

## POLLC-FY21

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*FY21 Fall Application for Funding (Returning Applicants)*

### *The Post Office, LLC*

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# Application Form

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## *Guidelines & Applications Tips*

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### UPDATING INFORMATION FROM SPRING:

You will NOT need to retype your responses from the Spring application. Use the "Copy Answers" button at the top of the page to transfer your responses from the FY21 Spring application (submitted in April 2020) to this Application. You can make changes to any of your responses that need updating. If a response has not changed there is no need to update the response

### NEW QUESTIONS:

★ Questions that were not asked on the Spring Application and are new to the Fall Cycle are indicated with a gold star

### REQUIRED VS OPTIONAL QUESTIONS:

- All required questions are marked with an \*asterisk\* and must be answered in order to submit the application
- All optional questions have no notation and are not required in order to submit the application. But if an optional question applies to you, please provide an answer.

### GUIDELINES:

- Please direct questions or concerns to Jenny Muscat, Operations Manager, at Jenny@ResortTax.Org or 406-995-3234
- Please only provide the information requested within this application
  - Supplemental materials will not be accepted
- Blackmail or bribery of staff or board members is strictly prohibited and will result in disqualification
- Please proofread your application for grammar and validate your data prior to submission
- Avoid organizational jargon and use layman's terms to minimize follow up questions
- You may SAVE the application at any time and return to it
- Final submission happens upon clicking 'SUBMIT'
- **The deadline for applications is Wednesday, September 30 @ 11:59 pm (Mountain Time)**

## *Organization/Background Information*

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### INSTRUCTIONS:

Please verify and update any information that has changed since you applied for the FY21 Spring Cycle.

### **Request Title\***

Please **update** with your "'Organization Acronym"-FY21 Fall'. For example: *BSRAD-FY21 Fall*

POLLC-FY21

## Number of Projects/Programs\*

How many projects/programs are you requesting Resort Tax funds for in the Fall cycle?

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- If you are requesting funds for **FEWER** projects than in the spring keep the number of projects the same as it was in the spring and in the corresponding project question section(s) enter \$0 for the amount requested **and** provide an explanation about why this project is no longer taking place
- If you are requesting funds for the **SAME** number of projects as the spring keep the number of projects the same and update/verify each project question section accordingly
- If you are requesting funds for **MORE** projects than in the spring enter the new (higher) number here and fill in the additional project question section accordingly
  - The maximum number of projects you may request funds for is 6

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For applicants with multiple projects please note that the application will expand and create additional project/program information sections for each project you are requesting funding for based upon the number entered above. Please enter your projects in order of highest to lowest priority as you complete the application.

## Funds Not Awarded\*

★ How would your projects/programs be affected if Resort Tax funding were not awarded?

If Resort tax funding were not awarded, we would need to provide the United States Postal Service with notice that we are unable to continue to provide postal services to the Big Sky community.

## Total Funds Requested FY21 Fall\*

★ What is the total amount of funds your organization is requesting for all projects/programs for this cycle (1/1/216/30-21):

*Please ensure that all requests for all projects add up to this total, the form does not calculate a total for you.*

\$46,000.00

## Additional COVID-19 Funds\*

★ Has your organization received any funding from any of the following programs? (Check all that apply)

Paycheck Protection Program (PPP)

## COVID-19 Funds Explanation

★ Please explain how the funding received affects your FY21 Fall Resort Tax request:

*Provide detail on:*

- *What funding was received (sources and amounts)*
- Amount your request to Resort Tax can be reduced (total ask and broken down by project) if applicable
- When funds were received/expected to be received
- Any other important information regarding this additional funding

The Post Office, LLC ("POLLC") was awarded a PPP loan on 4/14/2020 in the amount of \$44,100.00. POLLC intends to request forgiveness of the entire PPP loan amount, which would reduce our reliance on Resort Tax funding. However, we continue to receive guidance that it may be advantageous to wait to submit the forgiveness request. For that reason, the PPP loan continues to be reflected as a liability on our financial statements. POLLC intends to continue to request Resort Tax funding, but at such time that the loan, or any portion of the loan, is forgiven, POLLC will use the forgiven loan proceeds to offset funds that would traditionally be requested from Resort Tax.

## COVID-19 Impact\*

★ What has the impact of COVID-19 been on your operation and how has this impact affected your Fall Resort Tax request?

POLLC operations have been significantly impacted by COVID-19. As the Resort Tax board is aware, the USPS shares very little volume data regarding our operations. For that reason, I am unable to share specific volume data that supports our most increases. However, even with limited information I can show that COVID-19 has impacted our operations.

In the first 12 weeks of the year, our labor hours were tracking 12% down from the prior year. Since the end of March, labor hours are up 16% from the prior year, a 28% swing. The increase in labor hours is driven by increased volume and some employee turnover, including the immediate loss of a full-time employee who resigned specifically for fear of contracting the virus. Retail lobby revenue is also up roughly 5% for the year, with POLLC experiencing 3 record revenue months since March. Because the POLLC operates on a fixed-rate contract, the increase in retail lobby revenue will not become useful until we can negotiate the next rate increase in July of 2021.

Due to the impact COVID-19 has had on our operations, and the impact it has had on the Resort Tax process, our request has increased for the Fall cycle.

### PAYMENT REQUEST SCHEDULE INSTRUCTIONS:

- **Update** your estimated payment request schedule for your entire request for the FY21 Fall Cycle (1/1/21-6/30/21)
- For any month you are NOT requesting funds please enter 0

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#### Please note:

- The first-day funds can be requested for the fall cycle is 1/15/21

- o Funding will not be available until a contract has been signed and the Post Award Follow Up has been completed
- Enter your estimated schedule based on when you plan to request funds from Resort Tax

### January 2021 Estimate\*

*Only for expenses incurred from 1/1-1/15/21 that you plan to request by 1/15/21. DO NOT INCLUDE ANY FUNDS YOU WERE AWARDED IN THE SPRING CYCLE IN THIS AMOUNT.*

\$0.00

### February 2021 Estimate\*

\$0.00

### March 2021 Estimate\*

\$0.00

### April 2021 Estimate\*

\$26,000.00

### May 2021 Estimate\*

\$0.00

### June 2021 Estimate\*

\$0.00

### July 2021 Request Total Request\*

★ *You may request funds until 7/15/21, for the FY21 Fall cycle for any expenses incurred before 6/30/21.*

\$20,000.00

When projecting future requests, please ensure these numbers are as accurate as possible. While calculating these numbers keep the following in mind:

- Economic Growth
- Staffing Changes
- Changes in Community Needs

### Future Funding Request FY22 Spring\*

★ What is your forecasted Resort Tax request for the FY22 Spring cycle (7/1/21-12/31/21)?  
\$53,000.00

### Future Funding FY22 Fall\*

★ What is your forecasted Resort Tax request for the FY22 Fall cycle (1/1/22-6/30/22)?  
\$50,000.00

### Future Funding Request FY23\*

What is your forecasted Resort Tax request for FY23 (7/1/22-6/30/23)?  
\$124,000.00

### Future Funding Request FY24\*

★ What is your forecasted Resort Tax request for FY24 (7/1/23-6/30/24)?  
\$145,000.00

## *Project/Program 1 Information*

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#### INSTRUCTIONS:

Please verify and update any information that has changed since you applied for the FY21 Spring Cycle.  
*If this project/program will not be taking place in the Fall cycle enter \$0 in the amount requested text box and provide information about why this project is no longer taking place in the "Additional Information" question later in this section.*

### Project/Program 1\*

Big Sky Post Office - Operations

### Amount Requested | Project/Program 1\*

**Update** the amount you are requesting for project/program 1 for the Fall cycle (1/1/21-6/30/21):  
\$46,000.00

**PAYMENT REQUEST SCHEDULE INSTRUCTIONS:**

- Enter your estimated payment request schedule for project/program 1 ONLY for the FY21 Fall Cycle (1/1/21-6/30/21)
- For any month you are NOT requesting funds from Resort Tax please enter 0
- Please ensure your monthly request add up to the Amount Requested for this project/program
  - o The application does not add up the requests for you

**January 2021 Est Project/Program 1\***

★ *Only for expenses incurred from 1/1-1/15/21 that you plan to request by 1/15/21. DO NOT INCLUDE ANY FUNDS YOU WERE AWARDED IN THE SPRING CYCLE IN THIS AMOUNT.*

\$0.00

**February 2021 Est Project/Program 1\***



\$0.00

**March 2021 Est Project/Program 1\***



\$0.00

**April 2021 Est Project/Program 1\***



\$26,000.00

**May 2021 Est Project/Program 1\***



\$0.00

**June 2021 Est Project/Program 1\***



\$0.00

**July 2021 Est Project/Program 1\***

★ *You may request funds until 7/15/21, for the FY21 Fall cycle for any expenses incurred before 6/30/21.*

\$20,000.00

## Goals | Project/Program 1

What are the goals of this project/program and how will they be measured?

I have two goals for the Big Sky Post Office operation:

1) To provide cost-effective and efficient postal services to the residents, employees, businesses and visitors of Big Sky. The implementation of this goal may not eliminate waiting periods for either retail services or post office boxes.

This goal will be measured by the operational costs remaining below the amount budgeted, and POLLC returning to BSRAD a small portion of funds allocated for operating expenses each year

2) To continue discussions with USPS staff to consider relocating to a larger facility, annexing the canyon area of Big Sky to the 59716 zip code, and ultimately having a federally-operated facility in Big Sky.

This goal will be measured over time.

## Project/Program 1 Spring Funding\*

★ Was this project/program awarded funds in the FY21 Spring cycle?

*If yes, please elaborate in the next question:*

Yes

## Project/Program 1 Spring Funding Explanation

★ If applicable, please describe how you met the measurable goals outlined in your Spring application:

Even with the impacts of COVID-19 on our operations, POLLC is financially tracking relatively close to the short-fall predicted during the Spring allocation period. We do our best to minimize wait times, though we are not always able to correlate our staffing levels with customer visits, which can often be random. However, we continue to do our best to process incoming packages as quickly as possible, so that if customers do visit, we can complete the delivery.

I have also reported to the USPS, through our direct supervisor in Bozeman, that I would like to pursue an opportunity to relocate to a larger facility. My request has been forwarded to the appropriate USPS management staff for consideration. i also understand that internal USPS operational data is being assembled for analysis. I an unaware of any reliable timeline in which the USPS intends to make a decision, and what alternatives the USPS may consider. i am optimistic that their process will include a visit to our facility and the Big Sky community.

## Project/Program 1 Additional Information\*



What additional information would you like to share with the Board regarding this project/program?



The Big Sky community is fortunate to have a dedicated team of fellow residents who work at the Big Sky Post Office. We acknowledge over the last 7 months, even with the increase in labor hours, we have not been adequately staffed to be able to process the heavy volume of general delivery packages for new customers AND be able to keep our retail lines reasonably short. Due to labor challenges, we were forced to temporarily reduce our retail hours in June. We do recognize that a larger facility with more PO Boxes is a part of the solution, as well as providing a more attractive work environment for our employees and more efficient experience for our customers.

All of the forecasted Resort Tax requests assume operations occur in the existing facility at the current USPS fixed rate contract amount . Assuming the USPS agrees that Big Sky requires a larger facility, new budgets will need to be prepared to reflect any increase in the USPS contract and changes in operations

### Community Messaging 1\*

★ Please provide a brief (1-2 sentence) description of **this project/program** for community messaging purposes:

The Big Sky Post Office strives to provide reliable and efficient postal services to the residents and guests of the Big Sky Community.

## *Application Verification & Summary*

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### APPLICATION VERIFICATION:

Please ensure that your application is complete, all calculations are accurate, and it has been proofread before submitting for Board review. Once you select Submit you will no longer be able to edit your application.

### Verification\*

Incomplete applications may not be considered for funding. It is the applicant's responsibility to provide all the information requested in the proper format by the application deadline.

I verify that the application is complete and contains accurate information

### Date of Submission\*

09/30/2020

### Name of Submitter\*

Al Malinowski

Once you click 'SUBMIT', do not refresh the page. It may take a few moments to process the information and submit the application.

## File Attachment Summary

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### *Applicant File Uploads*

*No files were uploaded*