

**Nonprofit Recovery Grant : Entry # 2324****General Information****Date or application:**

01/05/2024

**Organization Name**

Capital District Women's Employment &amp; Resource Center (CDWERC)

**Organization TIN or EIN:**

14-1818987

**Organization physical address:**

155 Washington Avenue, 3rd Floor

Albany, NY 12210

United States

[Map It](#)**Is the mailing address different from the physical address?**

No

**Contact Information****Primary contact name:**

Elizabeth Miller Guthier

**Primary contact title:**

Executive Director

**Primary contact phone:**

518-225-3131

**Primary contact email:**[bmiller@cdwerc.org](mailto:bmiller@cdwerc.org)**Preferred method of contact:**

Doesn't matter

**Website (if available):**

<https://www.cdwerc.org>

**Organization Info and Structure:****Please attach to this application proof of your organization's Tax-Exempt Status**

- [Tax-Exempt-2023.pdf](#)

**Date of establishment:**

11/30/1999

**Give a brief description of your organization. Please include information on the organization's activities or mission statement (150 words or less):**

The mission of the Capital District Women's Employment & Resource Center (CDWERC) is to advance women's success in the workplace by building their economic and personal independence.

Since 1988, CDWERC, formerly The Albany Displaced Homemaker Program, has provided workforce development services to more than 10,000 Displaced Homemakers from throughout the Capital Region, women who have lost their source of income upon the death, divorce, separation, disability, or dislocation of a spouse, or who are single mothers. CDWERC also annually awards Women's Fund of the Capital Region scholarships for financially-insecure women in the final year of their college program at Hudson Valley Community College and SUNY Schenectady County Community College.

**Provide the total number of part time employees (if applicable):**

4

**Provide the total number of full-time employees (if applicable):**

2

**Provide the total number of volunteers (if applicable):**

60

**What is the organization's current annual budget?**

424,567

**Have you or the organization ever received any form of COVID-19 relief funds or loans specific to the negative impacts of the Pandemic?**

Yes

**If you selected "Yes" above, please specify type and amount.**

PPP Round I - May 5, 2020 for \$30,750  
PPP Round II - March 12, 2021 for \$36,500

**Describe the purpose of the organization. Include a description of the target population, as well as the goals and objectives of your proposed project and the amount of Albany County residents that are served (250 words or less).**

CDWERC's purpose is to advance women's success in the workplace by building their economic and personal independence. CDWERC's target population is women who are underemployed and unemployed in the Capital Region. Specifically, CDWERC helps Displaced Homemakers, women who have lost their source of income upon the death, divorce, separation, disability, or dislocation of a spouse, or who are single mothers. CDWERC assists these women with re-entering the job market through the provision of free targeted and personalized workforce development training, education and support services.

64% of the women served by WERC reside in Albany County with 43% of women living in the City of Albany. CDWERC also serves women in Rensselaer, Saratoga, Schenectady, and surrounding counties.

Of the 300 Displaced Homemakers CDWERC serves annually, 57% are at poverty level; 37% have an annual income of less than \$10,000 and 20% have no income. The women are ethnically diverse: historically 58% are Caucasian, 34% are African-American, 8% are other ethnicities.

Based on each woman's unique education, experience and career goals, WERC assists each woman in achieving a marketable, productive, successful, and sustainable career path.

Albany County ARPA funds will ensure WERC's workforce development services can continue to be offered in the county; the typical cost to provide one woman all the support she needs to find a job is \$2,000, meaning \$25,000 from this program will help provide services to 13 Albany County women.

**If an award is made, describe how Albany County stakeholders will benefit.**

Albany County stakeholders will directly benefit, specifically: the Albany County women who will be served and thus find a job, helping to support them and their families.

There is also a much larger community impact: WERC programs return \$14 back to the economy for every \$1 dollar invested. This calculation is based on 1) the success of the program prevents the need for the women served to access public assistance benefits, a move that would be otherwise imminent; and 2) the success of WERC's programming also brings in new taxable income and increased consumer spending from those graduates who have secured employment.

**Negative Economic Impact:**

**What amount of funding is being requested?**

\$25,000

**Provide the total amount of lost revenue/additional expenses attributable to the COVID-19 Pandemic.**

\$65,500

**Sustainable Operating Model: Describe how your organization adapted its operations to respond to (a) the immediate impacts of the COVID-19 pandemic and (b) any long-term trends brought about by the COVID-19 pandemic.**

During the pandemic CDWERC staff quickly pivoted to offer workforce development services online, instead of in person. Home offices were set-up and cell phones were purchased so staff could continue to serve women in need of finding resources, receive training and find employment. CDWERC's main training center in Albany and CDWERC's satellite office in Troy were temporarily closed, although rents were still required to be paid, (they has since been re-opened) and two additional Zoom licenses were purchased. CDWERC also created a laptop loaning program to help women without home computers to still submit resumes and complete online job applications when public computers (such as at libraries and local one-stop

centers) were closed.

Long-term, CDWERC continues to offer increased services online to the women it serves, though in-person training is back and a key component of CDWERC programming.

**If an award is made, describe how the funds will help the organization to recover from the negative economic impacts associated with the COVID-19 pandemic and to sustain long-term operations in Albany County.**

Like many smaller nonprofit organizations, every year revenues from CDWERC's various sources (special events, grants, individual donations, etc.) are critical to ensure programming can continue to be offered. Funding from Albany County's ARPA's funds will help to make CDWERC sustainable for the long-term by providing undesignated funds that can be used toward operations if necessary, or toward CDWERC's long-term savings.

**Does the organization possess a financial management system that provides records that can identify the sources and application of ARPA funds if an award is made? Please explain below:**

Yes, CDWERC uses QuickBooks on-line to track its finances. By assigning a class to expenses paid, vouchers submitted and fund received CDWERC has received and accurately tracked a wide variety of state and local grants for many years, and will use the same tracking for Albany County ARPA funds.

**Please explain how the negative impact associated with the COVID-19 pandemic led to revenue loss:**

CDWERC was fortunate in that its workforce development services could be switched to be provided at a distance (via Zoom, telephone calls and email) during the pandemic yet this was with additional expenses. CDWERC initially lost income from one of its main revenue sources, special events. In 2020 and 2021, CDWERC was unable to hold its First Impressions Second Chances Networking Event and the Annual Awards Luncheon, and its Trailblazers Luncheon in person causing a decreased in \$25,500. Several grants and donations were not granted or given to CDWERC including workforce development training grants and technology grants. This loss was \$40,000 bringing the total to \$65,000.

**(Optional) Use the below space, or attached supplemental files, to provide any additional information that you believe will support the organization's request:**

CDWERC is proud to have been based in Albany for its 35-year history, and to serve Albany County women, to the betterment of the women, their families and their greater community. Thank you for considering this proposal, which will help ensure such support can continue into the future.

**Optional file upload**

- [CDWERC-2023-Trifold-brochure-Final.pdf](#)

**Tax Information**

**Please upload Federal tax returns for tax year 2019**

- [CDWERC-990-2019-signed.pdf](#)

**Please upload Federal tax returns for tax year 2020**

- [CDWERC\\_FY2020\\_990.pdf](#)

**Please upload Federal tax returns for tax year 2021**

- [CDWERC-2021-990.pdf](#)

**Please upload Federal tax returns for tax year 2022**

- [CDWERC-has-not-yet-completed-2022-tax-returns.docx](#)

**Please upload IRS Form W-9**

- [WERC\\_W9-2023.pdf](#)

**Risk Assessment****Has the organization adopted and/or implemented policies relating to: records retention, conflict of interest, code of ethics, and/or nondiscrimination policies**

Yes

**If you selected "Yes" above, please specify:**

Yes, WERC has policies related to records retention, conflict of interest, code of ethics and nondiscrimination policies. All were written by executive staff and approved by WERC's Board of Directors.

**Is the organization properly insured?**

Yes

**If you selected "Yes" above, please specify the types of insurance held and the limits:**

Yes, CDWERC currently holds \$1,000,000 Property and Liability Insurance, Director and Officers Insurance with a \$2,000,000.00 limit of all claims annually, Disability and Workers Compensation with \$500,000 limit for employee injury by accident or disease, and Crime insurance with \$100,000 Bond Limit.

**Does the organization have a financial management system?**

Yes

**If you selected "Yes" above, please specify**

Yes, CDWERC uses QuickBooks on-line to track its finances. CDWERC hires an Accounting Firm, BST and Co.. CPA's, LLC, to review financials, reconcile bank statements and generate Board of Director Financial Reports. CDWERC also hired an Accounting Firm, Wojeski and Company to review CDWERC's financials and complete 990 and CHAR 500 tax forms.

**Has there been any change in your organization's key staffing positions in the last 2 years?**

No

**Has the organization previously done work for the Federal government (i.e. Is the entity experienced in managing Federal funds)?**

Yes

**If you selected "Yes" above, please specify**

CDWERC is awarded each year SNAP funds for providing Workforce Development Services to Displaced Homemaker who are eligible to receive SNAP benefits.

**Certifications:****Acknowledgment 1**

I have read and understand the U.S. Treasury's Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds (see link below)

U.S. Treasury's Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds:  
<https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

**Acknowledgment 2**

Should the County allocate ARPA Funds, I am able to and pledge to adhere to ALL Compliance and Reporting Requirements of the U.S. Treasury as it relates to any State and Local Fiscal Recovery Funds

**Acknowledgment 3**

I understand the County will contact me if/when additional information is needed and that information will be promptly provided to the County to support reporting requirements

**Acknowledgment 4**

If for any reason I am unable to comply with the U.S. Treasury's Compliance and Reporting Requirements I will immediately notify the County in writing by email or letter

**Acknowledgment 5**

All information submitted in this application is true and accurate

**Electronic Signature Agreement**

I agree

By checking the "I agree" box, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a

traditional signature at a later date.

**Type name**

Elizabeth Miller Guthier

**Notes**



**Admin Notification (ID: 655253b8f18ee)**

added January 5, 2024 at 8:07 pm

WordPress successfully passed the notification email to the sending server.