-2017)

Sharon Gern, Board Member (2013-2016)

Amy Jenkins, Board Member (2013-2016)

Julie Carlson, Board Member (2013-2016)

Judith Olson, Board Member (2014-2017)

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

Hospice of Laramie (HOL) is requesting the same amount, of \$7,500, from the City for the FY 2016/2017 as we did in both FY 2015-2016 and FY 2013-2014. This ongoing request will allow HOL to support its mission by meeting the following goals: 1) maintain HOL's nursing staff structure in order to provide comprehensive care to current patients while allowing ample time for the assessment and admission process of new patients; and 2) increase HOL's social services staff and certified nursing assistant (CNA) staff to provide more services to patients and their families after working hours. Construction of the Hospice House began in November 2015, and we anticipate move-in and start-up operations to begin in late 2016. With that, Medicare has a rather unique requirement of Hospice providers which mandates that we are not able to submit for an inpatient license until we have been providing such services.

Unfortunately, the lag time between providing services and receiving our inpatient review can take up to 6 months. During that time, HOL is unable to submit bills to Medicare for these patients. Therefore, the City's Community Partner funds are even more critical to our operation during these first few years of adding the inpatient service.

These two goals will facilitate HOL's ability to provide the highest quality of end-of-life care for residents of the City of Laramie and Albany County by ensuring comprehensive 24- hour care in an interdisciplinary manner. Additionally, HOL remains committed to serving all members of the City of Laramie and Albany County community who desire hospice care, regardless of their ability to pay.

HOL anticipates leveraging the Community Partner award in the following manner: sharing with potentially new and existing donors the beneficial impacts of HOL towards the enhancement and support of the hospice philosophy, and allowing HOL to maintain the ability to provide the highest quality end-of-life care. Also, when requesting additional grant funds from private sources that are focused on covering

unreimbursed care costs, HOL will acknowledge that the City is giving a percentage to help offset these costs and their contribution would only enhance that coverage.

Community Partner funds are vital to ensuring that HOL can continue to provide comprehensive, compassionate care to terminally ill individuals and their loved ones.

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

Balance Sheet as of December 31, 2015:

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

SECTION V. Budget Information

Revenue

**Does not include capital campaign revenues*

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	\$6,244	\$6,255	\$7,500
Albany County	\$0	\$0	\$0
United Way	\$24,692	\$22,482	\$24,000
Donors	\$30,355	\$35,786	\$33,500
Fundraisers	\$57,163	\$56,602	\$74,000
Interest	\$1,225	\$1,504	\$1,600
Other--client	\$320,554	\$284,492	\$502,565
Other--grants	\$9,413	\$2,241	\$20,000
Other—unreimbursed services	\$-67,696	\$-51,098	\$-72,055
Other—investments/rental	\$18,756	\$6,302	\$5,000
Total	\$400,706	\$364,566	\$596,110

Expense

**Does not include capital campaign expenses*

	FY 2014-2015	FY 2015-2016	FY 2016-2017
Salary, Director	\$55,907	\$57,378	\$50,985
Salary, Other(s)	\$229,826	\$250,883	\$311,043
Benefits	\$40,876	\$44,661	\$58,539
Rent	N/A	\$4,032	\$7,200
Utilities	\$10,200	\$9,618	\$12,894
Client Service	\$78,589	\$75,989	\$94,277
Client Aid	N/A	N/A	N/A
Equipment	\$0	\$0	\$0
Other--contracts	\$550	\$265	\$265
Other	\$62,663	\$48,068	\$43,845
Other			
Other			
Total	\$478,611	\$490,894	\$579,048

Section VI: *Interim Report*

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded? \$6,255.56

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. \$1,563.89
Date: April 2016

Briefly describe the impact that the FY 2015/2016 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?*

HOL served 44 terminally-ill patients and their loved ones in 2015, and of those, most were either low to moderate income. HOL does not collect data on individual race and/or ethnicity.

The impact of HOL's 2015-2016 award from the Community Partner fund was organizationally significant. In 2015, HOL experienced a decrease in the number of patients served, but an increase in the average length of stay, indicating that HOL's public awareness and education efforts were successful, with people accessing hospice services earlier. In 2014, HOL served 52 patients with an average length of stay of 32.5 days, and in 2015 the number of patients decreased to 44, and the average length of stay increased to 34 days. The decrease in number of patients, coupled with the increase in average length of stay, resulted in less revenue for HOL. Community Partner funds directly impacted HOL by helping to offset this drop in revenue, and because of these funds there was no interruption of care. In 2015, HOL continued to experience clients who wanted hospice services, but were unable to safely remain at home.

For patients in need of care outside of their homes, HOL continued to transfer them to other hospice providers with inpatient facilities, illustrating the need to develop inpatient services in Laramie sooner rather than later. Completion of the Hospice House will fill this need.

HOL has maintained its one-on-one educational opportunities with primary health-care providers. The focus of these meetings has remained on increasing providers' understanding of the eligibility criteria for hospice care. These discussions have resulted in an increased number of patients referred to HOL.

To date, HOL has directed the award dollars to covering unreimbursed patient care costs, in particular to offset the cost of part-time and on-call 24/7 nursing and social services care. HOL has received three of the four quarterly City payments. Plans are in place to continue to spend the remaining award funds before the close of the Community Partner fiscal year.

Hospice of Laramie
 Balance Sheet
 As of December 31, 2015

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
1000 · Unrestricted	
1015 · American National Ckg/70482409	-11,431.11
1031 · American National MM/70482425	24,676.01
1032 · FIB Money Market	827,766.92
1033 · UniWyo Savings	462,243.32
1035 · UniWyo Checking/	2,330.60
1037 · Uniwyo FCU Money Market	3,000.26
Total 1000 · Unrestricted	1,308,586.00
1061 · First Int Securities Cash Acct	190,308.51
Total Checking/Savings	1,498,894.51
Accounts Receivable	
1202 · Accounts Receivable	84,267.75
Total Accounts Receivable	84,267.75
Other Current Assets	
1083 · Prepaid Insurance	4,674.01
1499 · Undeposited Funds	900.00
Total Other Current Assets	5,574.01
Total Current Assets	1,588,736.27
Fixed Assets	
1302 · Medical Equipment/Loan Closet	6,308.00
1302.5 · Accumulated Depreciation	212,490.34
1303 · Furniture	12,260.67
1304 · Equipment	47,146.82
1304.5 · Accumulated Depreciation	-277,129.68
1305 · Hospice House Land	387,045.86
1305.5 · Hospice House	337,910.91
Total Fixed Assets	726,032.92
TOTAL ASSETS	2,314,769.19
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	3,907.84
Total Accounts Payable	3,907.84
Credit Cards	
First Interstate Bank Mastercar	-25.95
Total Credit Cards	-25.95
Other Current Liabilities	
2056 · United Way Payable	255.00
2020 · Federal Withholding Payable	1,257.67
2030 · Medicare Payable	353.32
2040 · Social Security Payable	1,510.80
2050 · Workers' Compensation Payable	450.99
2055 · WY Unemployment Payable	85.58
2065 · Heath Insurance Payable	-2,208.48
Total Other Current Liabilities	1,704.88
Total Current Liabilities	5,586.77
Total Liabilities	5,586.77

9:02 AM
02/16/16
Accrual Basis

Hospice of Laramie
Balance Sheet
As of December 31, 2015

	<u>Dec 31, 15</u>
Equity	
3010 · Unrestricted Net Assets	840,199.42
3040 · Temp Resticted-Hospice House	405,764.51
3900 · Retained Earnings	912,236.75
Net Income	<u>150,981.74</u>
Total Equity	<u>2,309,182.42</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,314,769.19</u></u>

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

- 1

Fiscal Year 2016-2017

From

Interfaith-Good Samaritan
710 East Garfield Street
Room 127

Laramie, WY 82070

Phone: (307) 742 – 4240

Fax: (307) 742 - 0184

Email: Interfaith82070@aol.com

Website: www.interfaithgoodsam.com

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 to 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, the 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 and Laramie Depot*

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, 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: *Laramie Regional Airport, Albany County Public Library, 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 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
Paula J. Wilson-Caziér
406 Ivinson Avenue

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
Grants Analyst
307-721-5201
sreese@cityoflaramie.org

&
Jackie R. Gonzales
Albany County
County Clerk
307-721-5533
JGonzales@co.albany.wy.us

City staff will deliver applications from agencies seeking funding from the County to the County Clerk's office.

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 Wednesday February 17th, 2016.

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.
- One (1) Electronic Copy emailed to sreese@cityoflaramie.org & JGonzales@co.albany.wy.us.
- Use only a staple, paperclip or binder clip to secure the application, starting with Section I. (*Do not include your application in a folder, comb binder, etc*).
- Only provide what is requested. *Do not* include brochures, promotional materials, or any other extraneous items.
- Copy of Organization W-9 Form.
- 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 2015/2016 cycle*. **Reminder:** All City of Laramie awardees are required to submit a final report by **June 1, 2016**.
- Mark your Calendar: Presentation Schedule** (a final presentation schedule will be provided when applications are received)

Application Type	Date/Time	Location
Joint City/County	February 23, 2016/ 6:00 p.m.	Council Chambers of City Hall, 405 Ivinson Avenue
City-only	February 23, 2016/ 6:15 p.m.	Council Chambers of City Hall, 405 Ivinson Avenue
County-Only	June 7, 2016/ 9:00 a.m.	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 March 2016. Those decisions will be announced upon adoption of the FY 2016/2017 budget. Adoption is planned to occur in June 2016. Funds are generally distributed in one lump sum for one-time projects, such as special events. Quarterly payments are usually made for ongoing or projects or programs. Distribution of funds will be made after July 1, 2016.

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

- If City of Laramie awardees have un-used or un-committed funds at the end of the award period (June 30, 2016), the awardee must return all unused funds to the City of Laramie unless a written exception or Agreement extension is granted by the City Manager. A written request for an exception must be signed by agency director and board chair and delivered to the City Manager's Office by May 10, 2016.

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	Interfaith-Good Samaritan
Contact Person:	Tom Martin
Mailing Address:	710 East Garfield Street, Room 127, Laramie, WY 82070-3985
Phone:	(307) 742-4240
E-mail:	Interfaith82070@aol.com
Web:	Interfaithgoodsam.com

Type of Organization:

Recreation/ Arts and Culture Civic/Quasi Governmental
 Social Service Other

Requested Amount for FY16/17: City \$ \$40,000 County \$ 40,000

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.

\$ _____ 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

Provide emergency lodging, food, fuel; emergency vehicle repair for stranded travelers or to sustain employment for local residents, dental and medical appointments out of town, bus transportation to shelters, local bus transportation for those without transportation, and provide assistance for emergency medication and visits to doctor and dentists when no other means for timely assistance is available. Purchase food for community food pantry.

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 *Tom Martin* Tom Martin 2-17-2016
Signature Print Name Date

Board President *Elvira C. Flores* Elvira C. Flores 2/17/16
Signature Print Name Date

SECTION II: Organization History

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

Interfaith-Good Samaritan (I-GS) began serving Albany County as a clearinghouse for persons seeking emergency assistance. During the 1980's, several women from local churches joined together to volunteer their time to the disenfranchised. Initial funding was primarily provided by local churches and community fund-raisers. However, as the needs of the community grew more complex, I-GS began seeking additional funding sources. Interfaith-Good Samaritan has responded to the growing number of people living in poverty, as well as to the changes in social service delivery and policy. This was done by expanding their services, with the help of a broad social service and community network. Interfaith-Good Samaritan maintains the following mission: To cooperate with agencies and organizations to assist to women, men, and children in emergency situations.

Organizational Structure

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

Interfaith-Good Samaritan Board of Directors:

Jo-Carol Ropp, President 2018
Alli Flores, Vice President 2017
Sandy Ksir, Treasurer, 2018
Michelle Holmes, Secretary, 2017
Susan Sandeen, 2017
Tom Gaddis, 2018
Martha Pheneger, 2017
Joe Shumway, 2017
Bob Boysen. 2018
Marian Paxton, 2018
Mitch Cushman, 2017
Jacquelyn Leonard, 2018
Tom Martin, 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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

We are requesting \$40,000 from the City and \$40,000 from the County. This is the same amount we requested as last year, although we saw a 10% increase in the number of I-GS clients within calendar fiscal year (CFY) 2015. The number of people requesting Supplemental Nutritional Assistance Program (SNAP) service in Wyoming has continued to rise over the past year. The number of participants in Wyoming receiving SNAP is greater than it was in 2010. Twenty-five percent of the residents of the City of Laramie live at or below 100% of the federal poverty guidelines per the 2010 US Census.

Housing and Utilities Services:

The Albany County Tripartite Board needs assessment of 2013 identified the primary concern for Albany County residents surveyed as the lack of affordable health care, and affordable low-income housing was a close second. Interfaith-Good Samaritan (I-GS) provides emergency housing relief. Families with children and persons with disabilities are given priority for funding by I-GS. Comparison between 2013 to 2015 rental assistance reveals the following:

	2013	2014	2015
Total number of requests for housing assistance	949	1011	1029
Total number of funded requests for housing assistance	381	463	411

We were able to assist 28 additional households by working with landlords to secure agreements to allow renters to do work for the property owners and by negotiating variable rents until past-due amounts were paid. These agreements were dependent upon development of family budgeting plans and attending budgeting classes. Three less landlords were willing to work with clients this year compared to last year.

Transient Services:

Requests for transient services for bus transportation were more than \$3,550 over budget last year. The price for all Greyhound Bus ticket purchased by I-GS increased by \$20.50 per ticket as all tickets had to be purchased as gift tickets, per Greyhound regulations. Neither Greyhound Lines, Inc., nor the local Greyhound bus agent accepts checks. We cannot provide the client cash or our debit card. Road

closures and adverse road conditions add additional motel room costs for these individuals. Bus tickets for families with children were more expensive as family rooms were not available in homeless shelters at Ft Collins, Colorado, Denver, Colorado or Cheyenne, Wyoming. We also had a 16% increase in the transient population in 2015.

Nutrition Services:

Interfaith provided food to approximately 4,250 people in Albany County per month in 2015. Food was provided to 437 school children registered in the Albany County School District # 1 and the Head Start Backpack programs throughout 2015. This does not include the 603 persons who receive USDA Food Commodities each month. We have increased our monthly food purchase from \$2,000 to \$3,000 per month because the donations do not keep up with the demand.

Medical Program:

I-GS operates the services for the Albany County Medical fund. This program provides emergency medication when no other financial avenues exist. Emergency doctor visits to medical specialists are arranged when the Downtown Clinic does not provide for the specialty. Doctor visits are also provided to persons below 200% of the poverty guidelines when the client receives a positive Strep test from Public Health outside of Downtown Clinic's hours of operation. Dental visits are arranged for initial examination of needy persons with dental pain. Additional assistance is determined with the client and dentist on a case-by-case basis. Root canals, bridges and braces are not included in this program. This program is capped at \$350 per person for a combination of prescriptions, medical and dental assistance. Exceptions are made during review board meetings.

Intangible Community Services:

People in desperate situations sometimes commit illegal acts to meet their needs. We provide a 24/7 crisis hotline staffed to provide immediate assistance to persons in crisis to intervene before the situation creates additional problems. We believe I-GS helps prevent crimes and thus contributes to public safety. No monetary funds are used for leveraging or matching funds. Donations and volunteer hours are used as in-kind matching funds.

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

Balance Sheet as of December 31, 2015:

<i>Assets</i>	<i>Liabilities</i>	<i>Other Financial Information You Wish to Include:</i>
Current:	Current:	Account is on a strictly cash basis. All furnishings have been donated and have little or no value.
Cash: \$71,924.44	Payables: NA	
CDs , etc.: \$101,407.63	Withholding: NA	
Receivables: NA	Long Term: NA	
Fixed:	Promissory Notes: NA	
Equipment: NA	Mortgage: NA	
Building: NA	Owner's Equity: NA	
Less Depreciation: NA		

SECTION V. Budget Information

Revenue

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	28,900	34,644	40,000
Albany County	30,000	30,000	40,000
United Way	32,000	25,301	34,135
Contributions	75,300	97,458	80,000
Fundraisers	12,000	10,744	11,500
Interest	1,000	1,497	1,100
CSBG	87,653	76,617	65,413
TANF	12,000	18,000	19,680
Guthrie	20,000	20,000	20,000
Emergency Solution Grant	16,300	21,880	28,075
Emergency Food & Shelter	0	1594	1,594
Total	315,153	337,735	342,497

Expense

	FY 2014-2015	FY 2015-2016	FY 2016-2017
Salary, Director	36,000	38,000	39,140
Salary, Other(s)	33,851	38,986	49,225
Benefits	2,011	2,750	3,000
Rent	8,808	8,984	9,164
Utilities	NA	NA	NA
Client Service	NA	NA	NA
Client Aid	238,970	246,278	268,520
Equipment	NA	NA	NA
Telephone	2,712	2,415	2,300
Supplies/Printing	5,790	6,129	6,500
Professional Fees	3,862	5,202	3,485
Liability Insurance	1,428	1,928	2,000
Computing	1,987	2,121	3,500
Fundraising Costs	1,147	893	2,250
Other	14,339	6,679	6,980
Total	350,905	360,365	396,064

Section VI: Interim Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

City Award
Amount Awarded? \$ 32,000

Have you used all of the funds awarded? Yes
 XNo As of February 17, 2016, 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. \$ 10,500
Date: April 30, 2016

County Award
Amount Awarded? **\$30,000**
Have you used all of the funds awarded? As of February 17, 2016, 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. \$ \$12,000
Date: April 30, 2016

Briefly describe the impact that the FY 2015/2016 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?*

Persons served: Medical Assistance:

Prescription Medicine:	268 persons
Visits to Medical Specialists	72 persons
Visits to Dentists:	111 persons
Eye Glasses	1 person

Travel Assistance:

Motor Fuel:	294 households
Greyhound Bus Tickets:	91 persons
Rides on PATS Bus:	3,397 persons
Vehicle Repair:	37 households
Driver's License:	2 persons
ID Cards	6 persons
Birth Certificates	4 persons

Food:

Food Pantry:	4,250 persons
USDA Food Commodities:	603 persons
Backpack Program:	437 persons

Lodging:

236 persons

Client Rent and Utility Assistance:

411 households

The income level for travel assistance, lodging and rent and utility assistance is required to be at or below 125% of the federal poverty guidelines (FPG). The income level of persons receiving medical assistance must be at or below 200% of the FPG. People receiving USDA Food Commodities must have incomes at or not exceeding 135% of the FPG unless they are seniors or disabled, then the income cannot exceed 150% of the FPG. Seventy-five percent of the persons receiving food from the food pantry cannot have gross household incomes exceeding 100% of the FPG.

Anyone is eligible to receive services from our agency. This includes but is not limited to singles, couples, parents, children, from any or no faith, culture, race, age, disability, veteran status, sexual preference or identity, homeless or indigent, county resident or non-resident, employed or unemployed. All persons receiving assistance must physically be in Albany County, Wyoming. Persons physically in other counties or states must seek assistance from the county they are physically in at the time. All assistance is offered to assist the client increase his/her/their self-sufficiency and serves as a hand-up, not a handout.

As mentioned earlier in the body of this grant, without these services, many of the low-income employees of Laramie and Albany County could not survive. Most of our clients work in service jobs, earn at or slightly above minimum wage, with no benefits, and more often than not, are employed less than 40 hours per week. Seventy-nine percent of our clients work. Within two months of receiving services, over half of the remaining 21% of our clients gain employment. There is a constant gain/loss of employment that circulates among 21% of our clients. Without these services, many would have to leave the area or resort to other means to make ends meet.

In meeting our goals, we collaborate with every organization in the community. We continuously seek funds from other sources such as private foundations and other funding agencies. We hold one fundraiser per year, and at least one religious institution holds a fundraiser where we are earmarked to get at least part of the proceeds.

Numerous houses of worship, educational, governmental, civic and business groups conduct food, coats and other product drives for I-GS. We also receive financial support from the groups and private citizens

All City and County funds are used for direct client services.

No monetary funds are used for leveraging or matching funds. Donations and volunteer hours are used as in-kind matching funds.

Respectfully Submitted,


Tom Martin
Executive Director

Date: February 17, 2016

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	Laramie Reproductive Health Clinic
Contact Person:	Richelle Keinath
Mailing Address:	413 S. 21st Street Laramie, WY 82070
Phone:	307-745-5364
E-mail:	richelle@lamiereproductivehealth.org
Web:	www.lamiereproductivehealth.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 FY16/17: City \$4,000 County \$2,000
--

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.
<input checked="" type="checkbox"/> \$90,000 <input checked="" type="checkbox"/> Estimated <input 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> : Laramie Reproductive Health Clinic will use the requested funds for mammograms to our uninsured, low income clients. These funds affect the community by providing low cost health care that will take the burden off other medical providers in our community like the hospital.

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 <u>Richelle Keinath</u> <u>Richelle Keinath</u> <u>2/11/16</u>
Signature Print Name Date

Board Vice President

Signature

Susan Ibarra Susan Ibarra

Print Name

2/11/16

Date

SECTION II: Organization History

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

Mission: Laramie Reproductive Health Clinic provides affordable, quality reproductive and sexual health care education and counseling to anyone seeking services in a supportive, nonjudgmental, professional environment.

The Laramie Reproductive Health Clinic has been providing sexual wellness, education and more since 1972. The clinic has had several locations and now resides at 413 S. 21st Street. We are the only clinic in town to provide reproductive health care to low income men and women. Through providing contraceptives, wellness exams, breast and cervical exams; Laramie Reproductive Health Clinic enables individuals to make life choices for themselves and their families. We prevent unwanted pregnancies through birth control methods and help families plan when they are ready to start a family.

We ensure that men and women are healthy by providing sexually transmitted infection (STI) testing and treatment. Individuals can walk in for STI testing or make appointments, we make serving minors a priority.

Organizational Structure

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

Carol Bilbrough, President—second board term 2014-2016

Sue Ibarra, Vice President—first board term 2014-2016

Jeanette Lamb—Secretary—first board term 2014-2016

Randi Downham—Treasurer—first board term—2015-2017

Laura Baker—first board term—2014-2016

Jenny Robinson—second term—2014-2016

Martha Pheneger—second term—2014-2016

Sue Steiner—first term—2014-2016

Peter Parolin—first term—2015-2017

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

Laramie Reproductive Health Clinic is the only low/no cost health option for reproductive health issues in Albany County. Literally people have nowhere else to go. We work in partnership with the Downtown Clinic as well as Interfaith Good Samaritan and other local nonprofits as appropriate. Laramie Reproductive Health Clinic is also the site of signing people up for health care through the Affordable Care Act, there are three trained navigators on site. We do not charge for these services and partner with the tax preparation events hosted by the United Way as well as other outreach events.

Noting the reduction in funding from state government, Laramie Reproductive Health Clinic is requesting \$4,500 less this year than last year. This is a onetime request to help defray the costs of providing services for mammograms for individuals that cannot afford these services otherwise. Laramie Reproductive Health Clinic received funding from Komen Wyoming for these costs. Since Komen Wyoming has gone out of business we have no source of funding to help women with their mammogram costs if they have no insurance. We rely on the city and county funds. Providing this service is the first step in helping women who may have breast cancer, and it can get them on the road to recovery as soon as possible.

Since we have a staff of Family Nurse Practitioners this falls directly in our line of purview for well woman care. The help of the city and county to assist us with these costs would be a boon for the clinic since we are losing \$5,000 with the Komen grant's discontinuation. Each patient costs the clinic \$425 for the initial exam, the mammogram, the reading of the mammogram and the follow up exam. With the monies from the city and county we will be able to see 14 individuals. Thank you for your consideration.

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

Balance Sheet as of December 31, 2015:

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

SECTION V. Budget Information

Revenue⁴

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	\$6,500	\$6,500	\$4,000
Albany County	\$0	\$4,000	\$2,000
United Way	\$25,000	\$31,634	\$32,000
Donors	\$17,000	\$19,000	\$20,000
Fundraisers	\$12,000	\$13,500	\$16,000
Interest	\$240	\$250	\$260
Grants	\$108,545	\$140,129	\$150,000
Client Payments	\$130,000	\$118,454	\$120,000
Client Insurance	\$99,197	\$173,859	\$175,000
Other	N/A	N/A	N/A
Total	398,482	\$507,326	\$519,260

Expense

	FY 2014-2015	FY 2015-2016	FY 2016-2017
Salary, Director	\$46,000	\$53,500	\$65,000
Salary, Other(s)	\$144,000	\$150,000	\$220,056
Benefits	\$22,150	\$25,000	\$35,200
Rent	\$34,152	\$34,152	\$33,990
Utilities	\$4,820	\$5,000	\$5,000
Client Service	\$117,660	\$130,000	\$156,130
Client Aid	N/A	N/A	N/A
Equipment	0	0	0
Other	0	0	0
Other	0	0	0
Other	0	0	0
Other	0	0	0
Total	\$368,782	\$397,652	\$515,286

Section VI: Interim Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded? \$4,000

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 2015/2016 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?*

Laramie Reproductive Health Clinic used the Community Partner funds to leverage Susan G. Komen Funds. We also used the funds to leverage our Title X monies that come through the Wyoming Health Council. Having the support of our city and county make it easier to access monies from individual funders as well as grant funds.

Laramie Reproductive Health Clinic impacted approximately twenty individuals with the funds requested from the city and Komen funds to provide mammogram assistance to women that have no other way to afford the services in our community. This is the first step to ensuring women have breast health, which is a load off people's minds. We did the follow up visits from the mammograms. The age range for these women were from late 30's to early 50's. Women were of white and Hispanic heritage. All women were at or below the poverty line with no other financial recourse to obtain a mammogram.

11:59 AM
02/11/16
Accrual Basis

Laramie Reproductive Health
Balance Sheet
As of December 31, 2015

	<u>Dec 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
ACCRUED WORKERS' COMP	-74.59
111 · Checking - 1st Interstate	6,882.97
109 · Checking- HIV Fund	6,411.43
110 · First Interstate-Market Manager	163,230.69
118 · Register Cash	100.00
Total Checking/Savings	<u>176,550.50</u>
Accounts Receivable	
134 · A/R Patients	53,318.84
137 · A/R Insurance	88,043.00
Total Accounts Receivable	<u>141,361.84</u>
Other Current Assets	
125 · A/R Title X	8,064.00
1500 · Inventory	11,948.75
181 · Prepaid expenses	4,963.40
Total Other Current Assets	<u>24,976.15</u>
Total Current Assets	<u>342,888.49</u>
Fixed Assets	
153 · Furniture & Equipment	40,758.38
155 · Building & Improvements	32,919.67
163 · Accum Depr-Furn & Equipment	-34,880.40
165 · Accum Depr- Bld & Improvements	-12,597.11
Total Fixed Assets	<u>26,200.54</u>
Other Assets	
141 · Allow for Doubtful Accts	-21,051.40
Total Other Assets	<u>-21,051.40</u>
TOTAL ASSETS	<u><u>348,037.63</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
211 · Accounts Payable	-3,362.09
Total Accounts Payable	<u>-3,362.09</u>
Other Current Liabilities	
2100 · Payroll Liabilities	
2101 · FWH & FICA payable	-2,778.30
2106 · Employee retirement payable	21,113.10
2107 · Employee Dental Insurance	0.70
215 · Employee United Way	-10.00
216 · Employee health insurance payab	589.84
2100 · Payroll Liabilities - Other	628.12
Total 2100 · Payroll Liabilities	<u>19,543.46</u>
Total Other Current Liabilities	<u>19,543.46</u>
Total Current Liabilities	<u>16,181.37</u>
Total Liabilities	<u>16,181.37</u>

11:59 AM
02/11/16
Accrual Basis

Laramie Reproductive Health
Balance Sheet
As of December 31, 2015

	<u>Dec 31, 15</u>
Equity	
310 · Temporarily Restricted Assets	13,148.23
311 · Unrestricted Net Assets	333,299.04
Net Income	-14,591.01
Total Equity	<u>331,856.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>348,037.63</u></u>

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	Laramie Soup Kitchen, Inc.
Contact Person:	Ted Cramer
Mailing Address:	104 S 4 th St., Suite 101, Laramie, WY 82070
Phone:	(307) 460-1605
E-mail:	LaramieSoupKitchen@gmail.com
Web:	www.LaramieSoupKitchen.com

Type of Organization:

Recreation/ Arts and Culture Civic/Quasi Governmental

Social Service Other

Requested Amount for FY16/17: City \$ 5,350 County \$ 1,890

Will this amount be used to leverage additional funds either through grants or other means?

Yes No

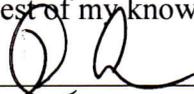
If you marked "yes", indicate the amount of additional funds that will be leveraged and note whether these are estimated or actual.

\$ _____ Estimated Actual

Description of request:

The Laramie Soup Kitchen plans to use the \$5,350 requested from the City of Laramie to fully-fund two AmeriCorps Vista members so that the organization can focus on capacity building in the areas of Volunteer Recruitment, Food Supply Development, Marketing Design, and Business with the goal of increasing local awareness and encouraging more individuals in need to come and eat. The \$1,890 requested from Albany County would enable the Soup Kitchen to install custom sound absorption panels in the dining area to dampen background noise, which disrupts social interaction even when only a few are gathered.

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		TED CRAMER	02-17-2016
	Signature	Print Name	Date
Board President		Laura McGinley	2-17-16
	Signature	Print Name	Date

SECTION II: *Organization History*

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

Laramie Soup Kitchen, Inc., a 501(c)(3) non-profit registered with the State of Wyoming, has been serving the hungry in the Laramie community since 1983. Started by a group of local church women who prepared meals in their own homes to serve 10-12 people in whatever public space was available, they soon moved to the old Salvation Army Building and, in 1988, to the lower-level of St. Matthew's Episcopal Cathedral, where it is located today. The Laramie Soup Kitchen provides hot, nutritious meals, Monday through Friday, from 10:30 a.m. to 1:30 p.m., a comfortable place for social interaction, and information about the network of services available to those in need. The Soup Kitchen is a place where all are welcome to enjoy meals at no cost in our friendly and safe environment.

Organizational Structure

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

Board of Directors	Position	Term Ends
Laura McGinley	President	12/31/2016
Bernie Burr-Wilken	Vice President	12/31/2016
Vacant	Secretary	n/a
Rebecca Miller	Treasurer	06/30/2016
Very Reverend Stephen Askew	Dean of St. Matthew's Cathedral	When no longer Dean
Robert Sanford	Director	12/31/2018
Bill Schepeler	Director	12/31/2017

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

City: \$5,350

The Laramie Soup Kitchen has consistently used Community Partner funding from the City to sustain the part-time Assistant Cook/Volunteer Coordinator position, where the funds granted in 2015/2016 account for just over half of the annual payroll costs. This year, two full-time AmeriCorps Vista members will take the place of the Assistant Cook so the organization can focus on capacity building in the areas of Volunteer Recruitment, Food Supply Development, Marketing Design, and Business. Consequently, this year's funding request is significantly less, and yet will fully cover both the direct and incidental costs associated with participating in the AmeriCorps program. In the event, however, that our partner agency is unable to coordinate placement of two AmeriCorps Vista members (confirmation expected by mid-March), awarded funds will support the current Assistant Cook position and a smaller expansion of responsibilities. In either case, this request is on-going.

The Laramie Soup Kitchen is the only organization in the area that provides regular meals at no cost to such a broad population of people in need. In 2015, over 15,800 people received a meal during 256 lunches and a trial program of 19 dinners. The most number of people served was 87, while 60 people attended lunch on average. Community support is high with nearly 35,000 pounds of donated food and thirty to forty percent more people volunteering their time than the previous year. However, not all people in the community who could use the organization's services are being fed. Through innovative marketing, collaboration with local agencies, engaging more community volunteers, and building lasting partnerships with those who donate food, the AmeriCorps members will increase local awareness and with it, the number of people coming to eat.

County: \$1,890

In November, St. Matthew's Episcopal Cathedral generously replaced the mismatched dining tables and steel folding chairs with all new round tables and larger, more comfortable plastic chairs. The result is a more welcoming environment where strangers are more likely to converse, volunteers sit with the guests, and everyone feels a little more at home. Unfortunately, the room is surrounded by many hard surfaces that reflect and amplify background noise, making conversation difficult, even at a round table. One-time grant funding would enable the Laramie Soup Kitchen to install aesthetic, fabric-covered, sound absorption panels on the

walls and ceiling for a total coverage of 24.3% (recommended coverage is 10-25%). The contractor often works with volunteers and has agreed to donate half of his labor, where the amount requested already reflects this \$630 savings. If funding is limited, however, reasonable sound reduction can still be achieved with a partial grant award of \$1,030 (\$860 less than requested).

Even when just a few are gathered in the Laramie Soup Kitchen, the noise levels consistently detract from their conversations. The issue is compounded for those who have hearing loss from work, military service, or through natural loss over time and, as more people in need are encouraged to come and eat, the noise in the space will increase also. Installation of sound absorption panels, therefore, will be noticed daily by all those who come to the Soup Kitchen, improving the atmosphere for a diverse group of people within the community.

Section IV: *Financial Information*

(a current balance sheet can be submitted to satisfy this requirement)

Laramie Soup Kitchen Balance Sheet As of December 31, 2015

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
11111 · Operating Account	34,025.79
12222 · Maint fund #9911877	5,691.70
13333 · Unrestricted Cash Reserves	66,117.36
14444 · CWB CD #15389	9,053.38
15555 · CapWest- Payroll	1.06
Total Checking/Savings	114,889.29
Other Current Assets	
12000 · Undeposited Funds	1,525.00
Total Other Current Assets	1,525.00
Total Current Assets	116,414.29
Fixed Assets	
15000 · Furniture and Equipment	12,976.83
15002 · A/D Furniture and Equipment	-10,869.21
Total Fixed Assets	2,107.62
TOTAL ASSETS	118,521.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
25000 · FW Payable	501.80
25100 · FICA Tax Payable	842.84
25200 · SUTA Payable	42.05
25300 · WC Payable	342.66
Total Other Current Liabilities	1,729.35
Total Current Liabilities	1,729.35
Total Liabilities	1,729.35
Equity	
32000 · Unrestricted Net Assets	104,316.34
Net Income	12,476.22
Total Equity	116,792.56
TOTAL LIABILITIES & EQUITY	118,521.91

SECTION V: Budget Information

Revenue

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	6,778	7,933	5,350
Albany County	0	0	1,890
United Way	20,016	20,974	25,000
Donors	80,000	90,000	90,000
Fundraisers	n/a	5,000	8,000
Interest	120	120	150
Guthrie Family Foundation	8,000	10,000	10,000
Other Grants	20,000	14,000	20,000
Other	n/a	n/a	n/a
Total	135,164	148,027	160,390

Expenses

	FY 2014-2015	FY 2015-2016	FY 2016-2017
Salary, Director	36,000	36,000	36,000
Salary, Other(s)	37,000	36,000	25,000
Benefits	n/a	700	1,000
Payroll Taxes	8,500	8,000	7,400
Rent	7,500	7,800	7,800
Utilities	6,600	6,600	6,600
Client Service (food)	2,000	2,800	3,000
Client Aid	n/a	n/a	500
Equipment & Facilities	9,000	9,000	12,000
Business Expenses	3,000	3,000	3,500
Operating Expenses	12,000	13,000	13,500
Contract Services	4,000	3,000	3,000
Marketing & Outreach	7,000	8,000	11,500
Education/Membership/Travel	1,745	2,000	2,500
Other Expenses	300	500	500
Total	134,645	136,400	133,800

Section VI: Interim Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded? \$ 7,933.33

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 2015/2016 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?*

The Laramie Soup Kitchen has already served nearly 10,000 people during the 184 meals offered so far this fiscal year. All are welcome to enjoy meals at no cost and most have tight budgets or limited incomes. Other people who come to the Laramie Soup Kitchen, beyond those solely experiencing financial poverty, are those with emotional poverty or loneliness. Our mission extends to this often unquantifiable population as we focus on providing opportunities for social interaction. What better way to satisfy this need than a meal shared or conversation over a cup of coffee.

Funds granted account for just over half of the annual payroll costs associated with the Assistant Cook's position, \$8,817.50 to date. An example of a project that would not have been possible without the Assistant Cook took place over three days, when the pantry was completely emptied, walls repaired, floor stripped & refinished, and space reorganized. Other projects solely under the direction of the Assistant Cook include rotating food supplies, coordinating a crucial supply of volunteers, and planning balanced menus.

Community Partners funds were not used to leverage additional funds, but the City's support has had a positive influence on other potential donors in the community.

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

Fiscal Year 2016-2017

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 to 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, the 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 and Laramie Depot*

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, 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: *Laramie Regional Airport, Albany County Public Library, 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 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
Paula J. Wilson-Caziér
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
Grants Analyst
307-721-5201
sreese@cityoflaramie.org

&

Jackie R. Gonzales
Albany County
County Clerk
307-721-5533
JGonzales@co.albany.wy.us

City staff will deliver applications from agencies seeking funding from the County to the County Clerk's office.

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 Wednesday February 17th, 2016.

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.
- One (1) Electronic Copy emailed to sreese@cityoflaramie.org & JGonzales@co.albany.wy.us.
- Use only a staple, paperclip or binder clip to secure the application, starting with Section I. (Do not include your application in a folder, comb binder, etc).
- Only provide what is requested. Do not include brochures, promotional materials, or any other extraneous items.
- Copy of Organization W-9 Form.
- 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 2015/2016 cycle*. **Reminder: All City of Laramie awardees are required to submit a final report by June 1, 2016.**
- Mark your Calendar: Presentation Schedule** (a final presentation schedule will be provided when applications are received)

Application Type	Date/Time	Location
Joint City/County	February 23, 2016/ 6:00 p.m.	Council Chambers of City Hall, 405 Ivinson Avenue
City-only	February 23, 2016/ 6:15 p.m.	Council Chambers of City Hall, 405 Ivinson Avenue
County-Only	June 7, 2016/ 9:00 a.m.	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 March 2016. Those decisions will be announced upon adoption of the FY 2016/2017 budget. Adoption is planned to occur in June 2016. Funds are generally distributed in one lump sum for one-time projects, such as special events. Quarterly payments are usually made for ongoing or projects or programs. Distribution of funds will be made after July 1, 2016.

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

- If City of Laramie awardees have un-used or un-committed funds at the end of the award period (June 30, 2016), the awardee must return all unused funds to the City of Laramie unless a written exception or Agreement extension is granted by the City Manager. A written request for an exception must be signed by agency director and board chair and delivered to the City Manager's Office by May 10, 2016.

SECTION I: *Cover Sheet*

APPLICANT INFORMATION

Organization Name:	American Red Cross of Wyoming – Albany County Area
Contact Person:	Spencer Pollock, Executive Director for Wyoming
Mailing Address:	P.O. Box 586, Cheyenne, WY 82003
Phone:	307-421-0630
E-mail:	Spencer.pollock@redcross.org
Web:	www.redcross.org/wyoming

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 FY16/17: City \$ <u>\$1,000</u> County \$ <u>\$2,000</u>
--

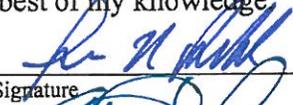
Will this amount be used to leverage additional funds either through grants or other means?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If you marked “yes”, indicate the amount of additional funds that will be leveraged and note whether these are estimated or actual.
\$ <u>40,000</u> <input checked="" type="checkbox"/> Estimated <input 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>
--

1. provide disaster relief assistance (food, shelter, clothing, replacement medicines & eyeglasses, mental health crisis support, other services and casework) for victims of personal disasters like single family or small apartment fires; 2. operate shelters and other community mass care facilities/services during or in the aftermath of a large natural or man-made disaster like floods, tornadoes, wildland fires, winter storms, hazardous material spill incidents and other hazards; 3. provide the community with health and safety education (CPR/First Aid/Bloodborne Pathogens/Babysitting/Swimming/Lifeguarding/etc); 4. provide the community with disaster preparedness education and tools for businesses, organizations, families and individuals; 5. provide military families with emergency communication services during a family emergency (birth, serious illness or death); 6. and work closely with the first responder community including Fire, Emergency Management, Law

Enforcement and Public Health to ensure that it is well integrated into the "FEMA Whole Community" best practice of Laramie and Albany County's disaster response infrastructure before, during and after incidents in the area.

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  SPENCER N POLLOCK 2/17/16
 Signature Print Name Date

Board President  CHRISTINE LANGLEY 2/17/16
 Signature Print Name Date

SECTION II: Organization History

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.

The American Red Cross has provided a presence in Albany County specifically since May 2, 1917 and in Wyoming since 1914. Since then, this organization has served the people of Albany County by providing the following services:

- *training in CPR, First Aid and Water Safety;
- *helping residents prepare for and respond to local single family fires, apartment fires and larger man-made and natural disasters;
- *providing financial assistance to victims of disasters including shelter, food, clothing, medicines, eyeglasses, mental health crisis support, other services and casework.
- *offering shelter care to stranded motorists during inclement weather.
- *responding to the needs of our servicemen and servicewomen by providing their families with emergency communication services to their loved ones overseas, and providing access to emergency financial assistance and information and referral services.

The Red Cross works closely with the Albany County Emergency Management Agency, local Fire Departments, Public Health and the Sheriff's Office to ensure that its disaster response program is targeted to meet the needs of the community. Additionally, the Red Cross offers preparedness tools and health and safety classes to individuals, private companies, public schools, municipal pools, the University of Wyoming, and government agencies. These classes enable the various entities to protect the well-being of loved ones and employees, and meet regulatory requirements.

Organizational Structure

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

<u>Name</u>	<u>Company</u>	<u>City</u>	<u>Term Ending</u>
Christine Langley – Chair	Wyoming Technology Business Center	Laramie	2018
Michael Von Flatern – Vice Chair	Business Aviators	Gillette	2016
Myron Allen – Secretary	University of Wyoming	Laramie	2016
Darci Andersson - Treasurer	First Interstate Bank	Casper	2018

Carolyn Ritschard	F.E. Warren Air Force Base	FE Warren AFB	2017
Gilda Lara	Casper Area Chamber of Commerce	Casper	2017
Byrony Volin	Admiral Beverage	Worland	2018
Joe Redman	QEP Resources	Denver	2017
Jonathan Downing	Wyoming Mining Association	Cheyenne	2017
Katie Legerski	Wyoming Contractors Association	Cheyenne	2017
CJ Box	Author	Cheyenne	Honorary
Chief Craig Haslam	Fremont County Fire Authority	Riverton	Honorary
Guy Cameron	Wyoming Office of Homeland Security	Cheyenne	Honorary
Luke Reiner, Maj. Gen., U.S. Army	State of Wyoming	Cheyenne	Honorary
Spencer Pollock	American Red Cross of Wyoming	Cheyenne	Staff

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

The American Red Cross of Wyoming - Albany County Area is requesting a decreased City/County allocation for fiscal year 2016-2017 in the combined amount of \$3,000. The American Red Cross in the Albany County area does not charge any fees for disaster or military related services. The Red Cross needs public and private funding support to ensure that it can continue to meet community expectations of being available 24/7 365 days per year to respond to small disasters like single family fires or large disasters like floods, tornados or wildfires. Similar to a fire station, the Red Cross Albany County Area must have a “readiness response level” in place at all times if it is to effectively mobilize disaster relief services when called upon to do so by County Emergency Management or Fire Department. A strong group of volunteers coupled with paid staff support is needed to maintain this level of readiness. Since the Red Cross does not charge clients for disaster preparedness or response services, and since the American Red Cross of Wyoming does not receive regular line item government funding, it must rely on the generosity of the American people to support its critical life safety net services. Reaching out for funding support from local community government agencies is a critical step if the Red Cross is to remain an effective partner in providing disaster services to the citizens of the City of Laramie and Albany County.

As noted above, The American Red Cross of Wyoming - Albany County Area will use City of Laramie/Albany County funds as follows: 1. provide disaster relief assistance (food, shelter, clothing, replacement medicines &

eyeglasses, mental health crisis support, other services and casework) for victims of small disasters like single family or small apartment fires; **2.** operate shelters during or in the aftermath of a large natural or man-made disaster like a flood, tornado, wildfire, hazardous material spill or other hazards; **3.** provide the community with health and safety education (CPR/First Aid/ Bloodborne Pathogens/Babysitting/Lifeguarding/etc); **4.** provide the community with disaster preparedness education; **5.** provide military families with emergency communication services during a family emergency (birth, serious illness or death); **6.** and work closely with the first responder community including Fire, Emergency Management, Law Enforcement and Public Health to ensure that it is well integrated into the community's disaster response infrastructure.

Additionally, the Red Cross will recruit and train volunteers who will be empowered to provide financial assistance to disaster victims and operate/manage shelters with staff coordination.

The American Red Cross - Albany County Area services noted above enhance the safety of the community significantly. During times of disaster, the Red Cross is the only non-profit agency responsible for providing disaster relief services based on a Congressional mandate that falls under Emergency Support Function (ESF) #6 (mass care). The Red Cross must respond in order to protect the safety and well-being of the citizens of Laramie/Albany County. Disaster Cycle Services ensure that a safety net of services is available so that community member's basic living needs will be met. The Albany County Area also provides community members with disaster preparedness education that provides the critical information required to enable individuals to take steps to be prepared to take care of themselves and their families during the first critical 72 hours after a disaster strikes.

Additionally, the Red Cross health and safety services literally saves lives during medical emergencies (heart attacks, choking incidents and drowning incidents). Military emergency communication services provide military families with the means to contact their loved ones who are serving their nation in one of the branches of the armed forces. This provides a great deal of comfort to military families during a very stressful time.

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

Balance Sheet as of December 31, 2015:

<i>Assets</i>		<i>Liabilities</i>		<i>Other Financial Information You Wish to Include:</i>
Current:		Current:		
Cash:	-0-	Payables:	-0-	Balance sheet managed at a higher level as we are an arm of the American National Red Cross.
CDs , etc.:	-0-	Withholding:	-0-	
Receivables:	-0-	Long Term:	-0-	
Fixed:		Promissory Notes:	-0-	
Equipment:	-0-	Mortgage:	-0-	
Building:	-0-	Owner's Equity:	-0-	
Less Depreciation:	-0-			

SECTION V. Budget Information

Revenue

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	1,319.00	1,088.89	1,000.00
Albany County	2,250.00	2,250.00	2,000.00
United Way	13,823.00	13,885.00	14,000.00
Donors	25,000.00	25,000.00	25,000.00
Fundraisers	2,500.00	1,500.00	1,500.00
Interest	0.00	0.00	0.00
Other	0.00	0.00	0.00
Other	0.00	0.00	0.00
Other	0.00	0.00	0.00
Other	0.00	0.00	0.00
Total	44,892.00	43,726.89	43,500.00

Expense

	FY 2014-2015	FY 2015-2016	FY 2016-2017 (Est)
Salary, Director	22,705.00	22,705.00	22,210.00
Salary, Other(s)	13,543.00	13,543.00	11,105.00
Benefits	12,687.00	12,687.00	11,094.00
Rent	3,300.00	0.00	0.00
Utilities	1,030.00	0.00	0.00
Client Service	3,000.00	3,000.00	7,456.00
Client Aid	0.00	0.00	0.00
Equipment	0.00	0.00	1,632.00
Membership	275.00	275.00	0.00
Supplies & Postage	900.00	900.00	4,709.00
Miscellaneous	3,500.00	3,500.00	8,830.00
Travel	300.00	300.00	5,246.00
Total	61,240.00	56,910.00	72,282.00

Section VI: Interim Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded? \$ 3,338.89

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 2015/2016 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?*

The City of Laramie/Albany County allocation represents 5% of the projected 2017/2016 operating budget. These funds were used to support the American Red Cross - Albany County Area services noted above. The Albany County Area was also able to obtain United Way funds as well as donations from a direct mail campaign and other fundraising support. Our agency was able to maintain a full time Disaster Services Specialist supervising Albany County to ensure a prompt, comprehensive and robust service. This coverage is complemented and coupled with a part time, on-call health and safety instructor in Southeast WY and a large team of volunteers. This combination of paid and volunteer staff allow the Red Cross to be able to continue offering robust programing.

The allocation of funds provided by the City of Laramie/Albany County were used to help support the provision of service units as follows:

- The Red Cross serves all individuals. It does not exclude anyone based on age, race, sex, income level, etc.
- More than 50 military families received emergency communication services.
- More than 1,000 people received information about disaster preparedness and health and safety issues.
- More than 1,500 individuals took a CPR/First Aid class or aquatics class.
- More than 2,000 volunteer hours.
- Over 100 smoke alarms installed for free in low income homes particularly prone to home fires.
- Multiple families were assisted both financially and emotionally post structure fire.
- Several shelters were open and/or ready for use during wildland fires and the I-80 Pileup.

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	SAFE Project
Contact Person:	Becca Fisher
Mailing Address:	PO BOX 665, Laramie, WY 82073
Phone:	307-742-7273
E-mail:	director@safeproject.org
Web:	www.safeproject.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 FY16/17: City \$ <u>13,000</u> County \$ <u>2,000</u>

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.
\$ <u>350,000</u> <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>Funding from the City and County allow SAFE to provide vital services to survivors of stalking, intimate partner, family and sexual violence in Albany County. SAFE services are free and confidential and range from 24-hour crisis intervention and emergency shelter to assistance with job searches and financial literacy.</p> <p>City and County funds are critical to support operation and pay for expenses including salaries, facilities maintenance, utilities, security system maintenance, liability insurance, and community outreach and prevention efforts. City and County funds truly help keep our doors open and staff available to assist victims. Operating funds are difficult to secure from larger regional and national funders, making the dollars we receive from our local government incredibly important. Furthermore, State and Federal funders expect that the local government support our program and consider this when making awards.</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 Rebecca Fisher REBECCA FISHER 2/12/2016
Signature Print Name Date

Board President Aaron Appelhans AARON APPELHANS FEB 12, 2016
Signature Print Name Date

SECTION II: Organization History

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

The roots of Albany County SAFE Project can be traced back to 1974. A group of nine female University of Wyoming (UW) law students saw a need to raise awareness of rape at UW and in Laramie. With UW approval, these women opened and staffed the Women's Awareness Movement Office (WAMO) on campus to provide educational materials to students. At the same time the law students were raising awareness about rape, a community group of feminists were organizing around the issue of family violence. This group of men and women donated money and raised funds to set up a voucher system to pay for hotel rooms when women and children fled abusive situations. In 1977 these two groups came together and in May of 1980 the Albany County SAFE Project was incorporated by Jane Warren. SAFE bought its first permanent shelter building in the late 1980s, and purchased office space at 312 Steele Street in 1991. SAFE purchased its current office building at 319 Lincoln Street in 2010.

SAFE Project's mission is "to advocate for and empower survivors of stalking, intimate partner, family and sexual violence. Our education and awareness efforts are focused on prevention and improved community response."

Services include a 24-hour hotline, crisis intervention, safety planning, emergency cell phones, hospital response, emergency food and transportation, community resource referrals, criminal justice advocacy, assistance completing stalking and domestic violence protection orders, court escort, emergency shelter and clothing, short-term child care, financial aid, housing advocacy, budgeting and finance training, mental health referrals, community education, prevention programs and events. We are not qualified to give legal advice.

Organizational Structure

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

Becca Fisher, Executive Director, April 2012 - present

Aaron Appelhans, Board President, March 2014 – February 2017

Bridget Decker, Board Vice President, February 2015 – January 2018

Suzan Pritchett, Board Secretary, January 2016 – December 2018

Rick Melone, Board Treasurer, April 2011 – March 2017

Kyle Morris, Board Member, July 2010 – June 2016

Brenda Cannon, Board Member, January 2016 – December 2018

Yvette Haeberle, Board Member, August 2011 – July 2017

Clayton Melinkovich, Board Member, March 2013 – February 2016

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

In Albany County, survivors of stalking, intimate partner, family and sexual violence continue to lack support and resources, blame themselves for the abuse, and feel hopeless in the face of persistent physical, emotional and sexual violence. Safety continues to be a major concern for the majority of survivors, with fear being the main reason they contact our program.

Here are a few examples of how clients felt when coming to our program:

- “The staff at SAFE has helped me with safety, financial assistance, food, clothing, counseling, and emotional support. I feel the staff really do their best to understand each individual’s case and the needs of their clients.”
- “I arrived at SAFE shaken and uncertain. SAFE provided me immediate shelter, food, and immense emotional support. The staff at SAFE is very skilled, not only in their approach to us, which is always thoughtful and caring, but in their ability to gain insight into my stalking case which is quite complex.”
- “It takes an amazing level of compassion and understanding to be able to listen without judgement and to help people in need due to family violence. SAFE and their staff personify this personage and are a true blessing for this community.

Reporting to law enforcement, a solution frequently offered to survivors, rarely solves their safety concerns. According to the Wyoming Department of Criminal Investigation (DCI) Uniform Crime Report (UCR) for 2014, law enforcement in Albany County including the Sheriff’s Office, Laramie Police Department and University of Wyoming Police Department received reports of 11 forcible rapes and 39 aggravated assaults (data is not available which indicates the relationship between victim and offender).¹ Only two offenders were arrested for rape and only 9 offenders were arrested for aggravated assault. The DCI report also indicates that a total of 235 domestic violence incidents occurred in Albany County in 2014. While the report does not include domestic violence arrest data specific to Albany County, statewide only 58% of domestic violence offenders

were arrested for assault, only 38% of domestic violence offenders were arrested for sexual assault (in the context of a familial/intimate relationship), and only 34% of offenders were arrested for violating a domestic violence protection order. A US Department of Justice report also indicates that sexual assault and violence committed by someone the victim knows (family member, intimate partner, acquaintance) are reported to police only about 25% of the time (Felson & Pare, 2005).

It is not difficult to understand why victims do not report given that our local data shows that many offenders are arrested less than half the time. By offering comprehensive advocacy services, SAFE Project will help survivors plan for their safety and access resources and support systems. Isolated, physically threatened, traumatized, helpless, let down, lost, hopeless, unsafe; these are the current realities for survivors that SAFE Project intends to reduce with our program services.

Some survivors do not know that advocacy services are offered or the extent of services available. There is no question that sexual and relationship violence is occurring in Albany County and reported incidents are only a fraction of the problem. The Centers for Disease Control and Prevention (CDC) estimate that a full 35.8% of men and women living in Wyoming have experienced rape, physical violence or stalking by an intimate partner in their lifetime (NISVS, 2010). That means that with a population of 36,299 (US Census, 2010) an estimated 10,876 adult women and men living in Albany County are survivors of domestic violence, sexual assault and/or stalking. All of these survivors may not seek assistance, but there are a significant number who should be offered services. In calendar year 2015, SAFE Project provided services to 157 households in Albany County, meaning that outreach efforts continue to be necessary to inform survivors that services are available.

In addition to survivors needing support, our community lacks the education and awareness necessary to create positive change in our culture that will increase survivor safety and well-being. SAFE Project's outreach and prevention efforts aim to increase awareness of crimes of sexual and relationship violence that are happening in Albany County and implement creative solutions to prevent them from occurring.

SAFE Project is requesting stable funding in a year where we acknowledge city and county budgets are tight. This is primarily due to an increased demand for services and rising operating costs.

Funding history from the city and county for the last three years:

2013 City: 11,075 County: 2,000

2014 City: 11,456 County: 2,000

2015 City: 10,155.56 County: 2,000

Concurrent data on the total number of households served by SAFE Project (by calendar year):

2014: 98

2015: 157

SAFE may also be able to expand services to the University of Wyoming in FY17 with an award from the Victims of Crime Act (VOCA). These funds would support a full-time advocate, housed in the UW Dean of Students Office to assist students, faculty, and staff during the academic year. We do not have plans for the purchase of any large equipment or fixed assets in FY2016.

SAFE Project improves the overall character and health of our community by:

- Promoting respect and integrity, two of the City of Laramie's values, in personal relationships. Our intervention and prevention programs focus on both of these values as a building block for healthy and safe relationships.
- Partnering with all local law enforcement agencies to address the needs of victims.
- Providing shelter and support to families and conducting lethality and danger assessments to educate victims on ways to plan for their safety.
- Providing services to victims that are not available elsewhere in the county, including emergency shelter.
- Networking with other social service providers to ensure that victims' needs are met and those services are not being duplicated. Teamwork, another value of the City, is a clear focus for SAFE Project.
- Dispelling myths, providing accurate up to date information, and teaching prevention and intervention curriculum throughout Albany County's schools, service agencies, and businesses. SAFE dedicates considerable time and resources to prevention and education throughout the community.
- Keeping stalking, intimate partner, family and sexual violence on people's minds, in their paper, and on their computer screens through press releases, social media, events, and awareness months.
- Increasing and expanding services to victims in Albany County. For several years now SAFE Project has been able to provide longer-term housing and utility assistance to victims, increased financial aid for attorneys and vehicle repairs, and training on financial matters to increase self-sufficiency. Funding for such services is almost always restricted to direct client aid and rarely comes with money to support operations.
- Educating local, state and national policy makers on issues that affect victims in Albany County. Last year the Executive Director testified for the third time to a State Senate Committee in favor of creating sexual assault protection orders. This bill was passed in 2015 thanks, in part, to the testimonials from state program directors.

While City and County funds are not required as a direct match for any other funding sources, virtually all funding sources want to see that our program receives local government support. In addition, City funding is used to support salaries for the Executive Director and Financial Manager to fundraise, an activity that is forbidden by state and federal funding sources. That means that without local government funding, SAFE would not be able to write grants and solicit donations for the remainder of our budget, which is upwards of 350,000 each year.

1. This data is limited by the UCR definition of forcible rape which only includes adult female victims and does not include statutory offenses.

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

Balance Sheet as of December 31, 2015: SEE ATTACHED BALANCE SHEET

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

SAFE Project
Balance Sheet
 As of December 31, 2015

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
Discretionary	336.40
General	1,286.85
Operating	61,313.97
Payroll	1,209.15
Petty Cash	41.79
Total Checking/Savings	64,188.16
Accounts Receivable	
Accounts Receivable	194,965.46
Total Accounts Receivable	194,965.46
Other Current Assets	
Inventory - Food & Consumables	200.00
Prepaid Expenses	
Gift Cards	1,240.00
Insurance	5,710.24
Other	685.77
Total Prepaid Expenses	7,636.01
Total Other Current Assets	7,836.01
Total Current Assets	266,989.63
Fixed Assets	
Accumulated Depreciation	-128,549.56
Automobiles	16,399.45
Buildings-317/319 Lincoln	731,277.24
Computer Hardware	20,813.34
Equipment, Furniture & Fixtures	9,477.00
Shelter Improvements	48,997.21
Total Fixed Assets	698,414.68
TOTAL ASSETS	965,404.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,339.16
Total Accounts Payable	3,339.16
Other Current Liabilities	
Payroll Liabilities	
Vacation Time Payable	6,817.37
Wyoming Retirement System	1,086.57
Total Payroll Liabilities	7,903.94
Total Other Current Liabilities	7,903.94
Total Current Liabilities	11,243.10
Total Liabilities	11,243.10
Equity	
Retained Earnings	805,269.25
Net Income	148,891.96
Total Equity	954,161.21
TOTAL LIABILITIES & EQUITY	965,404.31

SECTION V. Budget Information

Revenue

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	11,456	10,155.56	13,000
Albany County	2,000	2,000	2,000
United Way	24,262	24,987	25,000
Donors	24,258	23,500	24,000
Fundraisers	3,381	10,591	10,500
Interest	161	100	100
Other: State & Federal	267,846	267,670	289,970
Other: Private Foundations	23,350	23,000	23,000
Other: Misc.	746	800	0
Other	0	0	0
Total	357,460	370,455.56	387,570

Expense

	FY 2014-2015	FY 2015-2016	FY 2016-2017
Salary, Director	48,464	51,190	48,300
Salary, Other(s)	128,035	148,727	167,700
Benefits	28,620	32,122	42,035
Rent	0	0	0
Utilities	12,769	14,462	13,080
Client Service	16,932	23,747	14,260
Client Aid	34,023	27,718	32,000
Equipment	7,684	6,977	5,270
Other: Payroll Taxes, Benefits, Admin	23,166	24,982	27,825
Other: Insurance, Property Maint, Security	14,281	15,368	15,600
Other: Staff Training/Travel	6,713	9,200	8,400
Other: Pro. Services, Office Supplies, Misc.	17,483	15,962	13,100
Total	338,170	370,455	387,570

Section VI: *Interim Report*

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded? \$ 12,155.56

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. \$ 4,625
Date: 6/30/16

Briefly describe the impact that the FY 2015/2016 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?*

The funding that SAFE Project was awarded for FY2016 supported necessary operational costs that allow staff and volunteers to provide 24-hour services to survivors in Albany County as well as important outreach and prevention activities. City and county funding paid for:

- Administrative costs including managing payroll and human resources;
- Equipment lease (copier);
- Property maintenance;
- Utilities;
- Director and Financial Manager salaries and staff benefits;
- Auditor fees for annual audit;
- Payroll taxes, worker's compensation, and unemployment insurance;
- Property, liability, and auto insurance; and
- Outreach and events.

The impact of this funding is clear; it allows SAFE to keep our doors open and staff available to serve victims. Without funding to support a fully operational office and shelter, victims would receive sub-par care and services. In addition, this funding is used to pay the time of our Executive Director and Financial Manager to fundraise which translates into over \$350,000 in private foundation, state, federal and local dollars each year.

So far this fiscal year (July 1, 2015 – present), community partner funding helped SAFE Project provide 993 services to 113 unduplicated victims of abuse. This number appears lower than numbers from previous years, as SAFE's prior recording method did not provide totals for an unduplicated count of clients and their children. In years past, ongoing clients were counted each month they received services. If a client were to receive a service in October and return in December, s/he would be counted twice for that year. There was not an efficient way to count clients and services differently. Knowing that we needed to find a solution to this problem we have been working over the past year to design and implement a personalized database to track clients and services. As of October, 2015 SAFE began using a database to record all of the services that are provided. Of the 113 clients SAFE served their primary victimization type is as follows:

Domestic violence: 47 adults; 14 children

Sexual assault: 12 adults; 1 child

Stalking: 6 adults

Domestic violence and stalking: 8 adults; 1 child

Domestic violence and sexual assault: 12 adults

Domestic violence, sexual assault, and stalking: 2 adults

Sexual assault, trafficking: 1 adult

Child physical, sexual abuse: 2

7 "other"

These new clients were comprised of 2 men, 83 women, 16 children, and 12 individuals who chose to remain anonymous. Sixty-three were white, two were Hispanic/Latino, five were African American, three were Native American, seven were mixed-race, and the remainder not to disclose their ethnicity. So far this fiscal year SAFE has provided shelter to 34 women, children and men for a total of 784 nights.

SAFE's Outreach Coordinator is one of Albany County's primary sources of information and prevention education around intimate partner violence, sexual assault and stalking. So far in FY2016, the Outreach Coordinator has given 19 presentations to a total of 510 audience members. Without city and county funding, this would not have been possible.

SAFE Project has a group of more than 25 trained volunteers to assist with many aspects of operation. Volunteer hours can be used as an in-kind match for federal grants so we have not had to use a cash match. As mentioned above, local government funds are used to support fundraising efforts that are forbidden by state and federal funders and are critical for SAFE to secure the majority of our remaining revenue.

Funding from our 2015/2016 award has not been fully expended because it is part of SAFE's budget for our fiscal year which runs July 1, 2015 through June 30, 2016. SAFE is on track to expend all funds by the end of our fiscal year.

SECTION I: Cover Sheet

APPLICANT INFORMATION

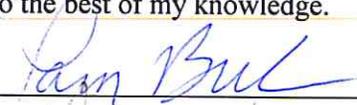
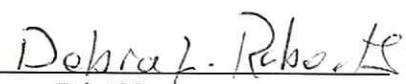
Organization Name:	Home on the Range Animal Haven
Contact Person:	Debrah Roberts
Mailing Address:	PO Box 1674 Laramie, WY 82073
Phone:	(307) 760-0534
E-mail:	debr@wyo2u.com
Web:	www.laramiehomeontherange.org

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 FY16/17: City \$2500 County \$2500
--

Will this amount be used to leverage additional funds either through grants or other means?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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> . Any awarded funds will go directly towards the daily operating costs of the haven (feed, medicine, etc.). This will in turn allow Home on the Range to expand its reach within the community, focusing on select target organizations, leading to a more compassionate, well-rounded, and emotionally healthy Laramie and Albany County.
--

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 brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

Incorporated in early 2012, Home on the Range Animal Haven (HORAH) is Albany County's first and only animal sanctuary. Besides offering a safe, permanent home to a variety of animals rescued from the Rocky Mountain Region, Home on the Range also offers an opportunity for intimate, humane interaction between humans and the companion animals that reside within the sanctuary. Home on the Range believes in the therapeutic and rehabilitative properties, both emotional and physical, of these relationships. Housing twenty-three hooved animals, several cats and dogs, and a variety of fowl, Home on the Range is currently nourishing the relationships it has made with other Laramie and Albany County non-profits to benefit both the animals of the sanctuary and the patrons of said organizations.

Home on the Range Animal Haven

A nonprofit venture in support of companion animals' wellbeing and the humane interaction with them. The mission is to offer sanctuary, assistance, emotional & physical rehabilitation, and education in this regard.

Organizational Structure

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

Debrah L. Roberts – Executive Director – Founding Member – 4 years

Pamela M. Brekken – Officer – Founding Member – 4 years

Patrcik R. Downey - Officer – Founding Member – 4 years

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

With assistance from the city and the county, Home on the Range will be able to expand its reach within Albany County by nourishing its relationship with several local organizations. To do so, it is of the utmost importance that the welfare of the animals be preserved. All of the funding awarded to Home on the Range will go directly towards the daily operating costs of the sanctuary. When the animals have a continuous supply of feed, water, bedding, and medicine, volunteers are able to devote more time to developing the therapeutic potential of the sanctuary, and less time worrying about the procurement of goods related to the wellbeing of the animals.

Home on the Range believes that a more well-rounded, compassionate, and healthy community will follow the sanctuary's ability to more readily serve the public. In the past year, Home on the Range further developed its working relationship with several local non-profits, and made contact with many organizations for the first time. Every group that visited us (including Ark Regional Services, Peak Wellness Center, Critter Creek 4-H Club, and Wyoming Cowboy Challenge Academy) had great experiences at the sanctuary, positively impacting both the animals at Home on the Range and the patrons of the groups that were present. Repeat requests for visits from the groups demonstrate the healing/therapeutic possibilities embedded in a developing relationship between humans and animals.

Home on the Range did not raise the amount of the funding request from the previous year, and would like to continue our partnership with Laramie and Albany County by requesting funding on an on-going basis.

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

Balance Sheet as of December 31, 2014:

<i>Assets</i>	<i>Liabilities</i>	<i>Other Financial Information</i>
<p>Current: Cash: \$927.00 CDs , etc.: n/a Receivables: n/a</p> <p>Fixed: Equipment: n/a Building: n/a Less Depreciation: n/a</p>	<p>Current: Payables: n/a Withholding: n/a</p> <p>Long Term: n/a Promissory Notes: n/a Mortgage: n/a</p> <p>Owner's Equity: n/a</p>	<p>You Wish to Include:</p> <p>Home on the Range operates on privately owned property, the use of which has been donated to the sanctuary.</p>

SECTION V. Budget Information

Revenue

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	n/a	\$800	\$2500.00
Albany County	n/a	\$0.00	\$2500.00
United Way	n/a	n/a	n/a
Contributions	\$15,500.00	\$7,185.00	n/a
Fundraisers	n/a	\$1774.59	n/a
Interest	n/a	n/a	n/a
Other (Guthrie Grant)	n/a	\$3,000.00	n/a
Other	n/a	n/a	n/a
Other	n/a	n/a	n/a
Other	n/a	n/a	n/a
Total	\$15,500.00	\$12,759.59	\$5,000.00

Expense

	FY 2014-2015	FY 2015-2016	FY 2016-2017
Salary, Director	n/a	n/a	n/a
Salary, Other(s)	n/a	n/a	n/a
Benefits	n/a	n/a	n/a
Rent	n/a	n/a	n/a
Utilities	\$6000	\$5774	\$6000
Client Service	n/a	n/a	n/a
Client Aid	n/a	n/a	n/a
Equipment	\$700	\$3898	\$4000
Other (Hay)	\$3500	\$2100	\$4500
Other (Feed)	\$4200	\$7407	\$7500
Other (Vet)	\$1200	\$577	\$1200
Other (Farrier)	\$2000	\$2478	\$2500
Total	\$17,600	\$22,234	\$25,700

Section VI: Progress Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded? \$800

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. \$400
Date: As soon as they are received

Briefly describe the impact that the FY 2015/2016 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?*

The FY 2015/2016 award will account for approximately 10% of HORAH's total cost of buying feed and hay by the time all is said and done. This has allowed the volunteers to put more effort into engaging with the community. Over the past year, we hosted nearly 200 people from the area, allowing them to have memorable, educational, and therapeutic experiences that they otherwise would not have had.

As it is important to the philosophy of HORAH to work with local organizations, we have continued to cultivate our relationship with many different groups from Laramie and Albany County. A large focus was on Laramie youth, including Peak Wellness Center and Critter Creek 4-H Club. We also had the pleasure of working with Ark Regional Services, Wyoming Cowboy Challenge Academy, Naughty Pines Derby Dames, and WyoTech.

This was the third year that HORAH has offered volunteer opportunities for the Big Event, and the first year we offered an open house. The general public was invited to HORAH to meet volunteers, spend time with the animals, tour the property and eat a home cooked meal.

The depth and variety of our interaction with these groups would not have been as enriching, or as engaging as it would have been without the funding. Therefore, we view the 10% of the food cost being covered as making the volunteers more efficient, allowing for the welfare of the rescue animals to be more secure, and extending the reach of Home on the Range Animal Haven further into the Laramie and Albany County communities.



February 16th, 2016

307.745.8997

1.800.676.1909

Fax 307.742.6146

www.cathedralhome.org

Info@cathedralhome.org

4989 North 3rd Street

Laramie, Wyoming 82072

City Manager's Office
Attn; Paula J. Wilson-Cazier
406 Ivinson Ave
Laramie, WY 82072

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Peggy Palm ■

Terry Roark ■

EmmaJo Spiegelberg ■

Dick Van Pelt ■

Nicole Hauser ■
EXECUTIVE DIRECTOR

Dear City Council members and County Commissioners,

The Laramie Youth Crisis Center (LYCC), a community program of Cathedral Home for Children would like to respectfully request funding in the amount of \$30,000.00 from the County and \$20,000.00 from the City of Laramie to be used for operations of LYCC.

With your ongoing support, LYCC continues to be a safe haven for youth and families when times are hard. In 2015, LYCC provided service to 232 intakes, totaling in 2,835 emergency care days. Not only did we provide support to youth and families through intake; we also provided support to 87 youth who were not admitted. With your help, LYCC is a support system for many in the community. We are thankful that we can be there for them and are proud to be a piece of building a stronger community.

We thank you for your belief in our mission and hope that will continue to partner with us in restoring *hope, strengthening relationships and building futures*. Please feel free to contact me if you have any questions regarding our request.

Sincerely,

Cassidy Biggs, MBA
Marketing and Development Director
307-721-1535
cbiggs@cathedralhome.org



*** Cathedral Home for Children is a non-profit, tax exempt organization according to section 501c (3) of the Internal Revenue Service tax code. Your contribution is deductible as allowed by current law. We certify that no goods or services of value were exchanged for this contribution.

■ Accredited by the Joint Commission



■ Cathedral Home for Children is an Equal Opportunity Employer

Restore Hope. Strengthen Relationships. Build Futures...since 1910!

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

Fiscal Year 2016-2017

Laramie Youth Crisis Center
(A Community Program of Cathedral Home for Children)

SECTION I: *Cover Sheet*

APPLICANT INFORMATION

Organization Name:	Cathedral Home for Children
Contact Person:	Cassidy Biggs
Mailing Address:	4989 North 3rd Street Laramie, WY 82072
Phone:	307-721-1535
E-mail:	<u>Cbiggs@cathedralhome.org</u>
Web:	<u>www.cathedralhome.org</u>

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

Requested Amount for FY16/17: City \$30,000.00 County \$20,000.00

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.	
\$45,881.31	<input type="checkbox"/> Estimated <input checked="" 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>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. LYCC provided service to 232 intakes for 2,835 care days in 2015. LYCC had a lower number of intakes but the average length of stay increased. LYCC staff had 1,180 conferences with parents and 3,134 conferences with professionals. With these numbers, LYCC is always looking to work with providers and families within the community to provide a safe haven for youth when times are hard.</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 Nicole Hauser Nicole Hauser 2/12/16
Signature Print Name Date

Board President Greg Weisz Greg Weisz 2-15-16
Signature Print Name Date

SECTION II: Organization History

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

The Laramie Youth Crisis Center is a community prevention program of Cathedral Home for Children (CHC). CHC's mission is to *restore hope, strengthen relationships and build futures* and has been working to better the lives of youth and families since 1910.

Services/ History: In the late 1970's, the Laramie Youth Crisis Center 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 Cathedral Home for Children. 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 hours 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 include the A.C.E.S. (Albany County Expelled and Suspended) Program, Extended Families Program and our Community Programs. The A.C.E.S. 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. The Extended Families Program, in partnership with Hi-fidelity Wraparound in both Albany and Carbon counties, is geared towards strengthening families by utilizing a team supported approach that is led by the family to address needs. Our Community Programs also offers transitional services for older teens who are working on independence.

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

- 1,180 conferences with parents
- 3,134 conferences with professionals
- 87 youth who came to LYCC for support and were not admitted
- 221 youth in crisis care
- 11 youth in group home care
- 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)
- Independent Living and Re-entry Program (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 2016		
	BEGAN SERVING	CURRENT TERM EXPIRES
Bishop John Smiley, Honorary Chairman	From 2010	
Linda Nydahl, Treasurer	1997	12/16
Terry Roark	2001	12/16
Jeff Biegert	2005	12/16
Dick Van Pelt	1981	12/16
Peggy Palm	2012	12/16
Rev. Marilyn Engstrom	2002	12/17
Ursula Harrison	2016	12/17
Ray McElwee	2014	12/17
Kerry Greaser, Vice-President	2011	12/17
Paula Dodds, Secretary	1992	12/18
Greg Weisz, President	2009	12/18
Mary Garland	2003	12/18
EmmaJo Spiegelberg	1968	12/18
Marge Bedessem	2016	12/18

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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:

- Unfortunately, LYCC did not receive the \$20,000.00 anonymous donation this year which brought our donations down considerably from previous years.
- LYCC did receive a generous first time donation of \$5,000.00 from the Socrates Foundation to be used towards improvements of the building and furnishings within the center. This donation came about from a previous employee who advocated for LYCC, requested a needs list for the center and encouraged the Foundation to make the gift. We are so very grateful for this individual for helping us to connect with this Foundation.
- Thanks to the generous support of our community, Bowl for LYCC was a success and brought in over \$5,000.00. This was our second year putting on the fundraiser and we look forward to continuing this event.

- LYCC and other crisis shelters received a rate increase by the State of Wyoming from \$97/day to \$117/day.
- LYCC was able to diversify funding streams by implementing Medicaid billing for client treatment plans. Funding was increased in response to treatment plans developed by a Licensed Clinical Social Worker.
- LYCC received funding from the Wyoming Runaway and Homeless Youth Consortium (Fremont County Group Homes, Inc.) in the amount 17,818.00 for the year in quarterly payments of 4,454.50. The cycle for this grant is every three years.

Expenses:

- Major expenses for 2015 included renovations of the dining and living room areas. We took down a portion of the inside wall in order to create a more open space, making supervision of our clients easier. We also had the main living room area re-carpeted.

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

Balance Sheet as of December 31, 2015: (Numbers in this table reflect as of June 30th, 2015).

<i>Assets</i>	<i>Liabilities</i>	<i>Other Financial Information</i>
Current: Cash: 0 CDs , etc.: 0 Receivables: \$60,586.14 Fixed: Prop & Equip-Net 40,816.95 Equipment: 0 Building: 0 Less Depreciation: 0	Current: Payables: \$45,048.15 Withholding: 0 Long Term: 0 Promissory Notes: 0 Mortgage: 0 Owner's Equity: \$56,354.94	<i>You Wish to Include:</i>
101,403.09	101,403.09	

SECTION V. Budget Information

Revenue

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	34,547.87	30,211.68	30,000.00
Albany County	20,000.00	20,000.00	20,000.00
United Way	35,616.75	36,343.92	36,343.92

Fundraisers/Donations	8,349.73	10,000.00	10,000.00
Grants	54,159.66	45,881.31	45,881.31
Group Home Beds	66,561.00	55,062.00	55,062.00
Medicaid Services	24,752.68	20,000.00	20,000.00
Crisis Center Grant	354,050.00	428,220.00	428,220.00
Donated Lease	21,600.00	21,600.00	21,600.00
TOTAL	619,637.69	667,318.91	667,107.23

- Revenue from Group Home Beds, Medicaid Services and the State Crisis Center Grant are funding sources that vary depending on current legislation.

Expense

	FY 2014-2015	FY 2015-2016	FY 2016-2017
Salary, Director	18,567.49	31,000.00	31,000.00
Salary, All Shelter Care	348,520.59	340,641.58	340,641.58
Payroll Taxes	44,730.92	42,449.68	43,259.08
Health Insurance	45,436.09	44,613.86	47,000.00
Retirement	6,545.92	5,562.78	5,000.00
Audit	2,500.00	2,500.00	2,500.00
Equipment and Furnishings	4,158.63	6,000.00	6,000.00
Food	24,132.09	25,000.00	25,000.00
Subscriptions	233.83	300.00	300.00
Christmas	567.70	1,000.00	1,000.00
Clothing	253.34	800.00	800.00
Recognition	2,960.89	2,000.00	2,000.00
Recreation	681.94	500.00	500.00
Foster Care Scholarships		3,000.00	3,000.00
Central Supplies	6,410.70	3,000.00	3,000.00
Printing and Postage	133.04	200.00	200.00
Telephone	8,036.91	8,427.78	8,427.78
Long Distance	1,091.70	1,029.97	1,029.97
Utilities	6,904.50	6,921.50	6,921.50
Trash Removal	1,045.68	1,100.00	1,100.00
Property Insurance	3,570.94	3,204.32	3,204.32
Liability Insurance	3,668.59	5,068.31	5,068.31
Office Supplies	-	150.00	150.00
Contract Service/ IT	7,246.14	7,250.00	7,250.00
Training/ Conferences	2,239.76	2,000.00	2,000.00
Donated Lease	21,600.00	21,600.00	21,600.00
Vehicle Operation	1,413.34	2,123.54	2,123.54
Vehicle Maint/ Repair	2,106.12	2,000.00	2,000.00

Vehicle Registration	-	350.00	350.00
Travel	638.43	800.00	800.00
Equipment Repair/Maintenance	1,067.81	2,000.00	2,000.00
Grounds Repair/ Maintenance	3,361.91	3,500.00	3,500.00
Depreciation	8,656.35	9,899.64	8,947.38
Advertising	3,604.13	1,500.00	1,500.00
TOTAL	582,085.48	587,492.96	589,173.46

Section VI: Interim Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded? \$30,211.68 (City) and \$20,000.00 (County)

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 2015/2016 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?*

In 2015, LYCC was able to provide support to 87 youth who came to LYCC for support and were not admitted. We took in a total of 232 intakes (221 youth in crisis care and 11 youth in group home care) and provided shelter for 2,391 emergency care days to youth in need of support. LYCC was available 365 days in 2015 and provided a 24 hour hot line and a drop off point for divorced parent/child exchanges. The dedicated staff completed 1,180 conferences with parents and 3,134 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 representative the opportunity to speak about the services they provide to youth and families.

Law enforcement and/or Department of Family Services referred 96 of the total intakes in 2015. 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 that are possibly 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 \$5,000.00 in 2015 and other grants such as Runaway and Homeless Youth (WyCon) and grant funding from the Guthrie Family Foundation.

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.

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

Fiscal Year 2016-2017
Freedom Has a Birthday

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	Freedom Has a Birthday
Contact Person:	Cassidy Biggs
Mailing Address:	P.O. Box 201 Laramie, WY 82073
Phone:	307-721-1535
E-mail:	Cbiggs@cathedralhome.org
Web:	www.freedomhasabirthday.org

Type of Organization:

<input checked="" type="checkbox"/> Recreation/ Arts and Culture	<input type="checkbox"/> Civic/Quasi-Governmental
<input type="checkbox"/> Social Service	<input type="checkbox"/> Other

Requested Amount for FY16/17: City \$1,000.00 County \$500.00

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.

\$5,000.00 Estimated Actual

Description of request: The funds provided by the city and county will be used to provide a family friendly event for the 4th of July, Freedom Has a Birthday. This is the premier event for the 10,000 + people on the 4th of July in Albany County!

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 <u>N/A</u>	_____	_____
Signature	Print Name	Date
Board President <u>N/A</u>	_____	_____
Signature	Print Name	Date

SECTION II: Organization History

Organizational History and Mission

Our Mission Statement is to provide a low-cost, alcohol free, family oriented, old fashioned Fourth of July Celebration on July 4th of each year, to all citizens of every race, color and age of Albany County.

The idea for this event and organizing it began in 1989. The first Freedom Has a Birthday was held on July 4th, 1990 in Washington Park. It was started by Patty Ramsey, a Laramie citizen, because she wanted more for her family to do on July 4th. She wanted a 'day in the park' that the whole city could participate in. The event has grown to over 100 booths in 2014 and activities with over 10,000 people (mostly Albany County citizens) attending.

The coordinating committee has always been volunteer's, usually 4-6 people who coordinate the booths, the children's parade, do the advertising, raise the money, obtain the necessary permits, decorate, coordinate the music for 3 stages, get volunteers for various events like the inflatables, obtain the ice cream, watermelon and pie's for pie eating and clean up the park at the end of the day. This year's celebration is going to be even better as we bring new ideas to the event!

Organizational Structure

Board of Directors

Cindy Stoffers (Chairperson), City of Laramie

Cassidy Biggs, Cathedral Home for Children

Jacque Stonum, Cathedral Home for Children

Laura Tangeman, City of Laramie

Dave Rickard, D & L Music

Kim Dickinson, Hospice of Laramie

SECTION III. Funding Request Justification

Income: Participants who paid booth fees continue to be a stable source of funding and the community support tends to be in-kind rather than money. For example: Peak Wellness donating the goody bags for the children's parade, Safeway donating the watermelon and Meadow Gold donating the ice cream. Albany County is amazingly supportive and it takes everyone to make it work! This year the committee is going to make a big push to increase our monetary donations in order to build up our reserves. We feel it is important to have one year in the bank at all times.

Expenses: The Porta-Potties and entertainment are our largest expenses now that we bought the inflatables. Both categories are essential to the day and the more money we raise the more entertainment Freedom Has A Birthday is able to bring in.

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

(See attached balance sheet as of 9/30/2015)

SECTION V. Budget Information

Revenue

	2014-2015	2015-2016	2016-2017 Funding Request(s) to the City and County
City of Laramie	\$730.00	\$1,000.00	\$1,000.00
Albany County	0	0	\$500.00
Fundraisers/Donations	\$2,790.00	\$1,400.00	\$3,000.00
Grants	\$1,800.00	\$0.00	\$0.00
Booth Fees	\$1,480.00	\$3,125.00	\$4,000.00
Total	\$6,800.00	\$5,525.00	\$8,500.00

Expense

	2014-2015	2015-2016	2016-2017 Estimate
Utilities			
Porta-Potties	\$583.00	\$728.00	\$750.00
Generator	\$250.00	0	0
Fees	\$80.00	\$6.69	\$100.00
Marketing			
Website	\$400.00	\$400.00	0
Printing and Office	\$69.39	\$30.33	\$100.00
Give Away Items	\$137.99	\$159.99	\$200.00
USPS Postage and Mailings	-----	\$72.00	\$100.00
Entertainment			
Sound System	\$4,423.67	\$3,805.02	\$4,500.00
Carriage Rides	-----	\$400.00	\$400.00
Committee Expenses			
Volunteer meals	\$270.00	\$133.00	\$200.00
Planning Meetings	-----	\$85.00	\$100.00
Clothing (Vests)	-----	\$123.95	\$100.00

Water	-----	\$200.00	\$300.00
Laramie Community Foundation	\$150.00	\$150.00	\$150.00
TOTAL	\$6,364.05	\$6,293.98	\$7,000.00

Section VI: Interim Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded? \$1,000.00 (City)
\$0.00 (County)

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 2015/2016 award has had on your program, project or organizational operations. Some discussion items to cover in this section may include:

The money received from the city helped Freedom Has a Birthday meet the costs associated with planning a low cost family friendly event for over 10,000.00 people.



SECTION II: Organization History

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

2016 marks the 50th anniversary of Albany County and Wyoming's history being formally preserved through the Laramie Plains Museum Association. For 50 years, the Association, through its volunteers, donors, supporters, and partners has been dedicated to preserving Laramie's history and its artifacts with restoration and renovation of its historic buildings, guided tours of the museum collections, and rentals of the grounds and reception hall for meetings, community gatherings and social events. Over these 50 years, the Iverson Mansion museum complex has become an impressive go-to visitor site in Laramie, a special representation of the physical history of Laramie/Albany County and Wyoming to visitors and local citizens, yet it is simply sustained by members, donations from specialty organizations, and what can be raised through reasonable rentals and reasonably-priced tours of the museum. Docent-led tours are offered throughout the year upon request, six days a week in the summer, and afternoons in the remaining months, telling the story of our community's history to close to 6,000 touring visitors each year. No-cost educational tours are offered to all Albany County schools, with more than 1000 students from the City, County and around the region learning at the site. Special events, the rental facilities & museum tours bring anywhere from 25,000 to 30,000 people to the Iverson Mansion grounds each year.

Mission: The Laramie Plains Museum is an historic house museum complex, of the City of Laramie, Wyoming and the surrounding area, whose mission is to preserve, restore, augment and exhibit its historic buildings, grounds and the historic collections contained therein, thereby increasing public appreciation and education about the nature of the human heritage of the area through guided tours, exhibitions, publications and special events.

Organizational Structure

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

Mary Mountain, Executive Director

Laramie Plains Museum Association

Directors as Officers:

Debbie Pinckney, President, term to 2017

Debi Ockers, Vice President, term to 2018

Trey Sherwood, Secretary, term to 2017

John Nutter, Treasurer, term to 2016

Additional LPMA Board Directors:

Rhetha Davis—2016

Jake Felton---2018

Pam Fisher—2017

Joyce Powell—2018

Dave Van Oss---2016

Kim Viner—2016

Teresa Sherwood--2017

Frank Nelson, ex-officio Legal Counsel

Jerry Hansen, ex-officio Laramie Railroad Depot

Julia Stetler/Andrea Lewis, ex-officio AC Historical Society

****We are filling 5 exiting directors' positions with our membership election and Annual Meeting held on February 21, 2016.**

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

- With each year, we have restored, enhanced and brought the historic Ivinson property up to safety requirements and historic renovation. Most recently, there was more than \$40,000 in exterior and masonry restoration work done in 2013, \$29,000 in new sidewalks and French drains around the Ivinson Mansion in 2014, and now we are focused on a more efficient heating system placed throughout the buildings on the property in 2016. These necessary projects maintain and improve this historic site for the long haul, increase our visibility and viability, and help us sustain the premiere community property the Museum has become. Public funds are an important partnership for this beacon property, preserving and promoting the history of the City of Laramie, Albany County, and the state of Wyoming.
- Unlike former years where we requested help with maintenance and utilities costs, in 2016, we are specifically asking for help with a small percentage of our purchase of a much more efficient heating system for the historic buildings --a fixed asset capital expense. Since the 1924 creation of the Alice Hardie Stevens Center (known as Virginia Cottage during the Girls' School era) all buildings on the property have been "fed" their heat via the larger boiler in the basement of the Ivinson Mansion. Over the years, the boiler has been repaired and replaced as needed, but now we find that the underground pipes between the buildings are deteriorating so that this system is far from efficient. The LPM Board has voted to proceed with this necessary but costly project this year and we have received cost estimates from Aspen Valley HVAC, Eagle Plumbing and Heating and Sweckard Excavation. The project will remove and replace the present system with much smarter systems—92% efficiency in the Carriage House and superior ratings for the mansion and Alice Hardie Stevens Center—to the tune of \$80,200.
- We have noted that the City and County will be receiving less in expendable funds so **our request is smaller than earlier years** so we hope that the Partners will not decrease their giving to our actual request. Yes, the Community Partners' money will be leverage for our requests with grants from other organizations and individuals.
- We have expanded our curatorial (care for the museum collections) from 1-2 very part-time staffers to a curator, registrar, curatorial assistant, three regular volunteers and semester interns. This has been the area where **staff expansion** has been most critical to our mission and work for artifact databases, preservation, and exhibition.

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

Balance Sheet as of December 31, 2015:

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

2015 End of Year BALANCE SHEET ATTACHED

Laramie Plains Museum
Consolidated Balance Sheet
As of December 31, 2015

	Dec 31, 15	Dec 31, 14
ASSETS		
Current Assets		
Checking/Savings		
11 · Cash		
1101 · Cash on Hand		
110101 · Petty Cash	250.00	250.00
Total 1101 · Cash on Hand	250.00	250.00
1102 · Bank Accounts		
110201 · ANB Checking-#198510	25,383.69	1,927.74
110211 · ANB Prestige - #121631	84,304.20	104,383.23
110212 · WSB StoneHouse Acct	113,588.71	41,966.64
110215 · ANB Rental Deposit Accto...	5,750.00	0.00
Total 1102 · Bank Accounts	229,026.60	148,277.61
1108 · Bank Investment Accounts		
110801 · FIB Endowment	883,169.59	865,682.28
110802 · Hartford Annuities	329,891.13	332,118.15
110807 · Vanguard	700,557.31	731,961.00
Total 1108 · Bank Investment Accounts	1,913,618.03	1,929,761.43
Total 11 · Cash	2,142,894.63	2,078,289.04
Total Checking/Savings	2,142,894.63	2,078,289.04
Total Current Assets	2,142,894.63	2,078,289.04
Fixed Assets		
12 · Property, Land, and Equipment	1,567,131.11	1,607,652.77
Total Fixed Assets	1,567,131.11	1,607,652.77
Other Assets		
13 · Inventory-Gift Shop Stock	35,094.00	34,673.00
Total Other Assets	35,094.00	34,673.00
TOTAL ASSETS	3,745,119.74	3,720,614.81
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
21 · Payroll & Sales Tax Liabilities		
2103 · Sales Taxes	236.17	305.88
2104 · Payroll Withholding	1,157.08	950.32
2105 · Employer Taxes	929.55	817.94
Total 21 · Payroll & Sales Tax Liabilities	2,322.78	2,074.14
23 · Other Current Liability		
230105 · Rental Deposits	5,750.00	3,875.00
23 · Other Current Liability - Other	0.00	490.73
Total 23 · Other Current Liability	5,750.00	4,365.73
Total Other Current Liabilities	8,072.78	6,439.87
Total Current Liabilities	8,072.78	6,439.87
Total Liabilities	8,072.78	6,439.87
Equity		
32 · Retained Earning	2,411,773.24	2,414,000.26
39 · Retained Earnings	1,300,174.68	820,355.78
Net Income	25,099.04	479,818.90
Total Equity	3,737,046.96	3,714,174.94
TOTAL LIABILITIES & EQUITY	3,745,119.74	3,720,614.81

SECTION V. Budget Information

Revenue

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	\$5933	\$5516.68	\$4100
Albany County	0	\$1000.00	\$1200
United Way	0	0	0
Donors	\$418,906.00 (included unique bequest to untouchable endowment)	\$34,796.45	Projections: \$89,000
Fundraisers	\$66,360.87	\$46,925.94	\$48,000
Interest/Investment	\$52,335.94	\$72,825.81	\$59,750
Other (Grants, Reserves, Rentals)	\$94,187.68	\$46,718.40	\$38,000
Other (Misc. Revenues, Women's HH)	\$17,584.00	\$4640.34	\$15,000
Other (Admissions)	\$10,354.00	\$11,908.74	\$12,000
Other (Memberships, Gift Shop)	\$34,887.50	\$25,693.11	\$25,500
Total	\$281,642.99	\$250,025.47	\$292,550

Expense

	FY 2014-2015	FY 2015-2016	FY 2016-2017
	2014-2015	2015-2016	2016-2017
Salary, Director	\$37,000.00	\$38,000.00	\$40,000.00
Salary, Other(s)	\$46,761.18	\$48,843.08	\$54,000.00
Benefits	0	0	0
Rent	0	0	0
Utilities	\$35,011.04	\$31,326.26	\$35,000.00
Client Service	\$27,500.00	\$24,299.96	\$80,200.00
Client Aid	N/A	N/A	N/A
Equipment	0	\$5200.00	\$80,200.00
Other (offices, collection)	\$25,544.66	\$24,939.61	\$22,900.00
Other (maintenance)	\$8300.00	\$12,942.44	\$12,000.00
Other (insurance)	\$10,000.00	\$8,454.97	\$10,000.00
Other (youth, PR, volunteers)	\$7000.00	\$7500.00	\$7500.00
TOTALS	\$225,616.67	\$201,506.32	\$261,600.00

Section VI: Interim Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded?

City \$ 5516.68

County \$ 1000.00

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 2015/2016 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 2015, more than 25,832 people of all races, creeds, economic situations and special needs visited the Laramie Plains Museum via tours, meetings, use of the rental facilities and grounds, and special events held on the Museum property. The Museum's collection of area history was viewed by 6809 touring visitors, including close to 1000 students from the Laramie area and around the state and region via educational tours and youth volunteer and intern programs. We offered no cost tours of the Museum to school classes throughout Albany County and provided a training and youth volunteer experience to 48 junior high school students in the 2015 summer. We offer events throughout the year that allow our community residents free or low cost tours of "their" museum. Assistance from the City of Laramie and County of Albany heralds a supportive partnership for the preservation of area history at a community historic site and gathering place. We have a large sign in the window of our Carriage House office that states that we are one of the Community Partners.**
- **We will continue to spend the funds allocated by the City and County for assistance with the Museum's maintenance and utilities as the funds arrive. Maintenance and Utilities are ongoing expenses.**
- **Laramie Plains Museum Association has used the City and County funding as leverage with grants and other funding requests for continuing preservation and rehabilitation from donors and organizations, including Laramie Woman's Club and Guthrie Family Foundation, and Dr. Donald Adams.**

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	Laramie Public Art Coalition
Contact Person:	Trey Sherwood
Mailing Address:	Laramie Public Art Coalition c/o Wyoming Community Foundation 1472 N. 5th Street, Suite 201 Laramie, WY 82072
Phone:	307-760-3355
E-mail:	publicartlaramie@gmail.com
Web:	http://www.laramiepublicart.org

Type of Organization:

Recreation/ Arts and Culture Civic/Quasi Governmental

Social Service Other

Requested Amount for FY16/17: City \$2,500 County \$2,500

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 \$17,000 X 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

Funding will allow us to hire a paid intern or part-time employee to execute the initiatives outlined in the recently adopted public art plan. Your support ensures that Laramie remains the trend setting, innovative, "Cultural Capital of Wyoming" for future generations!

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		Samin Dadlani	2/9/2016
	Signature	Print Name	Date
Board President		Diane Harrop	2/16/2016
	Signature	Print Name	Date

SECTION II: Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

In September 2015, the City of Laramie adopted a public art plan for the community as developed by a group of stakeholders working with funding from the National Endowment for the Arts, Wyoming Arts Council and Wyoming Cultural Trust Fund. Finances were managed through the City of Laramie Parks and Recreation department.

The plan was developed with best practices research and input from the community. It is intended to guide choices about how the future of public art in Laramie is developed and implemented. Stakeholders who helped guide the plan include the Laramie Beautification committee, Laramie Main Street, University of Wyoming Art Museum, the City of Laramie, Albany County and the Laramie Chamber Business Alliance.

Now a working board, the Laramie Public Art Coalition (LPAC) has devoted itself to bringing public art to the "Cultural Capital of Wyoming".

In 2015, the public art team stewarded the installation of a "screen" to beautify the south Third entrance from I-80. Through a call process, we helped the Laramie Beautification Committee commission Laramie artist Stan Dolega to build a bold, 200' long, artwork in the northwest quadrant of the I-80 and 3rd Street interchange. The installation, titled *Penumbra*, blocks an industrial property to the west and creates a visually engaging area for those passing by. The project is located on private property and was 95% funded by private gifts.

Also in 2015, we began working with WYDOT to plan for public art installations on the Harney Street viaduct. In addition, we will be working with the City and University to provide feedback and guidance for "art integrated into design" for the Iverson Avenue corridor redesign.

Moving into 2016, we'll be co-hosting the Laramie Art Festival in the fall and providing support for the downtown pop up gallery walk. To activate south depot park, we'll be working with the University of Wyoming Art Museum, the Railroad Depot board, the Laramie Garden Club and Parks and Rec to install a temporary sculpture by internationally known artist, Brandon Ballengee on the historic snow train.

The public art plan also outlines opportunities for ongoing engagement, including artist workshops, forums for public feedback, marketing materials, an inventory of public art and adding performance art to already existing events.

To do this, the Laramie Public Art Coalition must secure funding for a staff position to oversee the execution of the public art plan and assist private and public partners wishing to take on public art projects.

Organizational Structure

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

Chair, Jodi Guerin – 3-year term

Vice Chair - Susan Moldenhauer – 2-year term

Secretary – Charles Bloom – 2-year term

Treasurer – Trey Sherwood – 3-year term

The Wyoming Community Foundation is currently serving as our fiscal sponsor as we work on, and submit our articles of incorporation and bylaws.

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

Being recently formed, this is the first time we've approached the City and County for operational support. We anticipate this will be an ongoing request until funding for staff can be offset fully by private donors, grants, service fees and fundraisers.

A key component and initial goal identified in the public art plan states; "To grow public art in Laramie and implement this plan, a staff person is essential to serve as a public art resource for the community".

With an employee overseeing the plan, our common goals can be achieved. As stated in the resolution of support, "the project was in response to a growing demand for art in public spaces as well as recognition that a plan to guide the acquisition and placement allows the artwork to enhance community appearance and economic development; and whereas, art in public spaces can also serve as an expression of the character of the community, enhance the appearance and livability of the community and also enhance the local economy ...".

Further goals are also outlined in the plan, including:

1. Use public art to contribute to Laramie's reputation as a desirable place to live, work and visit.
2. Amplify what is distinctive about Laramie by presenting wide-ranging visual, literary and performing art.
3. Create opportunities to appreciate and engage diverse forms of art and culture.
4. Empower Laramie's visual, literary and performing artists.
5. Let innovation and excellence guide the development of a public art program for Laramie.
6. Encourage entities in the public and private sector to use the Laramie Public Art Plan as a guide to develop and implement public art projects.

Funding provided by the City and County will be used to match grants from the Wyoming Arts Council and the Wyoming Cultural Trust Fund. We anticipate a 4:1 return on investment for your contributions.

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

Balance Sheet as of December 31, 2015:

<i>Assets</i>	<i>Liabilities</i>	<i>Other Financial Information You Wish to Include:</i>
Current: 0 Cash: CDs , etc.: Receivables: Fixed: Equipment: Building: Less Depreciation:	Current: 0 Payables: Withholding: Long Term: Promissory Notes: Mortgage: Owner's Equity:	

SECTION V. Budget Information

Revenue

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie			2,500
Albany County			2,500
United Way			
Donors			10,000
Fundraisers			5,000
Interest			
Other – WAC grant			10,000
Other – WCTF grant			10,000
Other – Laramie Beautification			2,000
Other			
Total	0	0	42,000

Expense

	FY 2014-2015	FY 2015-2016	FY 2016-2017
Salary, Director			30,000
Salary, Other(s)			
Benefits			
Rent			
Utilities			
Client Service – WCF administrative fees			2,000
Client Aid			
Equipment			
Other – public art project			9,000
Other – public art event			
Other – website			250
Other – professional development			750
Total	0	0	42,000

Section VI: Interim Report

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded? \$ _____

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 2015/2016 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?*

WYOMING COMMUNITY FOUNDATION
STATEMENTS OF FINANCIAL POSITION
December 31, 2014 and 2013

	<u>2014</u>	<u>2013</u>
Assets		
Current Assets		
Cash and cash equivalents	\$ 6,884,293	\$ 3,153,451
Investments (Note 2)	106,289,871	104,514,320
Other receivables	8,612	161,821
Prepaid expenses	34,288	19,168
Total current assets	<u>113,217,064</u>	<u>107,848,760</u>
Property and Equipment		
Property and equipment, net of accumulated depreciation (Note 3)	<u>605,089</u>	<u>575,698</u>
Other Assets		
Deposits	<u>800</u>	<u>-</u>
Total Assets	<u>\$ 113,822,953</u>	<u>\$ 108,424,458</u>
 Liabilities and Net Assets		
Current Liabilities		
Accounts payable	\$ 200,920	\$ 230,376
Accrued expenses	27,355	30,962
Current portion of grants payable (Note 4)	1,974,405	1,105,565
Current portion of note payable (Note 5)	<u>-</u>	<u>9,947</u>
Total current liabilities	<u>2,202,680</u>	<u>1,376,850</u>
Long-Term Liabilities		
Deposits	500	750
Grants payable (Note 4)	-	15,000
Note payable (Note 5)	-	283,464
Funds held as agency endowments (Note 6)	16,540,048	16,100,178
Funds held in trust (Note 7)	<u>8,461,212</u>	<u>9,007,234</u>
Total long-term liabilities	<u>25,001,760</u>	<u>25,406,626</u>
Total liabilities	<u>27,204,440</u>	<u>26,783,476</u>
Net Assets		
Unrestricted	<u>86,618,513</u>	<u>81,640,982</u>
Total Liabilities and Net Assets	<u>\$ 113,822,953</u>	<u>\$ 108,424,458</u>

See Notes to Financial Statements.

WYOMING COMMUNITY FOUNDATION

STATEMENTS OF ACTIVITIES

For the Years Ended December 31, 2014 and 2013

	<u>2014</u>	<u>2013</u>
Revenues and other support		
Contributions	\$ 7,939,505	\$ 8,882,309
Amounts received for agency endowments (Note 6)	(742,585)	(1,100,120)
Interest and dividends	1,668,750	1,436,524
Other income	1,515,371	1,190,039
Unrealized and realized gains	<u>1,691,249</u>	<u>11,052,701</u>
 Total revenues and other support	 <u>12,072,290</u>	 <u>21,461,453</u>
 Expenses		
Grants	3,840,690	3,179,597
Grants made from agency endowments (Note 6)	(749,342)	(431,536)
Program expense	2,964,504	2,183,887
Supporting service expenses		
General and administrative	470,287	444,104
Fundraising	343,227	384,596
Investment fees	<u>225,393</u>	<u>204,566</u>
 Total expenses	 <u>7,094,759</u>	 <u>5,965,214</u>
 Change in net assets	 4,977,531	 15,496,239
 Net assets, beginning of year	 <u>81,640,982</u>	 <u>66,144,743</u>
 Net assets, end of year	 <u>\$ 86,618,513</u>	 <u>\$ 81,640,982</u>

See Notes to Financial Statements.

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	Laramie Railroad Depot Association
Contact Person:	Jerry Hanson / Jay Bress
Mailing Address:	715 Gerald Place
Phone:	(307) 343-0296
E-mail:	jay@modernwyoming.com
Web:	www.laramiedepot.org

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

Requested Amount for FY16/17: City \$15,000 County \$ _____

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.
\$ 25,000 <input checked="" type="checkbox"/> Estimated <input 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> We are asking form money to begin Phase 2 of our project. Phase 1 will begin when the weather is warm enough to dig, and will address drainage and pavers on the north-east corner of the building.
--

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 brief history of your organization in Laramie and/or Albany County, including services provided to area residents and your organization's Mission Statement.

The Laramie Union Pacific Depot was built in 1924 to replace the town's original Union Pacific Depot/Hotel that was destroyed by fire in 1917. It was added to the National Register of Historic Places in 1988. The current station served as Laramie's Union Pacific passenger depot from its completion in 1924 until 1971, and as an Amtrak depot until 1983. In 1985, the Union Pacific Railroad generously transferred ownership of the Laramie Depot to the Laramie Plains Museum, and in 2009 ownership was transferred to the Laramie Railroad Depot Association, an independent 501(c)3 corporation. Currently, the building houses a small museum of railroad memorabilia and is used for various non-profit community functions such as music concerts, art showings, and public meetings. The building is also used to raise revenue to maintain itself through rentals for weddings, banquets and other events. The Laramie Railroad Depot Association oversees the operation, maintenance and restoration of the Laramie Depot in accordance with the Association's mission; *To preserve Albany County's railroad heritage, to educate and promote the importance of the railroad to the history, culture and economic development of the local area, the State of Wyoming and the nation, and to preserve this history for posterity.*

Organizational Structure

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

Jerry Hansen - President
Jay Bress -Vice-President
Leland Gaulke -Treasurer
Karl Moore -Secretary
Richard Hook
Brian Shuster
David Lucke
Charles Van Heule
Bonnie Miller
Terry Hahn

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 2016-2017;*
- *large equipment or other fixed assets that will be purchased 2016-2017;*
- *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*

The funds will be used together with other grants and donations we have received to contract with a local company to complete this work.

Although we have used many volunteer hours for the work we have done so far on the Railroad Heritage Park, and the Depot Museum, the nature of this task is such that we must hire professionals. Where possible, we are utilizing volunteer labor. (To pull up the bricks, and clean them - for example).

Historically, the depot sits on the first transcontinental telegraph line. We have preserved some of the telegraph poles, and the telegraph station inside the depot. Additionally, we have preserved the manhole cover from the original Western Union telegraph.

Currently, there is a transcontinental fiber-optic cable running along the track side of the fence which separates the depot from the tracks.

The drainage issue has to be addressed to preserve the integrity of the building, but given all the historic assets and proximity to the fiber-optic cable, we feel that we have to hire excavation and dirt work to be done by bonded and insured contractors. Estimates vary, but the total cost for this is between \$120,000 and \$150,000.

We have acquired a plan, and some of the materials needed for the project, and plan to complete "Phase One" when the weather improves. Phase one will address the worst affected corner of the building (north east) and install two drainage channels to direct water away from the building.

We understand the money is tight, so we have tried to keep our requests small, and triage the problem at the depot. We hope in this way to address the problem, fix it permanently, and keep the depot open.

Thank you for your consideration.

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

Balance Sheet as of December 31, 2015:

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

01/01/16 - 1/31/16 Summary sheet	
	January 2016
Checking	\$704.38
Money market	\$110,018.30
Rental account	\$19,511.61
Operating costs	\$1,398.08
Labor (includes Dec 2015)	\$762.50
Utilities (includes Dec 2015)	\$501.60
Other	\$133.98
Allocated funds	\$126,085.28
RRHP	\$46,369.02
Kitchen	\$1,317.50
Ames Monument NHL	\$1,241.57
Ostresh Memorial	\$4,159.47
Museum	\$4,232.82
Furnace	\$1,610.00
WyDOT History Project	\$19,702.12
Brick Project	\$47,452.78
Rentals paid as of Feb 8, scheduled Feb 1 forward	\$9,685.00
Net Worth:	
Checking + Money market + Rental account	-\$5,535.99
(-)Allocations	
(-)Rentals paid not yet occurred	

SECTION V. Budget Information

Revenue

	FY 2014-2015	FY 2015-2016	FY 2016-2017 Funding Request(s) to the City and County
City of Laramie	\$6389	\$6400	\$15,000
Albany County			
United Way			
Donors	3,600	4,000	
Fundraisers			
Interest	\$200	\$200	
Other Wyo. Cult. Trust Fund		\$25,000	
Other SHIPO			\$10,000
Other City Rec. Mil	\$10,000	\$20,000	
Other Rentals	\$19473	\$19773	
Total	\$39662	\$75,189	

Rental sheet attached = our primary income...

Expense

	FY 2014-2015	FY 2015-2016	FY 2016-2017
Salary, Director	0	0	0
Salary, Other(s)	0	0	0
Benefits	0	0	0
Rent	0	0	0
Utilities	4538.97	4212	?
Client Service	0	0	0
Client Aid	0	0	0
Equipment			
Other Janitorial	3617.50	3845	?
Other Insurance	2470	2550	
Other Railroad Heritage Park			40,000
Other Brick Phase One			50,000
Total	10626	10607	90,000

2016				
Date	Web Name	Internal Name	2015 Rental Paid	2015 Invoiced / Quoted
8-Jan	Private Party	Tracy Dooley / Hospice of Laramie	225.00	\$225.00
22-Jan	Private Party	Jessica Flock / Pedal House / DBLA	200.00	\$200.00
29-Jan	Private Party	Kamie Dorsom / Basic Beginnings	200.00	\$200.00
February				
6-Feb	Private Party	Tammy Mcaffee		\$365.00
12-Feb	UW	Lee Noel / UW	290.00	\$290.00
15-Feb	Private Party	Jerry Hansen		
March				
2-Mar	Private Party	CO/WY American Fishes Society		\$250.00
10-Mar	Private Party	Amy Shoales / LaramiePhysWomen&Child	200.00	\$200.00
25-Mar	UW	UW Creative Writing / Maria Anderson		\$200.00
April				
7-Apr	Private Party	Marla Petersen	250.00	\$250.00
9-Apr	UW	UW Shepard Symposium	290.00	\$290.00
12-Apr	Private Party	Amanda Jenkins / Laramie Leadership		\$100.00
15-Apr	Private Party	Jerry Hansen		
16-Apr	Private Party	LHS/PeaceJamClub/Madeline Moreno		\$250.00
May				
6-May	UW	UW Phys&Astro	290.00	\$290.00
13-May	UW	UW Haub School / Nyla Hurley	290.00	\$290.00
14-May	Private Party	Taylor Sandvick	500.00	\$500.00
15-May	Private Party	Beth Buskirk		\$250.00
28-May	Private Party	Jason deJong	300.00	\$300.00
30-May	Private Party	Meg Flanigan Skinner	260.00	\$260.00
June				
6/10-6/12	Wedding	Anna Lamey	440.00	\$575.00
13-Jun	UW	Emily Sorenson / UW SER		\$250.00
6/24-6/26	Wedding	Lisa Cameron	575.00	\$575.00
July				

7/1-7/3	Wedding	Kassi Powers	575.00	\$575.00
7/7-7/10	BrewFest	Laramie Downtown	575.00	\$575.00
7/15-7/17	Wedding	Leslie Lacey	575.00	\$575.00
7/22-7/24	Wedding	Dede Downs	575.00	\$575.00
7/29-7/31	Wedding	Katie Breiwick	575.00	\$575.00
August				
8/5-8/7	Wedding	Samantha Garza	475.00	\$475.00
8/11-8/13	Wedding	Tammy Mcaffee	100.00	\$575.00
8/19-8/21	Wedding	Lindsay Weasel	575.00	\$575.00
8/26-8/27	Wedding	Hilary Welborn		\$425.00
28-Aug	Private Party	Dick Meranda		
September				
9/2-9/4	Wedding	Mariah Hall	575.00	\$575.00
9/9-9/11	Wedding	Susanna Bradley	575.00	\$575.00
9/16-9/18	Wedding	Britni Luther		\$575.00
27-Sep	Private Party	Albany Co / Kellie Southards	250.00	\$250.00
October				
10/7-10/9	Wedding	Rebecca Strott	575.00	\$575.00
November				
11/2-11/7	Open House / Train Show			
December				
		RENTALS PAID NOT YET OCCURRED	9,685.00	

Section VI: *Interim Report*

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2015/2016

Amount Awarded? \$ \$5,414

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.

\$ \$5,414
Date: Phase One will happen when the weather warms up enough to dig. Probably April.

It should all be spent by the time our June 1 final report is submitted.

Briefly describe the impact that the FY 2015/2016 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?*

We have used the 2015/16 award to show community support, and it was instrumental in showing matching funds for the \$25,000 grant we were awarded by the Wyoming Cultural Trust Fund.

The \$25,000 allows us to begin Phase One once the weather warms up.

We truly could not do it without your support.